

Application for Statutory/Occupational Paternity Leave/Pay

This form needs to be completed and sent to Human Resources before the fifteenth week before the expected week of childbirth in order to qualify

Name:	
Department/School:	
Line Manager:	

Please answer the following questions to help us determine your entitlements:

<p style="text-align: center;">Do you have responsibility for the baby's upbringing and are either the biological father or the mother's husband or partner? (Partner refers to someone who lives with the mother, either male or female, in an enduring family relationship, but who is not a blood relative).</p>	
<p style="text-align: center;">What is the expected week of childbirth?</p>	
<p style="text-align: center;">Do you wish to take one or two weeks' paternity leave?</p>	
<p style="text-align: center;">When do you wish to commence your paternity leave? (Paternity Leave must not continue later than the 56th day (8 weeks) after the date of childbirth) These dates need to be discussed and agreed with your line manager.</p>	

Employee Signature:		Date:
Line Manager Signature:		Date:

Please return your completed form to Human Resources who will acknowledge receipt of your application and inform you of your entitlement(s).