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**PD76**

**Paternity/Partner Leave and Pay Claim Form**

Please ensure you have read [Paternity/Partner Leave information](http://www.exeter.ac.uk/staff/employment/parents/paternity/) to ensure that you qualify. Paternity/Partner support leave can only be taken from the date of the child’s birth/placement (not before).

To qualify for paternity/partner **leave** you must inform your line manager and HR, in writing (email can be used),

* by the fifteenth week before the expected week of childbirth (week 25) or
* 7 days after the notification of a match with a child by the adoption agency.

To qualify for paternity/partner **pay** you must complete this form

* Birth - at least 28 days before you want your paternity/partner pay to start.
* Adoption – within 7 days of receiving notification of the match.

|  |  |
| --- | --- |
| Name |  |
| Faculty/Service |  |
| Manager |  |
| Payroll number |  |
| The baby is due on/ The baby/child’s placement date is |  |
| If the baby has been born, please enter the actual date of birth too |  |
| The number of weeks’ leave requested |  |
| The dates for leave  (please give start and end dates for each period of leave) |  |
| Annual leave immediately before or after paternity leave.  This must be booked by yourself via iTrent |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Declaration**  I have informed my line manager in writing, and I confirm that I: | | | * am a university employee and | | | * am the child’s biological father or spouse, partner, civil partner of the mother or person adopting the child; or one of a couple who have jointly adopted a child or an intended surrogate parent entering into a legal surrogacy arrangement and | | | * have, or expect to have, responsibility for the child’s upbringing, and | | | * will take time off to work to support the mother/person adopting the child or care for the child and | | | * have attached a copy of placement evidence (adoption) | | | Signed | Date: | |

Tick (if appropriate), this is for statutory requirements:

I confirm that I have been employed continuously by the University for a period of 26 weeks or more ending with the 15th week before my partner’s expected week of childbirth. Please note that this information required by the University and does not affect your leave or pay.

**Note: You may only commence your paternity/partner leave once your baby has been born.** **In order for payment to be made you must contact HR when your baby has been born.**

**For HR Use:**

Informed by employee that baby has been born  Form processed for payment 