

Example letter: Partner or spouse (of adoptive or other permanent primary carer) with 6 months eligible service

Dear Ms Smart

My partner Julie and I intend to have the permanent responsibility for the care, development and upbringing of a child under 6 years old, and I would like to take parental leave.

Different leave options (insert applicable):

1. I will take 1 weeks' partner's leave in [date] around the time the child is placed with us.

or

2. I will take 1 week's partner's leave in [date] around the time the child is placed with us, and then take extended parental leave from [day/month/year] to [day/month/year],

or

3. I will take 1 week's partner's leave in [date] around the time the child is placed with us, and then take extended parental leave from [day/month/year] to [day/month/year]. While I am on extended leave, I will be the primary carer and Julie will transfer [xxx] weeks of her parental leave payment to me.

Julie is also taking parental leave from Green & Black Plumbers Limited, 13 Main Street, Middleton. She will take parental leave from [day/month/year] to [day/month/year].

The total leave we are taking is no more than [26] weeks, excluding my 1 week's partner's leave. I attach the following document to support my need to take parental leave:

- a certified copy of a court order that has the effect of placing the child in our 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 we have permanently assumed primary responsibility for the care, development and upbringing of the child.