



Application for Paternity Leave (Adoption)

Colleague details

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

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 <input type="checkbox"/> 2 weeks <input type="checkbox"/> (Please tick as appropriate)
Full name of my child's Main Adopter:
Is your child's Main Adopter an employee of the Co-op? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give their employee number <input type="text"/>

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 <input type="checkbox"/>
I have been matched with this child for adoption	Yes <input type="checkbox"/>
I will take time off work to support the child's Main Adopter and/or care for the child	Yes <input type="checkbox"/>
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 <input type="checkbox"/>
I earn an average of at least £120 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 date when the child is placed with you. 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 placed with the colleague, the manager needs to call HR Services on 0330 606 1001 to confirm the placement date and the date when Paternity Leave began, or the team won't be able to process the leave.