



# Parental Leave Kit

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# Appendix A – Template Documents

## Preparing for Parental Leave

- Checklist – Preparing for Parental Leave
- Contract – National System Employer – Modern Award-Covered – Temporary Parental Leave Cover (Full-Time or Part-Time)
- Form – Commonwealth Statutory Declaration
- Form – Flexible Unpaid Parental Leave – Request
- Form – Parental and Related Leave – Request
- Letter – Flexible Unpaid Parental Leave – Confirmation
- Letter – Medical Evidence Request – 6 weeks Prior to Birth
- Letter – Medical Evidence Request – Confirming Expected Date of Birth and other Notice
- Letter – Medical Evidence Request – Requirement to Commence Parental Leave
- Letter – Parental and Related Leave – Confirmation
- Letter – Parental and Related Leave – Refusal
- Letter – Transfer to Safe Job – Confirmation
- Letter – Transfer to Safe Job – Requirement to Commence No Safe Job Leave
- Policy – National System Employer – Parental Leave

## During Parental Leave

- Checklist – During Parental Leave – Contact between Employer and Employee
- Form – Keeping in Touch Days – Request
- Letter – Extend Unpaid Parental Leave Beyond Initial 12-month Entitlement – Acceptance
- Letter – Extend Unpaid Parental Leave Beyond Initial 12-month Entitlement – Refusal
- Letter – Extend Unpaid Parental Leave Beyond Initial 12-month Entitlement – Request
- Letter – Extend Unpaid Parental Leave During Initial 12-month Entitlement – Notification
- Letter – Reduce Unpaid Parental Leave During Initial 12-month Entitlement – Request

## Return from Parental Leave

- Checklist – National System Employer – Return from Parental Leave
- Checklist – State System Employer – Return from Parental Leave
- Letter – National System Employer – Return from Parental Leave – Confirmation of Intent to Return to Work
- Letter – National System Employer – Return from Parental Leave – Confirming Flexible Working Arrangements
- Letter – National System Employer – Return from Parental Leave – Employee Request for Flexible Working Arrangements
- Letter – National System Employer – Return from Parental Leave – Refusing Request for Flexible Working Arrangements