



## Extending parental leave

Sometimes it can be really hard to return to work after parental leave, you may still be trying to establish routines or you may be finding it difficult to get the childcare that you need.

### Extending parental leave in the first 12 months

If you originally planned to take less than 12 months parental leave, you are entitled to extend your leave to a total of 12 months, provided you give 4 weeks written notice before your leave ends. Any requests to extend beyond 12 months have to be agreed by management.

### Extending parental leave beyond 12 months

You can request to extend your parental leave up to a total of 24 months.

You need to give at least 4 weeks notice in writing (but the earlier the better!). This must be before the end of your original leave period. Be sure to include the reason that you are seeking the extension of parental leave and the new date that you are seeking to return to work. You can find a template to assist you to write this letter here: [www.fsunion.org.au/Request-to-extend-parental-leave.aspx](http://www.fsunion.org.au/Request-to-extend-parental-leave.aspx)

Your employer has 21 days to provide you with a written response to let you know whether your extension is approved. Your employer does not have to agree to your request but can only refuse on reasonable business grounds. They must include the reasons for any refusal in their written response.

Contact FSU if you need support through this process.

*The above is general information only. For specific advice about your individual situation, contact FSU on 1300 366 378.*

*Please turn over to see sample letter for request to extend parental leave >*





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Parents @ Work

## Sample letter to request an extension to parental leave:

You can download a copy of this letter here: [www.fsunion.org.au/Request-to-extend-parental-leave.aspx](http://www.fsunion.org.au/Request-to-extend-parental-leave.aspx)

[Employer's name and address]

[Your name and address]

[Date]

Dear [name],

This letter is to request an extension to my unpaid parental leave.

I am due to return from parental leave on [date].

I would like to request an extension to this leave of [insert number to maximum of 52] weeks, so that my new return to work date will be [insert date].

[At this point you might like to include the reason that you are seeking the extension to parental leave, especially if it is because you have been unable to access the child care arrangements that you need, or if it is due to health-related concerns, or any other pressing reason].

I am happy to meet with you to discuss my request further.

I look forward to receiving your response within 21 days, in accordance with the requirements of the Fair Work Act (2009).

Thank you for your consideration of this matter.

Yours sincerely,  
[name]