

# Application for Paternity Leave (adoption) - Confidential

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

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| **Paternity Leave Details** | |
| Date on which adopter was notified of match with child: |  |
| Date on which child is expected to be placed with adopter: |  |
| Actual date of placement for adoption (if known): |  |
| I would like my paternity leave to start on: |  |
| I would like my paternity leave to end on: |  |
| **NB: You must take your paternity leave in full within 52 weeks of the date on which the child was placed for adoption with the adopter.   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 married to or in a civil partnership with the primary adopter OR | □ |
| * I am living with the primary adopter AND | □ |
| * I have responsibility for the child’s upbringing AND | □ |
| * I have responsibility for the child’s upbringing | □ |
| * I have elected to receive statutory ordinary paternity leave and pay, and not statutory adoption leave and pay, in respect of 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/)when adoption placement date is known. Please do not add the absence to ERP directly.

***NB: Primary Adopter*** *in this form refers to the individual taking* ***Adoption Leave and Pay.***