|  |  |  |
| --- | --- | --- |
|  | Aberdeen City Council | Appendix 1 |

|  |
| --- |
| **NOTIFICATION OF PATERNITY LEAVE** |

**INTRODUCTION**

You are required to give notification to your line manager of your intention to take paternity leave by the end of the 15th week before the baby is expected or in the case of adoption within 7 days of an adopter being notified that they have been matched with a child (or parental order in the case of a surrogacy arrangement) or as soon as is reasonably practicable, so that the Service can begin to plan for your period of leave.

Please note that this form does not constitute your application for paternity leave, which must be made by completing the appropriate application form, and submitting it to your line manager 28 days before the expected date of childbirth/placement/surrogacy birth.

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | |  |
| Name (in full): |  | |
| Employee Ref. No.: |  | |
| Service/Directorate: |  | |
| Location: |  | |
| Job Title: |  | |
| Line Manager: |  | |

**I wish to notify you that I will be applying for paternity leave.**

The expected date of childbirth/commencement of adoption placement/surrogacy birth is …...………....……... and I expect to commence my paternity leave on ................................

I will be requesting one/two\* weeks paternity leave (\*delete as appropriate)

I will inform my line manager of the actual date I wish to start my paternity leave 28 days prior to the expected date of childbirth/commencement of adoption placement/surrogacy birth (or as soon as is reasonably practicable), by submission of the appropriate 'Application for Paternity Leave' form.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNED:** |  | **DATE:** |  |