

Form 2

**Notice to employee whose job is being kept open**

*Section 38, Parental Leave and Employment Protection Act 1987*

To be given to an employee within 21 days after the employee begins his or her parental leave.

To *[insert name and postal address of employee]*

.....  
.....  
.....  
.....

1 Your parental leave ends on / /

2 You will be required to return to work on / /

You are required to give to\* .....  
not later than 21 days before the date on which your parental leave ends, a written notice  
stating whether or not you will be returning to work at the end of your parental leave.

*[\*insert name of employer or me]*

3 You should read the information below.

..... / /  
Employer

**Information about early ending and extension of parental leave**

An employee who is on parental leave and whose job is being kept open may end his or her parental leave early in certain circumstances.

These circumstances are-

- (a) if the child is miscarried; or
- (b) if the child is stillborn or dies; or
- (c) if the employee or the employee's spouse has consented to the adoption of the child and some other person has the care of the child with view to its adoption; or
- (d) if the employee ceases to have care of the child; or
- (e) if his or her employer consents (which consent may, in the case of a female employee who has been pregnant, be conditional on a medical certificate stating that she is fit to return to work).

In any of these circumstances, the employee may choose to end the parental leave by returning to work before the date on which he or she is required to return to work at the end of the parental leave.

An employee who chooses to return to work early must give to his or her employer not less than 21 days' notice in writing of the date on which he or she intends to return to work.

An employee who is on parental leave may extend the parental leave to a specified date if his or her employer consents.