



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 that this leave must be taken in a single block of one or two weeks in consecutive weeks and within eight weeks of the birth of the child.

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.

Policy name:	PL1 – Request for Paternity Leave Form	Date of last review:	April 2022
Policy owner:	HR	Issue number:	002

Please return this form to the Payroll Team; payrollusers@midcounties.coop or Payroll Enquiries, Personnel Services Group, The Midcounties Co-operative, Co-operative House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA.

Please also email a copy of this form to familyleave@midcounties.coop.

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