# Employee checklist for parental leave

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| This checklist is for employees to use to ensure they have completed all required steps in requesting and commencing parental leave. It is recommended that employers make this checklist available to employees to use when the situation arises.For more information about parental leave, visit [www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave/Pages/default.aspx) |

## Before taking a period of standard parental leave

At least 10 weeks before starting leave (or as soon as possible):

* Provide your employer with written notice of taking parental leave, including the start date and the date you will return to work.

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|  | You can do this by completing the ‘[Parental leave - notification form](http://www.fairwork.gov.au/resources/templates/pages/managing-leave-and-hours-of-work.aspx)’. |

* Provide evidence, such as a medical certificate or statutory declaration, if requested by your employer.

From 3 months before the expected date of birth or adoption of your child

* Have a discussion with your employer about arrangements for payment of any monetary entitlements which you may be entitled to or eligible to receive. Such payments could include annual leave, long service leave, employer-funded paid parental leave or Parental Leave Pay under the Australian Government Paid Parental Leave scheme.
* If you have decided to apply for Parental Leave Pay under the Australian Government Paid Parental Leave scheme, lodge your claim with the Family Assistance Office. If you are eligible to receive the payments, your employer will then be contacted by the Family Assistance Office to arrange payment of your Parental Leave Pay.

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|  | You can find out more information about the Australian Government Paid Parental Leave scheme by visiting the Family Assistance Office’s website at [www.familyassist.gov.au](http://www.familyassist.gov.au/).  |

At least 4 weeks before the intended start date specified in your written notice of taking parental leave (unless it is not possible to do so):

* Confirm your intended start and end dates of the leave or advise of any changes.

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|  | You can do this by confirming or changing the information on the ‘[Parental leave - notification form](http://www.fairwork.gov.au/resources/templates/pages/managing-leave-and-hours-of-work.aspx)’. |

If working within 6 weeks of the expected date of birth of the child:

* You may be asked by your employer to provide a medical certificate containing information about your fitness for work or if you are fit for work, whether you should continue in your present position. If you are certified as fit for work, ensure that the medical certificate establishes whether it is inadvisable for you to continue in your current position because of illness or risks related to your pregnancy or hazards connected with your usual job role.

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|  | If your employer requests a medical certificate and you do not provide one within 7 days after the employer’s request, your employer has a right to direct you to take unpaid leave as soon as possible. |

## Varying a period of parental leave (within the first 12 months)

* Understand your obligations and entitlements. Find out more at [www.fairwork.gov.au/leave](http://www.fairwork.gov.au/leave/pages/default.aspx) or call the Fair Work Infoline on 13 13 94.
* Provide a written request to your employer to vary the period of leave at least 4 weeks before the end date of the original leave period. The notice must specify the new end date for the leave.

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|  | You can do this by completing the ‘[Parental leave – application to vary leave within 12 months’](http://www.fairwork.gov.au/3.%20Edu%20%26%20legal%20app%20drafts/Forms/%3A%3A/ODMA/%3ADME-MSE/dm7-118252link%20to%20form) form. |

## Extension of parental leave entitlement beyond 12 month entitlement

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|  | An employee is able to request an **additional** period of unpaid parental leave (up to 12 months), after the employee has taken their full entitlement to 12 months parental leave. |

* Provide a written request to your employer of your intention to extend parental leave, including the specific leave dates, at least 4 weeks before the end of the original leave period.

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|  | You can do this by completing the ‘[Parental leave – request to extend leave beyond initial 12 months](http://www.fairwork.gov.au/resources/templates/pages/managing-leave-and-hours-of-work.aspx)’ form.Your employer must respond to your request in writing, as soon as practicable and not later than 21 days after your request is made, by either granting or refusing your request (a request may only be refused on reasonable business grounds). The employer must include details of the reasons for a refusal |

#### Additional requirements for ‘employee couples’ where both intend to take unpaid parental leave:

* Your request must specify any amount of unpaid parental leave that has been or will have been taken by the other member of the employee couple before the extension starts.

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|  | You can do this by completing the ‘[Parental leave – request to extend leave beyond initial 12 months](http://www.fairwork.gov.au/resources/templates/pages/managing-leave-and-hours-of-work.aspx)’ form. |