

**REQUEST FOR ORDINARY PARENTAL LEAVE**

 **Personal Details**

|  |  |
| --- | --- |
| **Surname:**  | **Forenames:** |
| **Email:** | **Tel no:** |
| **UCL Employee Number:** |
| **UCL Department / Division** |
| **Line Manager:** |

**Background Information**

First day of service with UCL: ………………………………………………

Date of birth/placement of the child/children: ………………………………………..

This is the first request for ordinary parental leave [ ]

*If this is your first request, please attach a copy of the birth or placement certificate*

I have previously taken ordinary parental leave [ ]

(including with a previous employer) as follows:

From: ………………………………. To: ……………………………

From: ……………………………….. To: ……………………………

From: ……………………………….. To: ……………………………

**Leave Request**

This can be taken in blocks of one week (maximum of four weeks in any one year) at any time up to the child’s 18th birthday.

I request the following unpaid ordinary parental leave (please note you must give at least 21 days’ notice):

From: ………………………………. To: ……………………………

**\_**

**DECLARATION**

You must be able to tick all three boxes below to receive ordinary parental leave.

**I declare that:**

I have at least one year qualifying service with UCL [ ]

I have parental responsibility for the child/children [ ]

I'm requesting unpaid parental leave to look after the child’s/children’s welfare [ ]

**SIGNED:** ………………………………………… **DATE:** …………………………

Please contact the HR ECA Supervisor for your department for any queries regarding your ordinary parental leave entitlements. Further details on ordinary parental leave can be found at: <https://www.ucl.ac.uk/hr/docs/parental-leave.php>

**LINE MANAGER**

You may agree to the above request or require the employee to postpone OPL for a period of up to six months, if the needs of the service require you to do so. Exceptions to this requirement may be where the leave is triggered by the birth or adoption of a child, or when it is requested immediately following a period of ML, AL, ShPL or PL. Factors which may require you to request the postponement of OPL could include the need to:

* avoid clashing with a peak workload or holiday period;
* take into account the absence of colleagues;
* find a way in which the work of the employee can be covered.

I agree to the above request for ordinary parental leave [ ]

I request a postponement of the request until the following dates

From: ………………………………. To: ……………………………

**SIGNED:** ……………………………………. **NAME:** ……………………………………….

**DATE:** ………………………………………..

***Please return this form to your ECA Supervisor promptly.***

***Employment Contracts Administration Team***