

Your dates for Leave	
<p>The baby is due on</p> <p>And, if the baby has been born, please enter the actual date of birth</p> <p>I would like my paternity leave to start on</p> <p>I want to be away from work for one/two* weeks (*delete as appropriate)</p>	
<p>Surname</p> <p>First Name</p> <p>You must be able to tick all three boxes below to be eligible for paternity leave</p> <p>I declare that</p> <ul style="list-style-type: none"> • I am <ul style="list-style-type: none"> – 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 	
<p style="color: red;">I understand that where one or two weeks paternity leave is approved, only five days will be paid.</p>	
Signature	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Date	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Note: Manager’s authorization 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.

Signature of Manager

Date

This completed form to be copied to:

Pay Section
Office of Human Resources