

Birth mother with 6 months eligible service not sharing leave, only taking primary carer leave

Dear Ms Green,

I would like to take parental leave.

My baby is due on [day/month/year] I want to take my 26 weeks' primary carer leave between [day/month/year] and [day/month/year].

I am including a certificate from my doctor/midwife confirming when my baby is due.

I am giving you at least 3 months' notice.

The total leave I am taking is no more than 26 weeks.