

## SHARED PARENTAL LEAVE APPLICATION FORM (Maternity/Adoption/Special Paid Parental Leave)

PLEASE COMPLETE AND EMAIL TO:

Human Resources Service Centre, Division of University Operations: [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)

This form is to be used by staff applying for parental leave and intending to share the entitlement with their spouse or de facto partner who is also a staff member of the University.

All applications must be accompanied by a certificate stating the expected date of birth/adoption.

For parental/maternity leave if you are planning to work up to two weeks prior to the expected date of birth a certificate of fitness must be provided.

For adoption leave the period of leave must start on the day of placement of the child.

The [Parental Leave Calculation Tool](#) may assist to determine your entitlement to paid parental leave.

### STAFF MEMBER DETAILS

Workforce Management Handbook	Leave Entitlement Procedure	Effective Date:	12 August 2019	Version 1.2
Authorised by	Chief Operating Officer	Review Date:	21 January 2022	Page 1 of 3
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