

# Application for Paternity Leave (Birth) - Confidential

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| **Personal Details** | |
| Name: |  |
| Area and Directorate / School: |  |

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| **Paternity Leave Details** | |
| My baby is due on: |  |
| I would like my paternity leave to start on: |  |
| I would like my paternity  leave to end on: |  |
| **NB: You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early).**  **You can take up to two weeks' paternity leave. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.** | |

**Declaration**

In order to confirm your eligibility for paternity leave and pay, please sign this form declaring that you meet the criteria as noted below.

I declare that:

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| * I am the baby’s biological father OR | □ |
| * I am married to the mother OR | □ |
| * I am living with the mother | □ |
| * I have responsibility for the child’s upbringing | □ |
| * I will take time off work to support the mother or to care for the child | □ |
| * **I have spoken to my Manager /Supervisor who has approved this period of leave** | □ |

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| **Signed (employee)** |  |
| **Date** |  |

**Applications should be completed and sent to** [**HR helpdesk**](https://enzj-odcsvbcs-05041720-5140-oracleexpert.builder.ocp.oraclecloud.com/ic/builder/rt/dcs/1.0/webApps/dcs/) **at least 15 weeks before the Expected Week of Childbirth. If taking the leave in two separate blocks, you’re required to submit a second application at least 4 weeks prior to the second block of leave.**

Please do not add the absence to ERP directly.