**Application for Paternity Leave[[1]](#footnote-1)**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Staff Number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PPSN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the Relevant Parent:**

Expected / Actual Date of Birth, or Date of Placement of the Child: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

**Please also enclose:**

-Your completed **PB2** Form

**and** one of the following:

- a Doctor’s certificate confirming the expected birth date **or**

- child’s birth certificate **or**

-adoption certificate with this application or as soon as possible thereafter.

The two weeks of Paternity Leave must be taken consecutively at the time of the birth/adoption or up to twenty-six weeks after the birth/adoption.

**Proposed start date of Paternity Leave:** \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

**Proposed end date:** \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_ **Proposed return to work date:** \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

**Signature of Staff Member:**

**Date:** \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

**To be completed by the Head of School, Discipline or Area**

I confirm that I have approved the above leave in accordance with the scheme as set out in the University’s Paternity Leave Policy and the following documents are attached:

1. Certificate showing expected date of birth/placement of the child or child’s birth certificate.

2. Paternity Leave Benefit form

**Signature of approver Head of School, Discipline or Area:**

**Date:** \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

**Please print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Please note that the 26 weeks continuous employment requirement applies to all new staff as and from 28/02/2018. For staff who were in employment on or before the 28/02/2018 the continuous employment rule comes into effect on the 01/09/2016. [↑](#footnote-ref-1)