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APPLICATION FOR PATERNITY LEAVE

Becoming a Parent

This form can be made available in large print and alternative formats, where required, on request from the HR Hub, tel: 02890 973000.

Please return this form to the HR Hub no later than the end of the 15th week before the expected week of childbirth. Please also forward a copy of your completed form to your head of school/dept/unit. Should the dates of your paternity leave change please keep your head of school/dept/unit informed.

Paid paternity leave can only be authorised when the completed form has been received.

If it is not possible to give the required notice, ie. if the birth is earlier than expected, complete this form as soon as possible and return it to the HR Hub, People and Culture Directorate, Level 4, Administration building. Alternatively an electronic copy can be emailed to [hrhub@qub.ac.uk](mailto:hr@qub.ac.uk).

I HAVE READ THE PATERNITY LEAVE PROCEDURE AND WISH TO ADVISE THE FOLLOWING:

Section 1 – Arrangements

|  |  |
| --- | --- |
| The child is due on: | (dd/mm/yyyy) |
| If the child has been born please enter the actual date of birth: | (dd/mm/yyyy) |
| I wish to take statutory paternity leave as follows, complete as appropriate  2 weeks, to commence on …………………………………..… and end on ………………………………..  *OR*  1 week to commence on …………………………………….. and end on ………………………………..  Note:  The 2 weeks of ordinary statutory paternity leave must be taken within 56 calendar days of the birth of the child and can only be taken as one individual week or as two consecutive weeks. It cannot be taken as two individual weeks. | |
| I wish to take the 5 days enhanced paternity leave as follows:  Note:  The 5 days/1 week of enhanced paternity leave must be taken within 4 months of the birth of the child and may be taken as an individual week or as required in consultation with the Head of School / Department/Unit. | |

PLEASE ENSURE THAT THE DETAILS ON THE NEXT PAGE ARE ALSO COMPLETED BEFORE FORWARDING YOUR FORM TO HR HUB / HEAD OF SCHOOL/DEPT/UNIT.

Section 2 – Applicant Details

|  |  |
| --- | --- |
| *I DECLARE THAT I AM ELIGIBLE FOR PAID PATERNITY LEAVE AS OUTLINED IN THE UNIVERSITY’S PROCEDURE.* | |
| Staff Number: |  |
| Full name: (PRINT) |  |
| Position: |  |
| School/Department/Unit: |  |
| Staff Category (eg. Academic, Clerical) |  |
| Applicant’s Signature: |  |
| Date: |  |

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| For Official Use Only | |
| Date received by People and Culture Directorate  Database entry | |
| Date uploaded to DMS for retrieval by the Salaries Office: | |

The original application will be retained on the individual’s personal file.

The University is committed to promoting equality of opportunity for all staff irrespective of their sex, marital status, perceived religion, political opinion, racial group, sexual orientation, age, having a disability or having dependants.

The information contained on this application form will be used in conjunction with information already held on the Diversity and Inclusion Unit’s database to monitor the take-up of and the impact of the University’s work life balance/family friendly arrangements and the implementation of its Equality and Diversity policy.