

Parental Leave of Absence Application

Date of Application:

Name of Employee:

Full Name

Position / Department:

Employee ID (if applicable):

Type of Parental Leave:

(e.g., Maternity, Paternity, Adoption)

Requested Leave Period

From:

To:

Reason for Leave (optional):

You may describe your reason for requesting leave (optional)

Contact Information During Leave:

Phone / Email during leave

Work Handover Details / Plan:

Who will be responsible for your work / handover arrangements.

Employee's Signature

Date

For Office Use Only

Approved By:

Name / Designation

Date of Approval:

Signature (HR / Supervisor)

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.