



Postponement of Parent's Leave

To be completed by the employer not later than four weeks before the commencement of the parent's leave. The postponement may be for a period not exceeding 12 weeks, to a date agreed by the organisation and the employee.

Name of Employee			
Address of Employee			
PPS Number			
Name of Child			
Child's date of birth			
Grounds for postponement			
Proposed alternative date			
Proposed duration of parent's leave	1 Week	2 Weeks	

Signed: _____ Date: _____
(Manager)