

Paternity Leave Form



THIS FORM SHOULD BE COMPLETED AND RETURNED TO HRpayroll@blaenau-gwent.gov.uk
WITH A COPY OF THE EXPECTANT MOTHER'S MAT B1 FORM

SECTION 1 – PERSONAL DETAILS

Full Name:

Home Address:

Telephone Number: Home: Work:

Designation:

Place Of Work:

Staff Number:

N.I. Number:

SECTION 2 – LEAVE DATES

The baby is due on (expected week of childbirth)

If the baby has been born, please enter the actual date of birth

I would like my SPP and/or Paternity Leave to start on

I want to be away from work until (full weeks only)

SECTION 3 - DECLARATION

You must be able to tick all three boxes below to be eligible for Statutory Paternity Pay and Paternity Leave.

I DECLARE THAT:

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

Signature of Applicant: Date:

Line Manager's Authorisation: Date: