



APPLICATION FOR PATERNITY LEAVE – BIRTH / ADOPTION OF A CHILD

Biological fathers, adoptive partners who are not the primary carer, partners and husbands who are not the baby's biological father, same sex partners and nominated carers (a nominated carer is someone providing close personal support to an expectant mother in a situation where the mother does not have a partner and is not being supported by the child's father. It is generally only available to a member of the mother's immediate family) may take a maximum of 2 weeks (pro-rata) paid/unpaid leave which can be utilised with the prior approval of their Line Manager for attendance at the birth itself or any period within six weeks of the birth of the child or the placement of a child.

To take Paternity Leave they must apply by notifying their Line Manager, at least **28 days in advance**, using the following application form and form SC3 *Becoming a Parent*, which is attached.

Employee Name: _____ Payroll Number: _____

Job Title: _____ Location: _____

Expected date of child's birth/placement: _____

Requested dates to take Paternity Leave:

Employee's Signature: _____ Date: _____

Employees are required to provide medical evidence of the date of birth/placement, e.g. a MATB1 form, 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