



Parental Leave Checklist & Record

A practical, easy-to-follow guide for planning and tracking
unpaid parental leave in the UK.

Designed to break down statutory entitlements, save time,
and support confident conversations with your employer.

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Top Tip: Always send your request in writing (email or letter) and keep a copy.
Employers must give a reason in writing if they want to postpone.

My Key Dates

☐ Submit Request | Date _____ ☐ Employer Response Due | Date _____

☐ Meeting | Date _____ ☐ Response Due | Date _____

☐ Appeal | Date _____

Eligibility Check

- ☐ 1 Years' continuous service
- ☐ Have legal parental responsibility
- ☐ Child is under 18
- ☐ Have not used all 18 weeks entitlement

Notes

Baby
Break
and
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Don't forget to read our blog post all about unpaid parental leave!

Planning the Leave

- Decide how much time you want to take
- (up to 4 weeks per year per child)
- Leave must be taken in whole days
- (unless employer agrees otherwise)
- Think about known busy periods at work

Know Your Rights

- Unpaid parental leave is job-protected
- Your employer cannot penalise or discipline you for using it
- They must respond in writing to any postponement or refusal
- You may be able to take annual leave instead, or combine both for income flexibility

Submit Your Request

- ✓ Provide at least 21 days' notice before the leave starts
- ✓ Include exact dates, reason (optional) and any flexibility
- ✓ Employer may ask for a meeting but can only postpone for genuine business reasons (max 6 months)

Consider using unpaid leave around half terms, school transitions, or to extend paid leave.

Planning Financially for Unpaid Leave

Step 1: Work Out Your Daily/Weekly Pay

- Use your take-home pay, not gross, to get the most realistic figure
- If you don't know your take-home, use the [salary calculator](#) on our website

Daily Take Home Pay £ _____

Weekly Take Home Pay £ _____

Step 2: Use This Formula

Number of unpaid days or weeks you plan to take
×
Your daily or weekly pay
= Total amount you'll need to cover your unpaid time

Example:
If you earn £30,000 per year, your weekly take-home is roughly £480-£520
If you take 2 weeks of unpaid leave: you'll need to save approx. £1,000 in advance

TOP TIPS

- Open a separate "Leave Pot" savings account
- Save small weekly amounts over time (e.g. £25/week = £300 in 3 months)
- Use cashback apps (e.g. [TopCashback](#), [Airtime Rewards](#)) to build a fund passively
- Ask about spreading unpaid leave across the year — some employers will allow part-pay or flexible deductions
- Consider combining unpaid leave with annual leave or using KIT/SPLIT days if applicable

If you're ever unsure, seek support from ACAS, Citizens Advice, or a workplace union.

Child's Name _____

When to use this record

Track and record your leave details below

Use this log to ensure you don't go over the 18 week lifetime limit per child

Use this log to ensure you don't go over the 4 week per child, per year rule

Please use this version for
a 'typical' child

WEEKS	EMPLOYER	DATE FROM-TO
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

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You are entitled to take your blocks as DAYS which would total 156

*Please use this version for a 'SEND' child as you can request DAYS instead of week blocks

DAYS	EMPLOYER	DATE FROM-TO
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
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12		
13		
14		
15		
16		
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DAYS	EMPLOYER	DATE FROM-TO
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		



This free resource was created to support working parents with clear, no-jargon guidance.

✦ If it's helped you, you can say thanks or support our future tools and resources ✦
via Ko-fi:

ko-fi.com/babybreakandbeyond

Even a small contribution helps us keep building free tools, templates and guidance for our growing community.

Thank you for being here!