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## NOTICE OF INTENTION TO TAKE PARENTAL LEAVE

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Name (in print):

Staff No.:

Child's Name:

Child's Date of Birth or Date of Adoptive placement:

Commencement Date of Employment:

Faculty/Office:

Home/Mobile Contact No:

Periods of Parental Leave already taken in respect of this child with RIAM and/or previous employer(s):

(with RIAM):

(with another employer):

A copy of the child's birth certificate / adoption order is attached: Yes/No.

Before completing the next section, these matters must be discussed and agreed with your manager.

Commencement Date of Parental Leave:

Pattern of Parental Leave:

Cessation date of Parental Leave:

It is a condition of Parental Leave that it is used for the care of the child concerned. I understand that this parental leave may be terminated if it is not used for this purpose and note that I may be subject to disciplinary action if found to be abusing this leave.

I have read and understand the RIAM policy and procedures for Parental Leave. I fully accept and agree to comply with same, and expressly the Superannuation (Pension) related implications.

Signature of Applicant:

Date:

To be completed by Relevant Line Management (Head of Office/Faculty/Line Manager/Director)

I certify that I have approved this parental leave in accordance with the RIAM Parental Leave policy.

Signature:

Date:

Name (Printed):

Signature:

Date:

Name (Printed):

To be completed by HR

I can confirm that this Notice of Intention to take parental leave will be processed in accordance with the RIAM Parental Leave policy.

Confirmed details of Parental Leave are:

Commencement Date of Parental Leave:

Cessation Date of Parental Leave:

Signature of HR Officer:

Date: