

UNIVERSITY OF OXFORD

NOTIFICATION OF ORDINARY PATERNITY LEAVE (OPL)

From (Department): _____ Division _____

Employee name: _____ Employee Number

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Oxford start date: _____

Expected week of child birth (Paternity Leave): _____

Does the employee qualify for the University's Ordinary paternity leave scheme? YES NO

Commencing Ordinary Paternity Leave on: _____ to: _____

1st Week from: _____ to _____ 2nd Week from _____ to _____

NB. The two weeks of the University Paternity Leave scheme can be taken as a two-week block or as two blocks of one week each and can be taken anytime from the date of child birth up to 56 days after the date of birth.

Paternity Leave

Is Part B of University Paternity Leave Plan appended? YES NO
(SPP will **not** be paid without it)

Signed: _____ Date: _____
Head of Department or Administrator

For Payroll Office Use

SPP is payable if the dates fall within the 56 days after child birth

Qualifying week

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 Pay periods used for average pay _____ £ _____

_____ £ _____

Average weekly earnings £ _____ 90% = £ _____

NB Pay lower of SPP rate or 90%

Date SPP starts

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 Date SPP ends

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Non Statutory Paternity Pay is recorded only for any other dates

Date NSPP starts

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 Date NSPP ends

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SPP1 sent: Yes, on _____ / No