



How to request a parental leave* extension

*Includes Primary Carer and Adoption leave

Initiate the Service One request

The employee can initiate the request through Service One. To request a parental leave extension, select the [Parental leave extension](#) (after the initial 52-week period) request.

Please note, if you originally requested less than 52 weeks parental leave and now wish to extend up to the 52-week period, please refer to the infographic for [Amendment to parental leave request](#) (first 52-week period).

NB. The employee should discuss their parental leave extension request with their manager prior to submitting the request. For any queries about the process, please refer to the FAQ section under the parental leave tab on the [Leave page](#).

Manager review

The manager reviews the parental leave request in Service One.

NB. The requestor can view the status of the request through the Service One portal under *My Requests*.

People and Culture review

The Service One request flows to People and Culture, Employment Services.

People and Culture, Employment Services issue a letter to the employee via email, confirming the extended parental leave arrangements.

NB. If People and Culture, Employment Services require any additional information regarding the request, they will contact the employee or the manager.

Parental leave request finalised

People and Culture, Payroll Services finalise the Service One request and enter the leave details into Workday. A notification is sent to the Service One initiator to confirm the request has been finalised.



The extended parental leave arrangements are confirmed.