

PATERNITY LEAVE APPLICATION FORM

You should use this form for notifying the University that you wish to apply for paternity leave. **Your application must be received not later than 15 weeks before your intended leave date.** Please keep a copy of this application form and give a copy to your manager.

To: Payroll & Pensions Office, Manvers Street 4.12	From:
	Job Title:
	Department:

A – Paternity Pay

1. I will have 26 weeks' service by the end of the 15th week before the EWC*
2. I will **not** have 26 weeks' service by the end of the 15th week before the EWC*

B – Declaration of family commitment

3. I declare that I am the baby's biological father; or married to or in a civil partnership with the mother; or living with the mother in an enduring family relationship, but am not an immediate relative, and
4. I will have responsibility for the child's upbringing, and
5. I will take time off work to support the mother or care for the child

C - Paternity Leave

Please accept this notification as an application for paternity leave and confirmation that I have discussed these dates with my manager. I understand that I must take my paternity leave of 1 or 2 whole weeks (but not 2 separate weeks) within 8 weeks from the EWC*

6. The baby is due on (<i>please enter the date at beginning of the EWC</i>)	
7. I wish to start my paternity leave on:	
8. I will return to work on:	

D – Manager's agreement

9. I confirm that I have discussed the dates above with the applicant and have authorised the paternity leave (<i>please tick to confirm action</i>)	<input type="checkbox"/>
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Signed by applicant:	Date:
Signed by Line Manager:	Date:

* EWC = Expected Week of Childbirth