**Application for Paternity Leave (birth child)**

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| **Name of employee:** |   |
| **Department:** |   |
| **Expected week of child's birth (the Sunday at the beginning of the week in which the child is expected to be born):** |  |
| **I declare that:** | **Please tick as appropriate:** |
| I am the child's biological father **OR** |   |
| I am married to the child's mother **OR** |   |
| I am the civil partner of the child's mother **OR** |   |
| I am the partner of the child's mother |   |
| **AND** |   |
| I will have responsibility for the child's upbringing |   |
| **Signed:** |   | **Date:** |   |
| **Notes**This notice must be submitted to your line manager OR the HR department at least 15 weeks before the expected week of childbirth. The purpose of this form is to check that you are entitled to paternity leave.You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early). You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.For each occasion that you wish to take a period of paternity leave, you must submit further notice using this form.You have three options for when to start a period of paternity leave:* **On the date of your child's birth:** Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth.
* **A set number of days after your child's birth:** Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth.
* **On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth):**Your period of leave notice should be received by us at least 28 days before that predetermined date.

The organisation treats personal data collected while managing your paternity leave and pay in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in [the organisation's Employee Privacy Notice. |