

You have an obligation to confirm the intended start and end dates with your employer.

74 Notice and evidence requirements

General requirement to give notice of taking leave

- (1) An employee must give his or her employer written notice of the taking of unpaid parental leave under section 71 or 72, or flexible unpaid parental leave, by the employee.

Notice requirements—leave to be taken under section 71 or 72

- (2) If the leave is to be taken under section 71 or 72, the employee must give the notice to the employer:
 - (a) at least:
 - (i) 10 weeks before starting the leave, unless subparagraph (ii) applies; or
 - (ii) if the leave is to be taken in separate periods of concurrent leave (see paragraph 72(5)(b)) and the leave is not the first of those periods of concurrent leave—4 weeks before starting the period of concurrent leave; or
 - (b) if that is not practicable—as soon as practicable (which may be a time after the leave has started).
- (3) The notice must specify the intended start and end dates of the leave.

Taking leave under section 71 or 72—confirming or changing intended start and end dates

- (4) If the leave is to be taken under section 71 or 72, then at least 4 weeks before the intended start date specified in the notice given under subsection (1), the employee must:
 - (a) confirm the intended start and end dates of the leave; or
 - (b) advise the employer of any changes to the intended start and end dates of the leave;unless it is not practicable to do so.

Compliance

- (7) An employee is not entitled to take unpaid parental leave under section 71 or 72, or flexible unpaid parental leave, unless the employee complies with this section.