

Company Personnel Manual

Parental Leave Record

Unpaid Parental Leave allows an eligible employee to take unpaid time away from work to care for a child or support the child's welfare.

From 6 April 2026, Unpaid Parental Leave is a day-one employment right. An eligible employee may take up to 18 weeks for each child before the child's 18th birthday.

Leave is normally limited to four weeks for each child in any 12-month period and is normally taken in complete weeks, unless Viamed agrees otherwise. At least 21 days' notice should normally be given.

1. Employee details

Employee name:

.....

Job title or department:

.....

Employee or payroll number, where applicable:

.....

2. Child's details

Child's name:

.....

Child's date of birth:

.....

Relationship to the child:

.....

Do you have parental responsibility for the child?

- ☐ Yes
- ☐ No
- ☐ Unsure

Where requested, reasonable evidence of parental responsibility or the child's date of birth may be required.

3. Reason for leave

Please provide a brief description of how the leave will be used to care for the child or support the child's welfare:

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.....

.....

4. Leave requested

Requested start date:

.....

Requested end date:

.....

Expected return-to-work date:

.....

Total leave requested:

..... days

..... weeks

Is the leave being requested as:

- ☐ One complete week
- ☐ More than one complete week
- ☐ Individual days
- ☐ Part of a week
- ☐ Another arrangement agreed with Viamed

Parental Leave is normally taken in complete weeks. Individual days or part-weeks may be agreed where appropriate, including where the child is disabled.

5. Notice

Date this request was submitted:

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Has at least 21 days' notice been given?

- ☐ Yes
- ☐ No

Where less than 21 days' notice has been given, please explain why:

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.....

For leave connected with the birth or adoption of a child, notice should normally be provided at least 21 days before the expected week of childbirth or expected placement date.

6. Employee declaration

I confirm that:

- the information given on this form is true and complete;

- I have, or expect to have, parental responsibility for the child;
- the leave will be used to care for the child or support the child's welfare;
- I understand that Statutory Parental Leave is unpaid;
- I will notify Viamed promptly if the requested dates change; and
- the information will be processed in accordance with Viamed's Data Protection Policy and document-retention requirements.

Employee signature:

.....

Date:

.....

7. Management decision

Request:

- ☐ Approved as requested
- ☐ Approved with agreed alternative dates
- ☐ Postponed
- ☐ Further information required
- ☐ Not approved because the statutory eligibility requirements have not been met

Where the leave is postponed, the reason and alternative dates must be recorded below.

Reason or additional information:

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.....

Agreed start date:

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Agreed end date:

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Expected return-to-work date:

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Employee informed on:

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Reviewed by:

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Signature:

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Date:

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8. Parental Leave entitlement record

Date requested	Leave start	Leave end	Days taken	Weeks taken	Total leave previously taken	Remaining entitlement	Authorised by
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Total statutory entitlement for this child: 18 weeks

Total leave recorded as taken:

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Remaining entitlement:

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