

Paternity Leave Application

CHRIS/65

Please read the guidance notes before completing this application and discuss your plans with your immediate supervisor or manager. You should tell him/her what time off you want by the 15th week before the week the baby is due (or, in the case of adoption, within seven days of the date the adoption agency told the person adopting the child that they had been matched with the child).

PART 1 – APPLICATION FOR LEAVE

To be completed by the employee

Section A – Personal Details and employment

These questions must all be answered. Your personal reference number can be found on your payslip.

Questions 6 and 7: it is very important that we know what days of the week you are working in order that we can calculate your leave entitlement correctly. In question 7, tell us the start date of this pattern (even if in the past). If your pattern changes before you go on leave, you must tell us.

1. Surname									
2. Forenames									
3. Personal Reference Number	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> </tr> </table>								
4. Position Held									
5. Faculty / Department									
6. Working pattern Every weekday Monday-Friday Specified below	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> </tr> </table>								
7. Start date of this pattern (if known)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> </tr> </table>								

Mon Tue Wed Thu Fri Sat Sun

Section B – Details of leave requested

8. Expected date of birth	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> </tr> </table>								
9. Start date of leave	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> <td style="width: 12.5%; border: 1px solid black; height: 20px;"></td> </tr> </table>								

To comply with statutory provisions, the leave should start on any day of the week on or following the child's birth / placement and must be completed within 56 days of the actual date of the child's birth / placement or, if the child is born early, within the period from the actual date of the child's birth up to 56 days after the expected week of birth. You can change your mind about the dates of your leave but you must give your department 28 days notice of the new dates; you and your manager may find it helpful if you filled in a new version of this form. If you can't tell your department what time off you want in time, or the child is born/placed sooner or later than expected, please discuss the situation with your manager. If you are unable to resolve any disagreement contact your HR Business Manager for advice.

10. I am applying to be away from work for	Tick one
One week	<input type="checkbox"/>
Two weeks	<input type="checkbox"/>

Section C – Declaration

I am applying for Paternity Leave in order to support the mother/person adopting the child or to care for the child. The information included in this application is correct.

I declare that:

	Tick one
I am the child's biological father or I am married to the mother or I am living with the mother in an enduring family relationship as partner, but I am not an immediate relative	
I have/will have responsibility for the child's upbringing	
I am adopting a child with my partner and I want to receive Statutory Paternity Pay and paternity leave, not Statutory Adoption Pay and adoption leave	

Signed (applicant) _____ Date _____

This form should now be sent to your Departmental Administrator

PART 2 – INSTITUTIONAL ACKNOWLEDGEMENT

To be completed by the institution

Leave approved (signature of Head of Institution or authorised deputy)

I confirm that satisfactory arrangements can be made to cover for the absence at no extra cost to the University. (If the Head of Institution cannot confirm this, the employee will be considered for Statutory Paternity Pay only)

Signed _____ Name _____
 Position _____ Date _____

This form should now be sent to your HR School Team Administrator at the relevant address:

- Old Schools**
 School of Arts & Humanities
 School of the Biological Sciences
 School of the Humanities & Social Sciences
 School of the Physical Sciences
 School of Technology
 UAS
 Non-School Institutions

Addenbrooke's Hospital
 School of Clinical Medicine

PART 3 – FOR HUMAN RESOURCES USE

To be completed by the Human Resources Division

If the answer to 11 is "No", state the reason in question 13.

11. Employee qualifies for SPP

Yes No

12. Will return on

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13. Comments

Signed _____ Name _____
 Position _____ Date _____

Now make the proper updates on the CHRIS system.