



DECLARATION OF PARENTAL LEAVE ENTITLEMENT TAKEN

FOR COMPLETION ON COMMENCEMENT OF EMPLOYMENT

I declare that as at *(date)* _____, I have taken *(number)* _____ days/weeks* of parental leave, consequent of the Parental Leave Regulations of December 1999.

I recognise that parental leave is an individual entitlement and that leave taken at one employer will count towards full entitlement irrespective of transfer/appointment to another employer.

* *delete as appropriate*

Name: Date:

Signature: Employee No.:

Please print and bring this form with you to complete on your first day of employment. If your site has a formal induction, please hand to the HR Associate hosting the induction. If not, please return to your local HR team.