 **Application for Paternity Leave**

**(Adoption)**

**Colleague details**

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| --- |
| Employee Number: |
| Business: |
| Location/Unit/Department: |
|
| Last Name: |
|
| First Name: |
| Is this absence linked to a previous absence for the same child\*  Yes  No |

**Paternity details**

|  |
| --- |
| Date of notification of being matched with my child: |
| Date my child was/is due to be placed with me: |
| I want to be away from work for: 1 week  2 weeks  4 weeks  (Please tick as appropriate) |
| **I want to be away from work in the following blocks:**  (Please tick one box as appropriate)  1 x 4 weeks  2 x 2 weeks  2 x 1 weeks  1 x 2 weeks |
| Absence 1 Start Date: Absence 1 End Date: |
| Absence 2 Start Date: Absence 2 End Date: |
| Full name of my child’s Main Adopter: |
| Is your child’s Main Adopter an employee of the Co-op? Yes  No  If yes, please give their employee number: |

*\*If you don’t yet know when you would like to take your second block of leave (if applicable) you should complete a new form for each absence ticking yes to the ‘links to previous absence box’ and submit this to HR Services* ***(contact details can be found at the bottom of this form)***

If you choose to change the start date of your second absence you should give your line manager as much notice as you can, ideally 28 days. Your line manager will need to contact HR Services with your new dates.

**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 spouse, partner or civil partner\* of the child’s Main Adopter  Yes |
| I have been matched with this child for adoption Yes |
| I will take time off work to support the child’s Main Adopter mother and/or care for the child Yes |
| I will have been employed by the Co-op for 26 weeks by the date that you’re told a child is going to be placed with you for adoption Yes |
| I earn an average of at least £123 a week Yes  *NB if you can’t tick yes to this you can still take Paternity Leave, but you won’t qualify for Paternity Pay* |

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

Note: You may choose to take up to four weeks leave any time up to one year after the date when the child is placed with you. Paternity leave may start on any day of the week but must be taken in one of the following blocks:

* 1 x 4 weeks
* 2 x 2 weeks
* 2 x 1 weeks
* 1 x 2 weeks

You cannot take leave in odd days.

**Authorisation**

|  |  |
| --- | --- |
| Colleague’s signature: | Date:  (dd/mm/yyyy) |
| Manager’s signature: | Date:  (dd/mm/yyyy) |

**Please return this form to HR Sevices via the** [Ask HR contact us form](https://hcnq.fa.em2.oraclecloud.com/fscmUI/faces/deeplink?objType=SVC_SERVICE_REQUEST_HCM&action=CREATE_IN_TAB&objKey=Request_c%3DCONTACT_HR).

(You’ll see an option on the form to add this document as an attachment)

**Action for your line manager:**

Once the child has been placed with you, your manager needs to complete the [Paternity notification form](https://hcnq.fa.em2.oraclecloud.com/hcmUI/faces/deeplink?objType=SVC_SERVICE_REQUEST_HCM&action=CREATE_IN_TAB&objKey=Request_c%3DPATERNITY_NOTIFICATION) to confirm the date of matching and the date when Paternity Leave began, or the team won’t be able to process the leave.

If the colleague chooses to spread their leave across two blocks during the year, then line managers must complete the paternity notification form (as above) for the second period of leave, or the team won’t be able to process the leave.