

# Parental Leave of Absence Application

Date of Application:

Name of Employee:

Position / Department:

Employee ID (if applicable):

Type of Parental Leave:

Requested Leave Period

From:

To:

Reason for Leave (optional):

Contact Information During Leave:

Work Handover Details / Plan:

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Employee's Signature

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Date

For Office Use Only

Approved By:

Date of Approval:

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Signature (HR / Supervisor)

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Date

Important Notes:

- Attach all required supporting documents (e.g., medical certificate, birth certificate, adoption papers) as applicable.
- Submit the application as early as possible to allow sufficient approval and work adjustment time.
- Ensure all provided information is accurate and complete to avoid delays in processing.
- Familiarize yourself with your organization's parental leave policy and eligibility criteria.
- Contact HR if you need further clarification about your entitlements or required procedures.