

Example letter: Adoptive or other permanent primary carer with 6 months eligible service

Dear Ms Green

I would like to take parental leave.

I intend to have the permanent responsibility for the care, development and upbringing of a child under 6 years old.

I attach my:

- certified copy of a court order that has the effect of placing the child in my day-to-day care or custody, or
- letter from the Ministry of Social Development or other organisation (if a court has ordered that the child be placed in the custody of the chief executive), or
- my statutory declaration that I/we have permanently assumed primary responsibility for the care, development and upbringing of the child.

(example of employee with 6 months service, not sharing leave)

The child will be placed with me on [day/month/year]. I would like to start my leave in 14 days' time, and take my 26 weeks' primary carer leave from [day/month/year] until [day/month/year].

I am giving you at least 14 days' notice.

or (example of sharing leave, both with 6 months' service)

The child will be placed with us on [day/month/year]. I would like to start my leave then and take my 22 weeks' primary carer leave from [day/month/year] until [day/month/year].

My spouse/partner Dallas Brown is taking parental leave from Upton Superette, Main Street, Upton, and will take partner's leave for 1 week [from day/month/year to day/month/year].

The total leave we are taking is no more than 26 weeks, excluding Dallas' 1 week's partner's leave.

I am giving you at least 14 days' notice.