

Your dates for Leave

The baby is due on

And, if the baby has been born, please enter the actual date of birth

I would like my paternity leave to start on

I want to be away from work for one/two* weeks (*delete as appropriate)

Your declaration

Surname

First Name

You must be able to tick all three boxes below to be eligible for paternity leave

I declare that

- I am
 - the baby's biological father, or
 - married to the mother, or
 - living with the mother in an enduring family relationship, but not an immediate relative

- I have responsibility for the child's upbringing

- I am taking time off work to support the mother or care for the child

I understand that where two weeks paternity leave are approved, only one week (5 days) will be paid.

Signature of Officer and Date

Manager's authorisation for paid/unpaid leave provided on next page.

This leave is to be paid/unpaid* (*Manager to delete as appropriate)

An officer who is entitled to paternity leave will also be entitled to paternity pay of a maximum of 5 days paid leave in any period of 2 years.

Signature of Manager
and Date



This completed form to be copied to:

Pay Section
Office of Human Resources