



PATERNITY LEAVE / PAY APPLICATION

If you wish to apply for Additional Statutory Paternity Leave / Pay please complete the Additional Paternity Leave Application Form instead.

Employees with 26 weeks continuous service with the Trust (excluding Bank or workers) by the end of the 15th week before the baby is due, or the date of adoption may be entitled to receive Statutory Paternity Pay during the 2 weeks Paternity Leave period.

Employees with 12 months continuous NHS service by the beginning of the week the baby is due, or the date of adoption will be entitled to full Occupational Paternity Pay.

YOUR DETAILS

Full Name (Block Capitals):

Current Position: Assignment No:

Band: Unit/Department:

Home Address:

Post Code: National Insurance Number:

Commencement date with the Trust: NHS Start Date:

BABY / CHILD DETAILS

- ☐ I enclose a copy of MATB1 (Certificate of Confinement) or a Declaration regarding my pregnant partner. The baby is due on:
- ☐ If the baby has been born enter the due date above and also enter actual date of birth:
- ☐ I enclose a letter of Adoption / Matching Certificate confirming the date of adoption on:

REQUEST FOR PATERNITY PAY & LEAVE

I am making an application for Trust and/or Statutory Paternity Pay & Leave, giving at least 28 days' notice (or as much notice as is reasonably practicable) in accordance with the Trust's Maternity, Paternity and Adoption Policy and I declare that:

a) I am the:

- ☐ Baby's biological father
- ☐ Adoptive parent
- ☐ Nominated carer
- ☐ Married to or in a civil partnership with the mother
- ☐ Living with the mother in an enduring family relationship, but am not an immediate relative; **and**

b) I have responsibility for the child's upbringing; **and**

c) I will take time off work to support the mother or care for the child.

I wish to absent myself from duty for two working weeks with effect from:
and I will therefore be returning to work on:

Signature: Date:

TO BE COMPLETED BY LINE MANAGER
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I confirm that the above named member of staff qualifies for Paternity Leave under the terms of the Trust's Maternity, Paternity and Adoption Policy and should be granted such *pay / leave accordingly.

Signed (Manager): Date:

Print Manager's name:

Form and copy of MATB1 form to be returned to HR Support, Employee Relations, Trust HQ, B1, 50 Summerhill Road, Birmingham, B1 3RB