

Checklist

Document Name:	Parental Leave Checklist
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Congratulations on your wonderful news!

Please refer to the below checklist as a requirement for RJA to consider your parental leave request.

Please collate all required documents as outlined below, and present to your manager within 10 weeks of your intention to take parental leave.

Items Required

- Medical Certificate - confirming pregnancy and the expected birth date of baby;
- FORM002 - Leave Request Form;
- FORM009 - Statutory Declaration Form – stating particulars of any period of paternity / supporting partner leave sought by your partner, and stating your agreement that for the period of your parental leave, you will not engage in any conduct inconsistent with your contract at RJA.

Related Resources, Tools and Links

- FORM002 – Leave Request Form
- FORM009 – Statutory Declaration Form

Contact & Further Information

For further assistance please contact your direct manager.

Checklist Owner

Directors – RJA

Note: This Checklist does not form part of any contract between you and RJA. It summarises the company requirements when applying for Parental Leave in accordance with applicable legislation, and is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Checklist may be varied from time to time.