

Notice of second or subsequent period of concurrent leave

Name:		C Number:		
Position:				
School/Office:				
Employee parental leave details				
I have previously taken (E.g. one, two) period/s of parental leave at the same time as my spouse (see dates below).				
Period/s of concurrent leave already taken (Maximum of 4 periods)	1 st Period	Start date:	End date:	Total weeks:
	2 nd Period	Start date:	End date:	Total weeks:
	3 rd Period	Start date:	End date:	Total weeks:
I wish to take a further period of leave at the same time as my spouse (see dates below), bringing my combined total period of concurrent leave to (E.g. 5 weeks).				
Further period of concurrent leave	Start date:	End date:	Total weeks:	
Additional Information				
Additional comments (if any):				
Employee signature:			Date:	
Employer response				
Comments (if any):				
Employer signature:			Date:	

Notice of second or subsequent period of concurrent leave

Guidance Notes for Employees:

- Note that an employee may take up to eight weeks of parental leave at the same time that the Employee's spouse also takes parental leave and this is known as concurrent leave.
- Concurrent leave cannot be taken before the birth or placement of the child.
- The concurrent leave may be taken in separate periods, but, unless the employer agrees, each period must not be shorter than two weeks.
- Concurrent leave includes the period of paid partner leave.
- Use this form if you have already taken a period of parental leave at the same time as your spouse (concurrent leave) and you wish to take a further period of concurrent leave.
- Read clause 8 'Notice and evidence' (especially 8(7)) of Appendix 1. Providing this completed form to your Employer satisfies the requirement for written notice in clause 8(7)(c).
- See also clause 3 'Period of leave' (especially 3(13)-(15)) of Appendix 1.
- Provide to your Employer at least **4 weeks** before the intended start date of the second or subsequent period of concurrent leave (unless not practicable in the circumstances).

Notice of second or subsequent period of concurrent leave

Guidance Notes for Employers:

- Note that an employee may take up to eight weeks of parental leave at the same time that the Employee's spouse also takes parental leave and this is known as concurrent leave.
- Concurrent leave cannot be taken before the birth or placement of the child.
- The concurrent leave may be taken in separate periods, but, unless the employer agrees, each period must not be shorter than two weeks.
- Concurrent leave includes the period of paid partner leave.
- Read clause 8 'Notice and evidence' (especially 8(7)) of Appendix 1. Providing this completed form to you satisfies the requirement for written notice in clause 8(7)(c).
- See also clause 3 'Period of leave' (especially 3(13)-(15)) of Appendix 1.
- Complete and return to the Employee as soon as practicable. Retain a copy for the school's records.