

PATERNITY LEAVE FORM

You can use this form to request paternity leave (and statutory paternity pay (SPP) if applicable) under the right provided in law to take time off work to help care for a child or support the child's mother or adopter. Before completing this form, you should first check that you are eligible to make a paternity leave request. For further information, please speak to our HR Officer.

It will help the Company to process your request if you provide as much information as you can about your request. It is important that you complete all the questions as otherwise your request may not be valid. Once you have completed the form, you should immediately forward it to your Manager. You should also keep a copy of this form for your own records.

Name of employee:	
Birth Cases: Expected week of childbirth/date of birth if the child has already been born:	
Adoption Cases: Date on which the adopter* was notified that they had been matched with the child:	
Adoption Cases: Date on which the child is expected to be/was placed for adoption:	
I wish to take a 1 week or 2 week block or 2 x 1 week blocks paternity leave	1 week / 2 weeks / 2 x 1 week (delete as appropriate)
I would like my paternity leave (and SPP if applicable) to start on the date the child is born or placed for adoption:	Yes / No (delete as appropriate)
If 'No', I would like my paternity leave (and SPP if applicable) to start on this date (or please specify the number of days after the birth/placement for adoption you would like your leave to start)**:	

* The "adopter" is the person who has been matched with the child for adoption or, where two people have been jointly matched for adoption, whichever of them has been elected to take adoption leave in relation to the child.

** This must be a date after the first day of the expected week of childbirth/after the date on which the child is placed with the adopter.

Birth Cases

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Please tick here if you are completing this declaration.

I would like to take paternity leave and to receive SPP if I qualify for it. I confirm that I meet each of the eligibility criteria as follows:

- I have, or will have, (apart from the child's mother) the main responsibility for the child's upbringing.
- I am either the biological father of the child, or I am married to or in a civil partnership with the child's mother, or I am living with the child's mother in an enduring family relationship but am not an immediate relative of the mother.
- I am making this request for time off work to care for the child and/or to support the child's mother.
- I have worked continuously as an employee of the Company for 26 weeks by the week that falls 15 weeks before the week in which the child is/was expected to be born.

Adoption Cases

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Please tick here if you are completing this declaration.

I would like to take paternity leave and to receive SPP if I qualify for it. I confirm that I meet each of the eligibility criteria as follows:

- I have, or will have, (apart from the child's adopter) the main responsibility for the child's upbringing.
- I am adopting the child jointly with my spouse/partner and I want to receive paternity leave and SPP not adoption leave and statutory adoption pay, or I am married to or in a civil partnership with the adopter, or I am living with the adopter in an enduring family relationship but am not an immediate relative of the adopter.
- I am making this request paternity leave to care for the child or to support adopter.
- I have worked continuously as an employee of the Company for 26 weeks up to and including the week I/the adopter was notified by the adoption agency that I/they have been matched with the child.

I declare the enclosed information to be correct. I understand that it is a serious disciplinary offence to provide false information on this form.

Signed by employee:

Date:

