

Birth mother with 6 months eligible service sharing leave with a partner with 6 months eligible service

Dear Ms Green I would like to take parental leave.

My baby is due on [day/month/year].

I want to take my 22 weeks' primary carer leave between [day/month/year] and [day/month/year].

My partner (Jamie Jones) is also taking parental leave from work at Smart's Supermarket, 21 Kowhai Street, Middleton. He will take partner's leave for 1 week when our baby is born, at about [date], and then 4 weeks' leave between [day/month/year] and [day/month/year].

We are not asking for more than [26] weeks in total (excluding Jamie's partner's leave).

I am including a certificate from my doctor/midwife confirming when my baby is due.

I am giving you at least 3 months' notice.