



Parental Leave Application Form

To be completed by the employee and approved by Human Resources.

Name of Employee: _____

Employee no: _____

Department: _____

Have you one year's continuous service with VMware?

Have you ever taken any parental leave for this child previously?

If yes, please confirm dates of leave taken

Dates of Parental Leave: 18 weeks

Proposed Commencement Date of Leave / /

Proposed Duration of Leave : _____weeks/days

Proposed Date of Return to Work / /

Name of Child:

Child's Date of Birth / /

(Please attach with this form a copy of the Birth Certificate/Placement Certificate or Placement Particulars)

VMware's Parental Leave Policy

By signing the below, I confirm I have read and understood the VMware parental leave policy.

Any agreement by the department manager to grant parental leave is subject to final approval by the HR Department.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____