



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

PARENTAL LEAVE

VARIATION WITHIN 12 MONTHS OF BIRTH/PLACEMENT

Submit no later than 4 weeks before your return to work. To request a subsequent variation, or an extension of leave beyond 12 months from the birth or placement of your child, contact the Leave Specialist.

Caution: Where eligible, an earlier Return-To-Work may jeopardise any remaining Australian Government Parental Leave Payments. Visit www.familyassist.gov.au for further information.

1. STAFF MEMBER DETAILS

Staff Number **Name** **Position Title** **Work Unit**

Contact Number

2. PARENTAL LEAVE DETAILS

Initial Approved Leave Start Date **Initial Approved Return to Work Date**

Variation requested
(Dates and leave type/s)

Proposed return to work date **Impact** Reduced Additional

Combined total period of leave: **weeks** **days**

This is the first time I have requested a variation relating to this block of leave

Approval is automatic for the first variation request. The total period of 'Parental Leave' taken may not exceed, or extend beyond, 24 months. Subsequent requests will be subject to consideration relating to operational requirements.

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**

Information collected on this form will be recorded in the University's Human Resource database (Alesco) 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](#).

HR SERVICES USE ONLY

Outcome letter to applicant (copy attached hereto)

Variation entered into Alesco (where approved)

Leave Specialist Signature **Date** **Remuneration and Benefits Team Signature** **Date**

Email completed
form for approval

Return approved for to
leave@newcastle.edu.au