

**Request to extend parental leave
(Second or subsequent extension)**

Name:		C Number:	
Position:			
School/Office:			
Employee parental leave details			
Period of leave as currently approved (including any extension/s)	Start date:	End date:	Total weeks:
I wish to extend my period of parental leave (see current dates above) and return to work on or around..... (See requested dates below).			
Period of leave (including second or subsequent extension)	Start date:	End date:	Total weeks:
Additional Information			
I have previously extended my period of parental leave on(e.g. one, two) occasions.			
Additional comments (if any):			
Employee signature:		Date:	
Employer response			
<input type="checkbox"/> I am able to accommodate your request to further extend your parental leave and I confirm that your new return to work date is OR <input type="checkbox"/> I am unable to accommodate your request to further extend your parental leave and I confirm that your return to work date remains			
Additional comments (if any):			
Employer signature:		Date:	