

Example letter: Birth mother with 12 months eligible service sharing some extended leave with her partner with 12 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 leave between [day/month/year] and [day/month/year] as primary carer leave, and then [day/month/year] to [day/month/year] as extended leave.

My partner (Jamie Jones) is also taking 2 weeks' partner's leave from work at Smart's Supermarket, 21 Kowhai Street, when our baby is born, at about [date], and then extended leave between [day/month/year] and [day/month/year].

We are not asking for more than [52] weeks in total (excluding Jamie's 2 weeks 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.