

Paternity Leave – Request Form

Please read the Paternity Leave and Pay Policy and Guidance for Staff to help you complete this form.

Title	
First Name	
Surname	
Job Title	
School:	
Home Address	
Tel Number (Work)	
Tel Number (Home)	

I wish to inform you that I intend to take Ordinary Paternity Leave as follows:	
Expected date paternity leave period to commence*	_____
Expected return to work date**	_____
Partner's Expected Week of Childbirth (EWC) or expected date of placement for adoption	_____
<p>*Your paternity leave cannot begin prior to the baby's birth/date of placement for adoption, but you can state that you wish your paternity leave to start on the day your child is born</p> <p>**Ordinary paternity leave must be taken in blocks of either one or two weeks</p>	

I declare that I:

- am the baby's biological father / married to the mother / living with the mother in an enduring family relationship, but am not an immediate relative (*please delete as applicable*)
- will have responsibility for the child's upbringing
- will take time off work to support the mother or care for the child.
- have provided a copy of my partner's MAT B1/matching certificate with this form

Signed: _____ Date: _____

Please ensure you have discussed this application with your Line Manager and provided them with a copy of this form.