

**UNIVERSITY OF DUNDEE**  
**HUMAN RESOURCES**

**WORK/LIFE BALANCE POLICIES**  
**PARENTAL LEAVE APPLICATION FORM**

**Section 1 - Applicant**

NAME.....

DEPARTMENT/SCHOOL.....

I wish to apply for unpaid Parental Leave for the following period (total **unpaid** leave of up to 13 weeks granted), normally to be taken in one week blocks. I confirm that I will have been continually employed by the University for a minimum of twelve months.

(Dates).....

I attach a copy of the appropriate evidence, e.g. child's birth certificate.....

Please give brief details of the reason you require this leave  
.....  
.....  
.....  
.....

Note: The information provided will be used to decide on the reasonableness of the request and will be treated as confidential.

.....(Signature of Applicant) .....(Date)

**Section 2 - Head of Department / School**

(a) I confirm that the above application is reasonable and the leave has been authorised.

(b) I confirm that the above application is reasonable but that the timing of the request does not meet the needs of the department at the current time. Leave has been authorised for ..... (alternative dates).

(c) I do not agree that the above application is a reasonable request and the leave has not been authorised. I attach a note of the reasons for my objections which I have discussed with the applicant.

.....(Signature of Head of Department/School)  
.....(Date)

**(Delete as appropriate)**

**Copy to:**      1.      Applicant  
                     2.      Human Resources

**(See over for details of Policy / Procedure)**