



APPLICATION FOR ADDITIONAL PATERNITY LEAVE – BIRTH OF A CHILD

Biological fathers, adoptive partners who are not the primary carer, partners and same sex partners can apply for additional paternity leave. Employees may take a maximum of 26 weeks (pro-rata) paid/unpaid leave which can be utilised with the prior approval of their Line Manager. This can be taken from 20 weeks after the baby is born or the child is placed, up to one year after the birth/placement.

To take Paternity Leave they must apply by notifying their Line Manager, at least **28 days in advance**, using the following application form.

Employee Name: _____ Payroll Number: _____

Job Title: _____ Location: _____

Expected date of child's birth/placement: _____

Requested dates to take Paternity Leave: _____

Partner's leave start date _____

Date partner returning to work _____

We will require a copy of both your partner's entitlement letter and proof of their return to work showing any relevant payments have stopped.

Employee's Signature: _____ Date: _____

Employees are required to provide medical evidence of the date of birth/placement, e.g. a birth certificate, adoption certificate etc. with applications

Leave Approved: Yes/No

(If the leave is not approved please provide reasons on a separate sheet.)

Line Manager's Signature: _____ Date: _____

Forward copy of approved form to Human Resources for the Employee's file