## 

### Human Resources

## PARENTAL LEAVE (UNPAID) REQUEST FORM

Employees must have 1 year of continuous service at the time of the application to exercise a statutory right to request unpaid parental leave.

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| **Name:** | **Department:** |
| **Position:** | **Employee Number:** |
| **Planned Start date of Absence:** | **Planned Date of Return to Work:** |
| **Total number of working days absent:** | |
| Please indicate the actual working days absent by circling the relevant days below:  WEEK 1: MON TUE WED THUR FRI SAT SUN  WEEK 2: MON TUE WED THUR FRI SAT SUN  Unplanned absence lasting more than two weeks should be discussed with your [HR Partner/HR Advisor](http://www.reading.ac.uk/internal/humanresources/aboutus/humres-professionalandadvisory.aspx). | |

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| **Signed (Line Manager):**………………………………………………… **Date:**………………………………………………  **Name (PRINT):**……………………………………………………………… **Position**:……………………………………….. |

**Please note that during periods of unpaid leave your pension contributions will cease and no pension will be built up during that time. Members of USS need to note that they are not covered for Death in Service or Ill Health Retirement benefits during a period of unpaid leave. If you wish to maintain contributions (both employee and employer contributions) during the period of unpaid leave or make a payment so that your Death in Service / Ill Health Retirement cover is maintained, please contact the Pensions team at** [**pensions@reading.ac.uk**](mailto:pensions@reading.ac.uk) **prior to taking the unpaid Parental leave. This will enable arrangements to be put in place in advance.**

**The completed form should be sent to HR Operations at** [**payroll@reading.ac.uk**](mailto:payroll@reading.ac.uk) **prior to payroll deadline date *(signed acceptance date for HR to ensure payment)* for the month you wish to take the unpaid Parental Leave.**