

**NOTICE OF COMPLAINT TO RIGHTS COMMISSIONER**

**PARENTAL LEAVE ACT, 1998**

(PLEASE USE BLOCK CAPITALS)

**EMPLOYEE'S DETAILS**

**COMPANY/EMPLOYER'S DETAILS**

(Full legal name: if in doubt consult your P45/P60)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address:

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Job Title: \_\_\_\_\_

**N.B.: IS YOUR EMPLOYER AWARE THAT YOU ARE BRINGING THIS DISPUTE TO A RIGHTS COMMISSIONER?** YES\_\_ NO\_\_

**Name and Address of your Representative (if any):**

\_\_\_\_\_  
\_\_\_\_\_

**I WISH TO PRESENT A DISPUTE TO A RIGHTS COMMISSIONER THAT MY EMPLOYER CONTRAVENED THE ABOVE ACT.**

**1. WHEN DID YOU JOIN THE ORGANISATION?**      \_\_\_\_/\_\_\_\_/\_\_\_\_

**2. NAME OF THE CHILD TO WHOM THIS DISPUTE RELATES:** \_\_\_\_\_

**3. DATE OF CHILD'S BIRTH**  
(Please enclose a copy of the child's birth certificate)      \_\_\_\_/\_\_\_\_/\_\_\_\_

(This Act does not apply to children born before 3rd June 1996, or to those who have now reached 5 years of age)

**4. WHAT PERIOD OF PARENTAL LEAVE DID YOU SEEK? [S.7 OF THE ACT]** \_\_\_\_\_

**5. DID YOU GIVE WRITTEN NOTICE TO YOUR EMPLOYER AND WAS IT ACCEPTED?**

[S.8(1) - 8(5)]

YES \_\_\_\_\_ NO \_\_\_\_\_

**6. DID YOU RECEIVE A “CONFIRMATION DOCUMENT” FROM YOUR EMPLOYER?**

[S 9(1)-(3)]

YES \_\_\_\_\_ NO \_\_\_\_\_

**7. WAS YOUR PARENTAL LEAVE TERMINATED?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**8. SECTIONS 7 – 9: MANNER IN WHICH LEAVE MAY BE TAKEN/NOTICE / CONFIRMATION OF PARENTAL LEAVE**

**MY DISPUTE UNDER THESE SECTIONS IS THAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. S.13: FORCE MAJEURE LEAVE**

**MY DISPUTE UNDER THIS SECTION IS THAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ENCLOSE COPIES OF ALL THE NOTICES GIVEN TO, AND RECEIVED FROM, YOUR EMPLOYER IN RELATION TO THIS DISPUTE (DO NOT SEND THE ORIGINALS)**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE NOTE A COPY OF THIS FORM WILL BE FORWARDED TO YOUR EMPLOYER**

**In accordance with Statutory Instrument No 6 of 1999, Regulations entitled “Parental Leave (Disputes and Appeals) Regulations 1999” paragraph 4, employers are obliged to provide a notice of appearance within 14 days of receipt of this notice.**