

**Notice of extension to parental leave
(First extension)**

Name:		C Number:	
Position:			
School/Office:			
Employee parental leave details			
Original Leave Period	Start date:	End date:	Total weeks:
I wish to extend my period of parental leave (see original dates above) and return to work on (See dates below).			
Extended Leave Period	Start date:	End date:	Total weeks:
Additional Information			
<input type="checkbox"/> This is the first time I have extended my period of parental leave.			
Additional comments (if any):			
Employee signature:		Date:	
Employer response			
<input type="checkbox"/> I note that this is the first time you have extended the period of your parental leave and that your new return to work date will be (Insert date).			
Additional comments (if any):			
Employer signature:		Date:	