# NOTIFICATION OF INTENTION TO TAKE PAID PATERNITY/CO-PARENT/ PARTNER LEAVE

You are eligible to take Paternity/Co-Parent/Partner Leave if you are one of the following:

* The father, co-parent or partner of the person giving birth or adopting
* The child’s adopter
* The intended parent (if you’re having a baby through a surrogacy arrangement)
* The nominated carer of the mother / birthing parent (i.e someone providing close personal support to a birth parent who does not have a partner and is not being supported by the child’s father / co-parent). Normally only available to a member of the birth parent’s immediate family. (This is a university enhanced entitlement).

Please see the [Paternity/Co-Parent/Partner Leave Policy](https://www.brookes.ac.uk/staff/working-at-brookes/employment-policies/family/paternity-policy) for further information.

Please return the completed form to the People Operations Team – [pdteam-operations@brookes.ac.uk](mailto:pdteam-operations@brookes.ac.uk) **at least 15 weeks’** before the baby is due.

| 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.) | |
| What is the expected date of childbirth/date of placement for adoption? |  |

**Declaration**

**By signing this form, you are confirming:**

* **-You meet the eligibility criteria for Paternity/Co-Parent/Partner pay**
* **-You will inform the university immediately if you cease to meet the conditions for Paternity/Co-Parent/Partner leave**
* **-The information you have provided is accurate**

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

## APPLICATION FOR PAID PATERNITY/CO-PARENT/PARTNER LEAVE

If known at the time of completing the form, please complete the following sections to request your Paternity/Co-Parent/Partner leave dates.

The Paternity Leave (Amendment) Regulations 2024, which came into force on 8 March 2024 and will apply only to children whose expected week of birth/placement begins after 6 April 2024, will allow Fathers/Co-Parents/Partners to divide their statutory leave into one-week blocks, rather than taking it all at once. The University’s enhanced entitlement allows the statutory leave to be broken down further into blocks of individual days.

Fathers, Co-Parents and Partners will be permitted to take leave at any time during the first year following birth/placement.

Paternity/Co-Parent/Partner leave can only be taken from the date of the child’s birth or placement.  It cannot be taken before this point. Please keep your line manager and the People Operations Team informed of any changes.

Under current legislation, you must notify the university that you wish to take leave 15 weeks before the expected week of childbirth. However, the notice period necessary for each term of absence has been reduced to four weeks.

| How many days Paternity/Co-Parent/Partner leave are you requesting? |  |
| --- | --- |
| Planned start/end date of Paternity/Co-Parent/Partner leave (complete weeks)?  NB if taking as separate weeks, please provide the start/end date of each weeks |  |
| If taking as individual days, please provide all intended 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.

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

April 24