

## Request for Paternity Leave Form - PL1

**To: The Place of Work Manager**

Name:  Payroll No:

Place of Work:

**I am requesting Parental Leave & claiming Statutory Paternity Pay**

From:  To:

Date baby is due:

I am aware I have a statutory right to take up to two weeks' paternity leave, however the Society offers up to four weeks paid paternity leave. I do not have to take my leave in one single period, however the leave must be booked in blocks of at least one week.

Furthermore, I am aware that this request must be submitted 15 weeks before the expected week of childbirth. However, should I need to request a change of these dates I am obliged to give 28 days' notice of the change if possible.

In order to claim Statutory Paternity Pay (if eligible) I declare that:

- I am the baby's biological father or married to or in a civil partnership with the mother or living with the mother in an enduring family relationship but am not an immediate relative **and**
- I will have responsibility for the child's upbringing **and**
- I will take time off to support the mother or care for the child

Signed:

.....  
 Reply section to be completed by Place of Work Manager in conjunction with advice from the Payroll Department, Gallows Hill, Warwick

You are not eligible for paid paternity leave because\*:

Your request for paternity leave has been authorised and Payroll notified\*.

Manager's Signature: ..... Date: .....

\*Please delete as applicable.

Once you have completed this form please submit via service now - [HR Family Leave](#)

<b>Policy name:</b>	PL1 – Request for Paternity Leave Form	<b>Date of last review:</b>	Nov 2024
<b>Policy owner:</b>	HR	<b>Issue number:</b>	002