**Paternity Leave Notification Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Start Date |  |
| Current Position |  | Line Manager |  |
| Department |  | | |
| Expected week of child's birth  (the Sunday at the beginning of the week in which the child is expected to be born): | | |  |
| Actual date of child's birth (if applicable): | | |  |

**I hereby give notice of my intention to take [one week's/two consecutive weeks'] paternity leave starting:**

|  |  |
| --- | --- |
| * on the date on which the child is born OR |  |
| * number days after the child is born OR |  |
| * on date (a date later than the first day of the child's expected week of birth) |  |

**I declare that:**

|  |  |
| --- | --- |
| I am the child's biological father OR |  |
| I am married to the child's mother OR |  |
| I am the civil partner of the child's mother OR |  |
| I am the cohabiting partner of the child's mother |  |

**And:**

|  |  |
| --- | --- |
| I will have responsibility for the child's upbringing |  |

**And:**

|  |  |
| --- | --- |
| I will be absent from work for the purpose of caring for the child or supporting the child's mother |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |
| The organisation treats personal data collected while managing your paternity leave and pay in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the company's employee privacy notice. | | | |