



How to request an amendment* to parental leave**

*Amendment to approved parental leave for first 52 weeks

**Includes Primary Carer and Adoption leave

Initiate the Service One request

The employee can initiate the request through Service One. To request an amendment for the first 52-week period of parental leave, select the [Amendment to parental leave \(first 52-week period\)](#) request.

Please note, if the request is for an extension to parental leave **after** the initial 52-week period, please refer to infographic for [Parental leave extension \(after initial 52-week period\)](#).

NB. The employee should discuss their request to amend their parental leave 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 acknowledgement

The manager acknowledges 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 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 parental leave arrangements are confirmed.