## EMPLOYEE DETAILS

1. Employee name Click to enter employee name
2. Employee number Click to enter employee number
3. Department Click to enter department name Division Select from list.

## DATES OF PATERNITY LEAVE

*Leave can be taken as a single 2 week block, or two separate 1 week blocks - but all must be taken within the first 56 days following the birth or placement of the child*

 Block 1 Block 2 *(if applicable*)

1. Paternity leave start date Click to enter a date. Click to enter a date.
2. Paternity leave planned end date Click to enter a date. Click to enter a date.

## QUALIFYING FOR PATERNITY PAY

1. Expected week of childbirth (EWC) Sunday at start of the EWC
2. Qualifying week (15th week before the EWC) Sunday at start of the qualifying week
3. Employment start date Click to enter a date.
4. Does the employee have 26 weeks continuous service at date in question 7, above? Yes/No
5. Does the employee intend to return to work after paternity leave? Yes/No
	* 1. If Yes, do they qualify for the University’s paternity pay scheme? Yes/No
		2. If Yes, do they qualify for statutory paternity pay? Yes/No
		3. If No, give:
6. Date of leaving Click to enter a date.
7. Number of days pay in lieu of holidays Click to enter text.
8. Address to which P45 should be sent Click to enter address

Signed………………………………….. Date
**Head of Department/Departmental Administrator/HR Manager**

I agree that the information about my entitlements to contractual and statutory payments is correct

Signed………………………………….. Date

To work out how much statutory pay is due, use the calculator at <https://www.gov.uk/pay-leave-for-parents>