## PATERNITY LEAVE: APPLICATION FOR PAID PATERNITY LEAVE

You are eligible to take Paternity Leave if you are one of the following: the child’s biological father, secondary adopter and/or the mother or primary adopter’s spouse or partner (including same-sex spouse/partner) or civil partner or nominated carer. See **Paternity Leave Policy** for further information.

Please return the completed form to the Directorate of HR at least 15 weeks’ before the baby is due.

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| --- | --- |
| Name: | Employee Number: |
| Job Title: | Faculty/Directorate: |
| What is your relationship to the expected child? NB. You may only apply as a nominated carer where the partner is not fulfilling this role and in signing this form you are confirming this. |

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| What is the expected date of childbirth/date of placement for adoption? |  |
| How many days partner leave are you requesting? |  |
| Planned start date of partner leave?\* |  |
| Planned end date of partner leave?\* |  |

\*It is recognised that the baby could be born / placed earlier or later than the actual days requested. The member of staff should keep their Line Manager and the Directorate of HR informed of any change in dates.

Do you intend to apply for Shared Parental Leave? Yes/No

If yes, please see ***Shared Parental Leave Policy*** and complete the Shared Parental Leave: Application for Father/Partner of Mother of the child form.

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| Signed: | Date: |
| Line Manager’s signature: | Date Line Manager notified by employee: |
| Line Manager’s name: |

Oct 19