**REQUEST FOR PATERNITY LEAVE**

**LEAVE DETAILS**

The baby is due on (or actual date of birth): …………………………...……...……………

I would like my paternity leave to start on: …………………………………………………….

I wish to take one / two weeks’ paternity leave (circle as appropriate).

Providing you are eligible, the second week will be paid at Statutory Paternity Pay rate (currently £156.66 per week or 90% of your average weekly earnings, whichever is lower). To be eligible, you need to;

* have worked for us continuously for at least 26 weeks by the end of the 15th week before the expected week of childbirth (known as the ‘qualifying week’)
* be employed by us up to the date of birth
* earn at least £120 a week (before tax) in an 8 week relevant period
* give the correct notice

For full details please refer to the [Paternity Leave Policy](https://www.aber.ac.uk/en/hr/info-staff/all/policy-and-procedure/paternity/) and <https://www.gov.uk/paternity-pay-leave/pay>

**YOUR DECLARATION (Please print clearly)**

Surname:…………………………………………………………………………………..

First names (s):……………………………………………………………………………

Department:………………………………………………………………………………..

Payroll No: (if known)…………………………………………………………………….

Are you a Tier 2 or Tier 5 visa holder? Y/N ………………………..

**I declare that**

* I am
  + the biological parent of the child
  + the birth parents’ spouse or partner/same sex partner
  + the child’s adopter
  + the spouse or partner/same sex partner of the child’s adopter
* I have responsibility for the child’s upbringing
* I will take time off work to support the birth parent or care for the child

Signed……………………………………………………….. Date:……………………

**HEAD OF DEPARTMENT APPROVAL**

The above dates have been discussed and the leave can be accommodated within the Department. I therefore agree to this request.

Signed:………………………………………………….…… Date:……………………..

Please forward this form to Human Resources as soon as possible.