**Paternity Leave Application Form**

<table>
<thead>
<tr>
<th><strong>Name:</strong></th>
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<tbody>
<tr>
<td><strong>Job title:</strong></td>
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<tr>
<td><strong>Department:</strong></td>
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**In the case of births:**
- Expected date of birth:
- Or, if the baby has been born, the actual date of birth:

**In the case of adoptions:**
- Date adopter advised of being matched with the child:
- Expected date of placement:
- Or, if the child has been placed, date of placement:

**Dates of Paternity Leave:**
- I would like my paternity leave and pay to start on:
- I want to be away from work for: [ ] one week [ ] two weeks

**Declaration (please tick all that apply):**
- I am: - the baby’s biological father, or
  - married to or in a civil partnership with the mother/adopter, or
  - living with the mother/adopter in an enduring family relationship, but not an immediate relative;
- I will have responsibility for the child’s upbringing;
- I will take this period of time off work to support the mother/adopter or care for the child.
- I attach a copy of the MATB1/Adoption certificate

Employee’s signature: Attachment to an email will constitute signatory authorisation.

Date:

**Please pass this form to your line manager to submit on Fusion via the Manage Document Records function**

(Once approved by your line manager and HR, a confirmation letter will be issued)