## **Sample Letter from employee requesting negotiated carer leave**

Employee name

Date of application (must be 3 months before the baby’s expected due date of delivery if child to be born to employee/ spouse/partner; or in any other case, at least 14 days prior to the date on which the employee intends to become the primary carer in respect of the child).

I want to apply for negotiated carer leave under Part 3A of the Parental Leave and Employment Protection Act 1987 to care for my child.

* My child is due to be born on [day/month/year]; or
* I am going to take permanent primary responsibility for the care, development and upbringing of a child under 6 years. The child is coming into my primary care on [day/month/year].

I would like to start negotiated carer leave on [day/month/year] and for my last day of negotiated carer leave to be [day/month/year]

For the above timeframe I will be the primary carer of the child and, if this application is approved, I will be entitled to receive government-funded parental leave payments for the above timeframe.

I suggest the following arrangements be made to enable me to take negotiated carer leave:

(Provide your view of how eg your employer might reorganise your work among existing staff, recruit additional staff, etc.).