

**Notice of return to work and request for part-time work
(Employees currently on parental leave)**

Name:		C Number:	
Position:			
School/Office:			
Employee parental leave and return to work details			
Period of leave	Start date:	End date:	Total weeks:
I confirm my intention to return to work on (insert date)			
Request for part-time work			
<input type="checkbox"/> I wish to return to my substantive Pre Parental Leave position without change OR <input type="checkbox"/> I have a child under school age and I wish to return to work on a part-time/reduced time fraction basis.			
Details of part-time work sought (if applicable)	Nature of part-time work sought (e.g. I wish to work 4 days per week /I have a preference for Mondays and Tuesday s/ I wish to work half days):		
	Start and end dates of the period of part-time work sought (note: this does not preclude subsequent requests for part-time work period): START DATE _____ END DATE _____		
Additional Information			
Additional comments (e.g. I seek this arrangement because I can only access childcare on Mondays):			
Employee signature:		Date:	
Employer response			
I confirm that your return to work date is (Insert date).			
Response to request for part-time work (if applicable)	<input type="checkbox"/> We have agreed you will return to work on a part-time/reduced time fraction basis and I have attached two copies of a part-time work agreement. OR <input type="checkbox"/> I confirm that I am unable to offer you part-time work/reduced time fraction, for the reasons outlined in the attached letter.		
Additional comments (if any):			
Employer signature:		Date:	

Guidance Notes for Employees: