Parental Leave Application Form

the Greencore way

Name:		Payroll Number:	
Contact Number:			
Your role:			
Department / Shift Pattern:			
Line Manager:		Date Manager Informed:	

I intend to start my **Parental** leave on:	
I will return to work on:	
The total number of days I will take is :	

I confirm I meet each of the eligibility criteria as follows:

I have one year's service with the Company
I am: the mother, father, adopter, guardian or foster parent of the child; or married to or the partner of the child's mother, father, adopter, guardian or foster parent
I am making this request to help me care for the child
I have not exceeded the 4 weeks maximum entitlement for each child within a 1 year period

I understand that the leave is unpaid and that the Company requires time to consider my application before confirming a decision to me.

Signed Colleague:	**Date:**
Signed: (Line Manager)	**Date:**
Signed: (HR)	**Date:**

Making every day taste *better*