



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

PARENTAL LEAVE APPLICATION

Primary Carer

Apply at least 10 weeks before starting leave. If you wish to work during the 6 weeks prior to the expected date of birth, you are required to provide a Medical Certificate stating you are fit to perform regular duties.

Partner

Subject to eligibility, paid Partner Leave of three weeks may be taken from three weeks preceding, and up to six months following, the birth or placement of your child. It may be preceded or extended by periods of Annual, Leave Without Pay (LWOP) or Long Service Leave.

STAFF MEMBER TO COMPLETE

Staff Number **Name**

Organisational Unit

Contact Number at work

Contact Number whilst on leave

Commence Date at University

Pending Birth Recent Birth Pending Fostering/Adoption Recent Fostering/Adoption
Date of Birth / Placement **Return to Work Date**

Leave Type

Start

Finish

Pay Type - Half/Full/Other

CHECKLIST

- Medical certificate/documents citing expected date of birth/placement (mandatory)
- Medical evidence for fitness to work past 34 Weeks

I certify that I will be the sole primary carer during the period applied for against the leave type - Primary Carer.

To support ongoing improvements in UON systems and processes, Human Resource Services can now accept and store forms electronically.

An approved form can be submitted as:

- an attachment to an email that contains the approval as text in the body of the email, **OR**
- a signed and scanned copy.

Applicant Signature

Date

Supervisor Approval

Date

REMUNERATION AND BENEFITS

- Eligibility checked
- Primary carer status confirmed
- Evidence attached
- Leave entered in Ascender
- Letter of outcome sent to applicant

Date completed by Remuneration and Benefits team:

Information collected on this form will be recorded in the University's Human Resource database (Ascender) and on your electronic personnel file. The information will only be used for legitimate University purposes and we request this information in order to process your leave. For further details on this form or to request an update to or correction of your information, please contact Human Resource Services on 02 4033 9999. The University undertakes to manage your personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).

Email completed
form for approval

Return completed form to
payrollservices@newcastle.edu.au