**PATERNITY SUPPORT & STATUTORY PATERNITY LEAVE**

**REQUEST FORM**

**Personal details (Please use block capitals)**

**Full Name …...………………………………………………………………………………..……...…....**

***Employee Number………………………***

***National Insurance Number……….……………………***

***Job Title……………………………………………..……………………………………..***

I declare that:

I am the partner of the expectant mother/primary adopter

**or**

I am the father of the child

**and** will take time off work to support the mother/primary adopter and/or assist in the care of the child

**Date of expected week of childbirth / expected placement of child / expected date of arrival of the child into the UK**

**OR**

**If the child has already been born/placed please detail the actual date of birth/placement:**

**------------------------------------------------------------------------**

**The date I wish to start my Paternity Leave is:**

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*Please tick the appropriate boxes:*

**PATERNITY SUPPORT LEAVE**

I am applying for **Paternity Support Leave** 1 week (5 days FTE *paid at full pay)*:

**STATUTORY PATERNITY LEAVE/PAY**

I will have more than 26 weeks continuous service with SBC/ as an elected member at the end of the 15th week before the EWC/end of the matching week before placement/date of arrival of the child into the UK and am also applying for **Statutory Paternity Leave** additional1 week(5 days FTE *paid at OSPP rate*):

**I understand that any leave must be taken consecutively.**

Signature ………………………………….. Date ……………………………….

*NOW PASS THIS APPLICATION FORM TO YOUR LINE MANAGER/ THECLERK TO THE COUNCIL FOR APPROVAL*

Signed (*Line Manager)*……………………………………....

Date………………………………………….………………….

Name (*Please print*)……………………………………………

Position…………………………..……………………………..

*I understand that payments will be processed based on the commencement date noted above by the employee. In the event of being notified of any change to this date, I confirm that I will advise HRSS immediately.*

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| **Please ensure a copy of this completed form is sent immediately to HRSS,.**  **E-mail: personnel@scotborders.gov.uk** |