



Application for Paternity Leave (Birth)

Colleague details

Employee number: <input type="text"/>	Business:
Location/Unit/Department:	Start date:
Last name:	First name:

Paternity details

Expected Week of Childbirth (EWC):
I want to be away from work for: 1 week <input type="checkbox"/> 2 weeks <input type="checkbox"/> (Please tick as appropriate)

Declaration

You must be able to tick all the boxes below to be entitled to Paternity Leave and Paternity Pay.

I declare that (please tick):

I am the child's biological father, or I am married or a civil partner to the child's mother* or I am living with the mother in an enduring family relationship but I am not an immediate relative	Yes <input type="checkbox"/>
I have responsibility for the child's upbringing	Yes <input type="checkbox"/>
I will take time off work to support the mother or care for the child	Yes <input type="checkbox"/>
I will have been employed by the Co-op for 26 weeks before the end of the 15th week before the baby is due	Yes <input type="checkbox"/>
I earn an average of at least £116 a week <i>NB if you can't tick yes to this you can still take Paternity Leave, but you won't qualify for Paternity Pay</i>	Yes <input type="checkbox"/>

*This includes partners of the same gender and Paternity Leave is available to both male and female colleagues.

Note: You may choose to take either one whole week or two whole weeks any time up to eight weeks after the child's birth. Paternity Leave may start on any day of the week, but must be taken in a consecutive block – you can't take it in odd days or in non-consecutive weeks.

Authorisation

Colleague's signature:	Date: (dd/mm/yyyy)
Manager's signature:	Date: (dd/mm/yyyy)

Please return this form to HR Services.

Once the child has been born, the manager needs to call HR Services on 0330 606 1001 to confirm the date of birth and the date when Paternity Leave began, or the team won't be able to process the leave.