

# APPLICATION TO QUALIFY FOR PARENTAL LEAVE



sustainable thriving achieving  
**East Dunbartonshire Council**  
www.eastdunbarton.gov.uk

East Dunbartonshire Council processes personal data in accordance with the General Data Protection Regulations (EU 2016/679), the Data Protection Act 2018 and all other relevant national data protection laws.

Your personal data will be processed in accordance with the council's privacy notice for employees which is available at:  
<https://www.eastdunbarton.gov.uk/council/privacy-notice>.

Full name

Post title

National Insurance Number

Email

Telephone

Child's name

Child's age

Child's date of birth

I declare that I have already received  weeks parental leave with East Dunbartonshire Council

I declare that I have already received  weeks parental leave with my previous employer

I declare that I have not received any parental leave for the above child ☐

I give consent for East Dunbartonshire Council to contact any relevant previous employer(s) for the purpose of confirming the number of parental leave weeks already taken by me. I also give consent to East Dunbartonshire Council to confirm the number of parental leave weeks taken by me should they receive such a request from a new employer(s) in the event that I should leave the council's employ.

Previous employer name and contact information

Date

**Please forward this form to your Line Manager with the child's original birth certificate or adoption papers or date of placement in adoption cases.**

Manager name

Manager job title

I can confirm that I have seen original copies provided by the employee of the following documentation:

The child/children's birth certificate ☐

The child/children's adoption papers or the date of placement in adoption cases ☐

The disability living allowance for the child ☐

Date

Please forward this form to Employee Services: [servicesupport@eastdunbarton.gov.uk](mailto:servicesupport@eastdunbarton.gov.uk) and return documentation listed above to the employee