



Application for Paternity Leave

Personal Details	
Name:	
Area and Section / School:	

Ordinary Paternity Leave Details	
My Baby is due on:	
I would like my paternity leave to start on	
I would like my paternity leave to end on	
NB: You will be entitled to take up to one week or two consecutive weeks paid paternity leave anytime up to 8 weeks after the date of birth. It cannot be taken as odd days or as two separate weeks.	

Additional Paternity Leave Details	
My baby was born on:	
I would like my additional paternity leave to start on	
I would like my additional paternity leave to end on	
I confirm that the child's mother or adopter will return to work on	
I attach the mother declaration form to demonstrate eligibility for additional paternity leave NB approval for additional paternity leave cannot be given without this form.	

Declaration

In order to confirm your eligibility for statutory paternity leave and pay, please sign this form declaring that you meet the criteria as noted below.

I declare that, I am

- the baby's biological father OR
- married to the mother, OR
- living with the mother
- I have responsibility for the child's upbringing
- I will take time off work to support the mother or to care for the child
- I declare that I have spoken to my Manager / Supervisor who has approved this period of leave**

Signed (employee)	
Date	

Applications should be completed and sent to Human Resources;
 For **Ordinary Paternity Leave**, at least 15 weeks before the expected week of the child's birth
 For **Additional Paternity Leave**, not less than 8 weeks before the start date chosen