

# Paternity Guidance

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## SECTION 1: INTRODUCTION

### **Purpose**

This guidance is part of the Council's Family Leave provisions, supporting the diverse needs of families and promoting a compassionate, inclusive workplace.

The Council recognises that employees who feel supported and valued within a compassionate workplace are more likely to openly discuss wellbeing concerns or life events, to seek support when needed, and to make a successful transition back to work. Managers who foster trust and demonstrate effective leadership play a crucial role in creating an environment that is open, respectful and kind, enabling teams to thrive.

The purpose of this guidance is to provide managers and employees with relevant information on paternity leave, including details on the available provisions, any eligibility criteria and application requirements.

Core to this guidance is that no employee will be adversely treated in the workplace due to them taking paternity leave.

The Council is committed to ensuring family leave provisions are inclusive, equitable, and accessible to all employees, regardless of family structure. We respect and value each employee's circumstances and will provide support without discrimination based on age, sex, sexual orientation, pregnancy and maternity, gender reassignment, marriage or civil partnership, race, religion or belief, disability. Our aim is to create a workplace where everyone feels supported in balancing work and family life.

This guidance should be read in conjunction with the Council's Family Leave Policy and Special Leave Policy.

### **Application and Scope**

This guidance applies to all employees of the Council except teachers and those other employees under SNCT terms and conditions who have a separate local agreement covering teachers leave of absence.

It does not apply to other workers, such as casual/relief workers, self-employed, contractors or agency workers. Workers should check the government website to see if they may be eligible for [Statutory Paternity Pay](#).

This guidance incorporates relevant national and local conditions of service and legislation, and accounts for the Paternity Leave (amendment) Regulations 2024 effective 8 March 2024 and The Bereaved Partner's Paternity Leave 2026 effective 6 April 2026.

## **Responsibility of Managers**

Managers should ensure that they are familiar with the provisions of this guidance and are supportive of any employee seeking to request paternity leave. This includes sharing details of the Council's [Employee Assistance Programme](#) and [Mental Health and Wellbeing Support](#) and encouraging employees to access the support offered.

Managers will treat information relating to an employee's paternity leave and pay with respect and confidentiality.

## **Responsibility of Employees**

Employees should familiarise themselves with this guidance and engage with their line manager at the earliest opportunity when planning to take paternity leave. This can help the line manager to provide support accordingly and also plan how they may cover any leave, where this is required.

Employees are expected to:

- ensure that they meet any criteria required before requesting paternity leave. It is recommended for employees to talk informally with their manager as soon as possible about how and when they will take the leave.
- provide their line manager with as much notice as possible of any time off request(s) providing appropriate evidence of the appointment(s).

## SECTION 2: BEFORE PATERNITY LEAVE

This guidance applies to employees who are:

- in the case of births, the father or civil partner or partner (partner means a person of either sex who lives with the mother in an enduring family relationship but is not her parent, grandparent, sibling, uncle or aunt) or nominated carer of the expectant mother
- in the case of adoptions, the spouse or civil partner or partner of the primary adopter
- in the case of surrogacy arrangements, see surrogacy – [Paternity leave and pay – ACAS](#).

### **Time off for ante-natal appointments**

Employees are able to take reasonable time off to attend ante-natal care appointments regardless of their length of service or hours of work, and taking into account the complexities of the pregnancy. After the first antenatal appointment the employee may be asked to provide evidence of the appointments to their line manager e.g. an appointment card or an email confirming a class booking. As much notice as possible should be provided, and preferably the appointments should be arranged for the start or end of the working day. Time for ante-natal care can vary in length for appointments, managers should approve leave off for appointments as appropriate, e.g. hours rather than half days. If the employee exercises their right to take time off to attend antenatal appointments, they have protection against unfair treatment, discrimination or dismissal.

## SECTION 3: PATERNITY LEAVE AND PAY

### Entitlement

Paternity leave applies to all employees (except casual and relief workers) of the Council, irrespective of hours of work and length of service.

Employees are entitled to only one allowance of paternity leave irrespective of whether the expectant mother/birth parent is expecting more than one baby or more than one baby through a surrogacy arrangement or more than one child is being placed for adoption.

Paternity leave is available to a baby's father, or the partner or nominated carer of an expectant mother/birth parent at or around the time of the birth. For adoption or surrogacy paternity leave is available to the adopter's or surrogacy parent's spouse or partner who must have or expect to have responsibility for the child's upbringing.

