

Example letter: Partner or spouse (of birth mother) with 12 months eligible service

Dear Ms Smart

My partner Julie is having a baby and I would like to take parental leave.

Different leave options (insert applicable):

1. I will take [1 or 2] weeks' partner's leave on [date] around the time our baby is born.

or

2. I will take [1 or 2] weeks' partner's leave on [date] around the time our baby is born, and then take extended parental leave from [day/month/year] to [day/month/year],

or

3. I will take [1 or 2] weeks' partner's leave on [date] around the time our baby is born, and then take extended parental leave from [day/month/year] to [day/month/year]. While I am on extended leave, I will be the primary carer and Julie will transfer [xxx] weeks of her parental leave payment to me.

Julie is also taking parental leave from Green & Black Plumbers Limited, 13 Main Street, Middleton. She will take parental leave from [day/month/year] to [day/month/year].

The total leave we are taking is no more than [52] weeks, excluding my [1 or 2] weeks partner's leave.

I attach a copy of Julie's medical certificate showing her due date and her declaration that I am her spouse/partner and that I intend to share responsibility for looking after the baby.