



Mother Declaration Form in regard to application for Additional Paternity Leave and Pay

Personal Details	
Name of employee:	
Job Title and Section / School:	
Name of child's Mother:	
Address of Mother:	
Mother's NI number:	
Name and Business Address of Mother's employer:	
I, the child's mother, have now given notice to my employer that I am returning to work from my maternity leave and the relevant details are as follows:	
The start date of my statutory maternity pay period was ¹ :	
I intend to return to work from my maternity leave on:	
I confirm that the employee named above is:	My child's father OR my spouse, partner or civil partner
In addition, I confirm that:	
<ul style="list-style-type: none"> • He/she has, or expects to have, the main responsibility (apart from my responsibility) for the upbringing of my child • The employee is, to my knowledge, the only person exercising the entitlement to additional paternity leave, and is the sole applicant for additional statutory paternity pay, in respect of my child 	
I consent to the University processing such of my information as is contained in this form	
Signed:	
Dated:	

Note to Heriot-Watt employee: you must return this completed form together with your Application for Paternity Leave and a copy of the child's birth certificate, to Human Resources, not less than eight weeks before the start date chosen for the additional paternity leave and pay.

¹ ie the start date of maternity leave