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|  | West Lothian  Council |

**APPLICATION FOR PARENTAL LEAVE**

**(Teachers)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Employees must have at least one year’s continuous service at the date they wish Parental Leave to commence, and must provide their manager with at least 21 days written notice of the date they intend the leave to commence.  Parents are entitled to 18 weeks unpaid Parental Leave per child up until the child’s 18th birthday.  Parental Leave is limited to 4 weeks per annum, however the Depute Chief Executive has discretion to grant additional Parental Leave subject to the overall maximum entitlement not being exceeded.  Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | | | | | Employee No: | | | | | | |  | |  | |  | |  | |  | |  | |  | |
| Address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | Post Code: | | | | | | | | | | | | | | | | | |
| Service Area: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Designation: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Place of Employment: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | D | D | M | M | | Y | Y | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Date Employment Began: | | | | | |  |  |  |  | |  |  | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Completed form must be submitted to your Line Manager at least 21 days before commencement of Parental Leave.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount of Parental Leave Requested (state no. of weeks): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | D | D | | M | | M | Y | | Y | | To | | D | | D | | M | | M | | Y | | Y | |  |
| Dates of Parental Leave (inclusive dates): | | | | | | | | | | From | | |  |  | |  | |  |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **Pension** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If you are taking a period of unpaid Ordinary or Additional Adoption Leave and you wish to continue making pension contributions during this period, you must contact the Scottish Public Pensions Agency direct to make the necessary arrangements:  The Scottish Public Pensions Agency  7 Tweedside Park, Galashiels TD1 3TE  🕿: (01896) 893071 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Child: | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I confirm my request for Parental Leave, and authorise the necessary deduction from my pay. I also confirm my request meets the requirements for Parental Leave as stated above. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee’s Signature: | | | | | | | | | | | | | | | | | | | | | | Date: | | | | | | | | | | | | | | | |

Depute Chief Executive or nominated representative

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| Signature: | Date: |

A copy of this form should be retained in the employees’ personal file and dates of absence advised via the [Weekly Absence Return](https://www.westlothian.gov.uk/media/1894/Weekly-Absence-Return/excel/WeeklySicknessAbsenceReturn1.xlsx) available on MyToolkit.