

Example letter: Birth mother with 12 months eligible service not sharing any leave with her partner

Dear Ms Green

I would like to take parental leave.

My baby is due on [day/month/year].

I want to take my leave between [day/month/year] and [day/month/year] as primary carer leave, and then [day/month/year] to [day/month/year] as extended leave.

I am not asking for more than [52] weeks in total.

I am including a certificate from my doctor/midwife confirming when my baby is due.

I am giving you at least 3 months' notice.