



Human Resources Division
Primary Carer / Extended Leave
Parental Leave Application Form
Pukatono Whakamatuatanga Hākoro

HR Office use only

This form should be completed by the primary carer.

Please read the Parental Leave policy and the guidelines for staff ([available here](#)) before completing this form.

If you require further information or advice, please contact your Human Resources Administrator, especially if you feel that you have exceptional circumstances and would like to apply for a variation to the policy. All arrangements should ideally be discussed with your department before you complete this form.

Checklist	
<input type="checkbox"/>	This application must be submitted at least three months prior to the date on which you intend to commence parental leave;
<input type="checkbox"/>	You must provide a certificate signed by a registered midwife/medical practitioner certifying the expected date of delivery;
<input type="checkbox"/>	In the case of adoption, proof of adoption can be a letter from a social worker, a court order or a statutory declaration that you are caring for a child that you will be adopting;
<input type="checkbox"/>	In the case of Whāngai (adoption under Māori customary law), supporting documentation will include an appropriate reference or references from within the Māori community;
<input type="checkbox"/>	If you intend to use annual leave prior to, or following Parental Leave, a separate application should be made for this annual leave through the staff web kiosk

Section One: Personal Details			
Title	<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Employee Name		Employee No	
Department		Position Title	
School/Division		Expected Due Date	
Appointment Type	<input type="checkbox"/> Permanent <u>OR</u> <input type="checkbox"/> Fixed term <input type="checkbox"/> Confirmation Path (Academic only) Fixed Term Expiry Date:		
Home Address <i>(for sending you information while you are on Parental Leave)</i>			
Section Two: Total Parental Leave (Paid and Unpaid)			
First day of parental leave		Last day of parental leave	
Total number of weeks to be taken <i>(Excluding any annual leave)</i>			

Section Three: Application for University of Otago Twelve Weeks Paid Parental Leave or Ex-Gratia Entitlement

Employees in fixed term positions are entitled to take paid parental leave; however, where the planned return date is beyond the expiry of the fixed term, their return to work will be subject to a further fixed term appointment being offered and accepted. In this instance, the ex-gratia payment option should be selected.

Please note that if your partner also works for the University, you may wish to share the paid leave entitlement with them, but the total of paid leave should still not exceed twelve weeks in addition to the partner's two week entitlement. If this is the case, please complete section four below, and ensure your partner also completes the Partner's Leave and Shared Parental Leave form.

1) PAID PARENTAL LEAVE OPTION

I wish to apply for paid parental leave of up to 12 weeks on the dates specified below

First day of paid parental leave

Last day of paid parental leave

Total number of paid weeks to be taken

If you wish to take paid leave in more than one block, please note these details below (including dates)

All requests for annual leave around the period of parental leave, including the below period, must be submitted separately through the Staff Web Kiosk at the appropriate time.

Annual leave dates
(if applicable)

From:

To:

2) EX-GRATIA PAYMENT OPTION

I wish to apply for the University of Otago's Ex-Gratia payment option, to be paid upon my return to work (up to 12 weeks normal FTE)

If less than 12 weeks, please specify number of weeks requested:

Section Four: Partner's Details (only complete if you have a partner)

My partner is *not* taking any parental leave (please continue on to section five)

My partner is taking parental leave (paid or unpaid (please complete this section four))

A: Partner is not employed by the University

Name of Partner's Employer
(This is a legislative requirement)

Address of employer

Please indicate the amount and type of leave your partner wishes to take

B: Partner is employed by the University

Full name of Partner

Department and Division/School		
Please indicate the amount and type of leave your partner wishes to take (including dates):		
<i>Please also ensure that your partner completes the Partner's Leave form</i>		
Section Five: Employee Declaration		
<input type="checkbox"/>	I confirm that the total parental leave applied for, in respect of this birth or adoption, including any leave taken by a partner, does not exceed 52 weeks (54 if partner's paid leave entitlement is included);	
<input type="checkbox"/>	A certificate from a registered midwife/medical practitioner certifying the expected date of delivery, or documentation relating to an adoption, is attached;	
<input type="checkbox"/>	In accepting either the Ex-Gratia payment or Paid Parental Leave option from the University of Otago, I agree to repay the amount in full, if I resign or do not otherwise return to work and complete a further six months of continuous service following completion of my parental leave period. I certify that the above information is correct and undertake to notify Human Resources of any change in this information.	
Applicant's Signature		Date:
Section Six: Additional Arrangements and Variations to Policy		
<p>In accordance with the principles underpinning the Parental Leave Policy, and recognising the importance of whanau, Heads of Department and managers are encouraged to be as flexible and supportive as possible in their approach to requests for parental leave. The focus should be on negotiating creative solutions that work for individuals while at the same time safeguarding the needs of the Department and the University.</p> <p>Small or under-resourced Departments who do not have the ability to offer any flexibility, should be assisted by the Division or School (in Health Sciences) to provide flexible working options, either with financial support or by sharing resources from elsewhere in the Division or School.</p> <p>Any paid parental leave entitlements for non-permanent, research only staff which are an additional charge on the research budget should be funded not by the research grant, but by the host department and supplemented if necessary by financial support from the Division or School (in Health Sciences).</p> <p>Staff members can, under exceptional circumstances, apply for a variation to the policy. All such cases must be submitted in writing to the Director of Human Resources and include a recommendation from the Head of Department.</p>		
Section Seven: Head of Department/Divisional Head Approval		
Important Notes		
<ul style="list-style-type: none"> • Due to a statutory requirement this form must reach Human Resources within seven days of submission by the applicant. • All employees are entitled to take Parental Leave in accordance with the Parental Leave Policy. • An employee's job must be kept open for them unless a redundancy situation occurs (under a management of change process) or the job is a key position and a temporary replacement is not reasonably practical. Such circumstances are extremely rare, and if a Head of Department considers the job in question to be a key position, they must contact their Divisional HR Manager within seven days of receiving this application. • Employees in fixed term positions are entitled to take unpaid parental leave at anytime up to the fixed term expiry date. • Employees in fixed term positions are entitled to take parental leave; however, where the planned return date is beyond the expiry of the fixed term, their return to work and Ex-Gratia payment will be subject to a further fixed term appointment being offered and accepted. 		

Parental Leave Application Endorsed by Head of Department	
The applicant's position can be held open during their parental leave	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature:	Date:
Application Approved by Divisional Head	
Signature:	Date:
Section Eight: Application for Government Paid Parental Leave	
Where an employee is eligible for the Government funded Paid Parental leave, an IR880 application form should be forwarded to Human Resources with the original application for parental leave. The employer section of this form will be completed, and will be returned directly to you for submission to the IRD.	