|  |  |
| --- | --- |
| aber-uni-logo | **Cais am Absenoldeb Rhiant /**  **Parental Leave Request Form** |

|  |  |
| --- | --- |
| Enw / *Name* |  |
| Rhif Gweithiwr / *Employee number* |  |
| SWydd / *Job Title* |  |
| Adran / *Department* |  |
| Pennaeth Adran / *Head of Department* |  |
| Oriau cytundebol */ Contracted hours* |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Os ydych yn gweithio rhan amser, a wnewch chi rhoi amlinell o’ch amserlen oriau gwaith wythnosol yn y tabl isod / *If you work part time, please give a brief outline of your typical weekly work schedule*: | | | | | | | | | | | | | |
|  | Dechrau /  *Start* | | | | Amser cinio arferol /  *Usual lunch break* | | Diwedd /  *End* | | | | | | Cyfanswm oriau /  *Total hours* |
| Dydd Llun / *Monday* |  | | | |  | |  | | | | | |  |
| Dydd Mawrth / *Tuesday* |  | | | |  | |  | | | | | |  |
| Dydd Mercher / *Wednesday* |  | | | |  | |  | | | | | |  |
| Dydd Iau / *Thursday* |  | | | |  | |  | | | | | |  |
| Dydd Gwener / *Friday* |  | | | |  | |  | | | | | |  |
| Dydd Sadwrn / *Saturday* |  | | | |  | |  | | | | | |  |
| Dydd Sul / *Sunday* |  | | | |  | |  | | | | | |  |
|  | | | | | |  | | | | | | | |
| Dewiswch pa gais y mae hwn yn ymwneud â / Please select what this request is in relation to: | | | | | | | | | | | | | |
| * Plentyn o dan 18 mlwydd oed / *A child under the age of 18* | | | | | | | | | | ☐ | | | |
| * Plentyn a Plentyn a mabwysiadwyd / *An adopted child* | | | | | | | | | | ☐ | | | |
| * Plentyn anabl yn llai na 18 mlwydd oed / *A disabled child under the age of 18* | | | | | | | | | | ☐ | | | |
|  | | | | | |  | | | | | | | |
| Enw’r plentyn / *Child’s name* | |  | | | | | | | | | | | |
| Dyddiad geni / *Date of birth* | |  | | | | | | | | | | | |
| Gofyn am Absenoldeb Rhiant /  *Request Parental Leave* | | o / from | |  | | | | | i / to | | |  | |
| Nifer diwrnodau/wythnosau a gymerwyd fel Absenoldeb Rhiant eleni gyda’r plentyn yma / *Number of Parental Leave days/weeks taken in this year in relation to this child* | | | | | | | | | | | |  | |
| Nifer diwrnodau/wythnosau a gymerwyd fel Absenoldeb Rhiant hyd hyn gyda’r plentyn yma / *Number of Parental Leave days/weeks taken to date in relation to this child* | | | | | | | | | | | |  | |
|  | | | | | |  | | | | | | | |
| Os dyma’r cais gyntaf mewn perthynas â'r plentyn hwn, a wnewch chi yrru copi o’r dogfennau canlynol perthnasol gyda’r cais os gwelwch yn dda (gweler y canllawiau) / *If this is your first application in relation to this child, please provide a copy of the following relevant documentation with your request (see notes for guidance)*: | | | | | | | | | | | | | |
| * Tystysgrif genedigaeth y plenty neu ffurflen MATb1 / The child’s birth certificate or MATb1 form | | | | | | | | | | | | | |
| * Dogfen sydd yn cadarnhau lleoliad / Documentation confirming date of placement | | | | | | | | | | | | | |
| * Dogfen yn cadarnhau lwfans byw anabl / Documentation confirming award of Disability Living Allowance | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **I’w gwblhau gan Bennaeth yr Adran / To be completed by the Head of Department** | | | | | | | | | | | | | |
| Do you agree to this request | | | |  | | | | | | | | | |
| If no, please recommend a postponement date | | | |  | | | | | | | | | |
| Head of Department’s signature | | |  | | | | | Date | | |  | | |
| Name in full | | |  | | | | | | | | | | |