# Parental Bereavement Leave and Pay – Payroll form

*Complete the information below and email this to your payroll contact*

|  |  |
| --- | --- |
| Department |  |
| Name of departmental contact for questions about the leave |  |
| Employee name  |  |
| Employee number |  |
| Continuous service start date1 |  |
| ***Leave period 1*** |
| Leave start date |  |
| Leave end date |  |
| Is this leave within the 56 weeks immediately following the death?2 | Yes/No |
| ***Leave period 2 (applicable only if Leave period 1 was only 1 week)*** |
| Leave start date |  |
| Leave end date |  |
| Is this leave within the 56 weeks immediately following the death? | Yes/No |

*Note 1 – this date is required to confirm whether the employee is eligible for statutory payments, which require 26 weeks continuous service with the University*

*Note 2 – PBL needs to be taken within this period to fall under the scheme.*