

Example letter: Adoptive or other permanent primary carer with 12 months eligible service

Dear Ms Green,

I would like to take parental leave.

I intend to have the permanent responsibility for the care, development and upbringing of a child under 6 years old.

I attach my:

- certified copy of a court order that has the effect of placing the child in my day-to-day care or custody, or
- letter from the Ministry of Social Development or other organisation (if a court has ordered that the child be placed in the custody of the chief executive), or
- my statutory declaration that I/we have permanently assumed primary responsibility for the care, development and upbringing of the child.

(example of employee with 12 months service, not sharing leave)

The child will be placed with me on [day/month/year].

I would like to start my leave then, and take my 26 weeks' primary carer leave from [day/month/year] until [day/month/year], and my 26 weeks' extended leave from [day/month/year] to [day/month/year].

The total leave I am taking is no more than 52 weeks.

I am giving you at least 14 days' notice. or (example of sharing leave, both with 12 months' service)
The child will be placed with us on [day/month/year].

I would like to start my leave then, and take my 26 weeks' primary carer leave from [day/month/year] until [day/month/year], and my [inset number] weeks' extended leave from [day/month/year] to [day/month/year].

My spouse/partner Dallas Brown is taking parental leave from Upton Superette, Main Street, Upton, and will take partner's leave for 2 weeks [from day/month/year to day/month/year] and further leave of [insert numbers] weeks extended leave from the time I come back to work [or from day/month/year to day/month/year].

The total leave we are taking is no more than 52 weeks, excluding Dallas' 2 weeks' partner's leave.

I am giving you at least 14 days' notice.