……..........................., .............................

*(place) (date)*

……...……………………….

*(employee’s name and surname)*

………………………………

*(department)*

………………………………

*(position)*

*……………………………………*

*(employer's name)*

Request for parental leave

In accordance with Article 186 § 1 of the Labour Code I submit a request to be granted parental leave for the period from ........................ to ..................... to take personal care of .........................................., born ........................................ .

I declare that I have not taken / have taken\* parental leave for this child between ..................... and ....................., in........................ parts.

……………………….

*(employee's signature)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* delete as appropriate

The request shall be accompanied by:

1) a statement by the employee concerning the taking of a part of parental leave for a given child at a date not falling immediately after the previous part of parental leave has been taken or an pay for a period corresponding to the period of part of parental leave, indicating the number of parts of leave so taken;

2) a statement by the employee that the other parent or guardian of the child does not intend to take parental leave for the period indicated in the application or that the other parent or guardian of the child intends to take parental leave during the period covered by the application; the statement is not required if the other parent is restricted or deprived of parental authority or the other guardian of the child is restricted or released from care;

3) in the case referred to in point 2 - a copy of the final court decision on the restriction or deprivation of parental authority of the other parent or on the restriction or release from custody of the other custodian of the child, or documents or a statement of the employee that there are unremovable obstacles to obtaining information from the other parent or custodian of the child about the lack of intention to take parental leave for the period indicated in the application or about the period during which the other parent or custodian of the child intends to take parental leave during the period covered by the request;

4) a copy of the final judgment concerning the disability or degree of disability of the child to whom parental leave is to be granted, in the case referred to in Article 186 § 3 of the Labour Code;

5) where childcare leave of 36 months is requested or part of the childcare leave is requested which, taken together with the childcare leave already taken, amounts to 36 months:

1. an abridged copy of the death certificate of the other parent of the child, in the case referred to in Article 186 § 9 point 1 of the Labour Code, or
2. a copy of a final court decision on incapacitation of the child's other parent, or a document confirming the minority of the child's other parent if the parents are not married, or a copy of a final court decision on paternity determination in which the court did not grant parental authority to the father, in the case referred to in Article 186 § 9 point 2 of the Labour Code, or
3. a copy of the final court decision depriving the other parent of parental authority or limiting or suspending such authority, in the case referred to in Article 186 § 9 point 3 of the Labour Code, or
4. a copy of the final court decision on granting custody of the child to one guardian or releasing the other guardian from custody, in the case referred to in Article 186 § 10, first sentence, of the Labour Code.