………..……………., ………..…… 20....

(place and date)

……...…………………………………..

(name and surname)

………………………………………….

(position)

………………………………………….

(organisational unit)

**Request for Parental Leave**

Pursuant to Article 1821d § of the Labour Code in connection with the upbringing of the child/children:\*

………..………………………….............................................................................................................

*(name and surname of child/children\*)*

born on …………………………………………………………………………………..…………...

*(date of birth of the child/children\*)*

I hereby submit this request for parental leave:

from ……………………….. to ………………………..

Parental leave or maternity allowance periods used so for the period corresponding to the parental leave period:

from ……………………….. to ………………………..\*\*

from ……………………….. to ………………………..\*\*

from ……………………….. to ………………………..\*\*

from ……………………….. to ………………………..\*\*

from ……………………….. to ………………………..\*\*

The number of the used parts of parental leave\*\*\* or the number of applications for maternity allowance for the period corresponding to the part of parental leave, submitted by the insured mother of the child or the insured father of the child\*\*\*:

………..…………………………..............................................................................................................

*(identify the number of the used parts of parental leave or the number of the submitted applications for maternity allowance for the period of paternity leave)*

The request is supplemented by:

……………………………………………………………………………………………………………

*(documents appended to the request)*

……………………………………………………………………………………………………………

*(documents appended to the request)*

………………………………………… ………………………………………...

*(acknowledgement of receipt of the request (employee’s signature)*  
 *by the superior/employer)*

\* delete as appropriate

\*\* tick as appropriate

\*\*\* Parental leave is granted once or in no more than 5 parts, no later than up to the end of the calendar year in which the child reaches the age of 6. The number of parts of the leave is established on the basis of the number of the submitted requests to be granted the leave; the number of the used parts of leave includes also the number of applications for maternity allowance for the period corresponding to the period of parental leave or its parts, submitted by the insured mother of the child or the insured father of the child.

The application shall be supplemented by the following:

1) an abridged copy of the child’s/children’s birth certificate or a foreign document certifying birth of the child/children, issued by the competent authority registering the birth in the given country, or copies of these documents;

2) a statement by the employee that the other parent of the child does not intend to use parental leave or maternity allowance for the period corresponding to the period of parental leave for the period indicated in the request, or that the other parent of the child intends to use parental leave or allowance for the period corresponding to the period of parental leave during the period covered by the request;

3) a copy of the certificate referred to in Article 4, section 3 of the Act of 4 November 2016 on the support of pregnant women and families “For Life” (Journal of Laws of 2020, item 1329 and of 2022, item 2140) if the request for parental leave or its part concerns parental leave for the duration referred to in Article 1821a of the Labour Code.