

Sample words to apply for Parental Leave (STCA Clause 6.3)

*(and add a Medical Certificate (6.3.5) - the maternity grant is not payable where a teacher has not produced a medical certificate confirming pregnancy, or confirmation from the relevant government department or ministry of suitability as an adoptive parent, before commencing leave or resigning.)*

Address details

Dear xxxx

I am happy to advise you that my xx week anatomy scan all appears normal so I would like to apply for 12 months maternity leave from my current full-time position within the xxx Department at xxx High School.

I would like this to commence from the first day of Term xx 20xx (day, date, month)

Please advise me in writing to confirm you have received and accepted this application for maternity leave for 20xx.

Yours faithfully