

SUMMARY

PATERNITY TIMELINE

WEEK 1



Notify your line manager as soon as you are ready, but **no later** than the 15th week before your baby is due

To qualify for paid Paternity Leave, you need to have been employed continuously with the same employer from this date to the date of the birth of your baby

WEEK 27



Line managers will:

- Take receipt of the Paternity Leave Form
- Retain a copy
- Send a copy to:
 - Central Administration Team (oracle.admin@gov.im)
 - OHR Business Partner Team
- Discuss and agree arrangements for Paternity Leave

PSC CS and **M&CW** employees must give written notice using the form to their Line Manager of their intention to take Paternity Leave by this date (end of 15th week before baby is due)

WEEK 38



Claim for Paternity Allowance to be made to General Benefits on or after 4th week before baby is due

PSC CS Employees - You may start your Paternity Leave from this date
MPTC Employees - Submit your Application for Special Leave to your Line Manager at least 28 days before your planned start of Paternity Leave

DUE DATE (+/- WEEK 40)

Congratulations on your new baby



MPTC and **PSC M&CW** employees may start Paternity Leave from this date

8 WEEKS AFTER BIRTH



PSC Employees
You must have taken all your Paternity Leave within 56 days of the birth of your baby

MPTC
You must have taken all your Paternity Leave by week 8 after the birth of your baby