For paternity leave for surrogacy the intended parent must intend to apply for a parental order in the 6 months after the baby's birth and expect it to be granted.

The baby's father, or partner or nominated carer of the expectant mother / birth parent or adoptive or surrogacy parent must be an employee of the Council and only one of the foregoing may be granted paternity leave in relation to any one pregnancy/adoption/surrogacy arrangement.

A partner is someone who lives with the mother/birth parent/primary adopter/surrogacy parent of the baby in an enduring family relationship but is not an immediate relative.

If an employee applies for paternity leave on the basis of being a 'nominated carer' (in the case of births) then they require to detail on the notification form and application request form why they have been chosen by the mother/birth parent to fulfil this role including details as to why the father/partner is unable to provide such support.

A nominated carer is a person nominated by the mother/birth parent to assist in the care of the baby and to provide support to the mother/birth parent at or around the time of the birth (assuming the father or mother's partner is unable to undertake the role).

### Taking Paternity Leave

Employees will be able to take up to **4 weeks** paternity leave. This leave can be taken in either blocks of one week or multiple weeks rather than solely a single continuous period of 4 weeks leave. Please note this leave cannot be taken as singular days off.

Paternity leave can be taken at any time in the first 52 weeks after the birth or the date the adoption placement starts or the date the child enters Great Britain if an overseas adoption. Paternity leave cannot start before the birth.

If an employee requests time off to attend the birth/surrogacy birth, this time off will not be regarded as part of the paternity leave period. Instead, time off to attend the birth will be granted for up to a period of 24 hours and will be classed as special leave.

Employees can change their mind about the date on which they want their leave to start, provided they tell their line manager at least 28 days in advance, or as soon as reasonably practicable.

**If the baby is born early**, employees can take paternity leave from the date the baby is born. The leave must end within 52 weeks of the start of the week the baby was due. Employees should notify their line manager of the change of date so they can notify People Services.

**If the baby is born late**, the employee must tell their line manager the new date they are starting their paternity leave as soon as reasonably practicable. The line manager will notify People Services of the change.

If there is a **stillbirth or the baby only lives for a short time**, it might be difficult for the employee to notify their line manager. In this instance, the employee can arrange for someone else to inform their line manager on their behalf, for example a family member or friend.

Line managers will offer support to the employee and their family during this time, and when the employee is ready, they can talk about what time off they think they will need.

The employee's paternity rights will still apply if the baby:

- is stillborn after 24 weeks of pregnancy
- is born alive at any stage of the pregnancy but only lives for a short time

Employees can take paternity leave:

- at the time it was planned for – if they had already booked the leave before the baby died
- within 8 weeks of the baby's death – if they had not already booked paternity leave

Employees are also eligible for parental bereavement leave and pay if the baby dies or is stillborn, and have the right to take this after they finish their paternity leave (please refer to the [Parental Bereavement Leave Guidance](#) for more details).

If an **adoption is 'disrupted'**, meaning it does not go ahead, perhaps due to the child having to return to the adoption agency or foster care, or has passed away, the Council will continue to pay paternity pay. Experiencing a disrupted adoption can be very upsetting and it may be difficult for the employee to notify their line manager. In

this instance, the employee can arrange for someone else to inform their line manager on their behalf, for example a family member or friend.

Line managers will offer support to the employee and their family during this time, and when the employee is ready, they can talk about what time off they think they will need.

## **Paternity pay**

Employees are entitled to paternity pay for the 4 week's leave as follows:

- The first two weeks of paternity leave is paid at the normal contractual rate of pay for the job.
- Week 3 and 4 of paternity leave the employee will be paid at 90% of their average weekly earnings.

The definition of 'average weekly earnings' for the purpose of Paternity Pay is the gross average of all payments made to the employee in the 8 week period up to and including the last pay day before the end of the 15th week before the expected week of childbirth.

Employees are not entitled to payment in lieu if they only elect to take some of their paternity leave.

## **Notifying intent and applying for Paternity Leave**

The notification requirements for paternity leave for births, UK adoption, overseas adoption and surrogacy vary.

The employee should submit their notification of intention to take paternity leave in writing, to their line manager, using the notification for paternity leave form (see Appendix 1) applicable to their specific situation, and to enable the service to plan for their period of leave:

**For births:** the employee must complete and submit the notification form (Appendix 1) to their line manager by the end of the 15th week ('qualifying week') before the expected week of childbirth.

They are required to inform:

- that they are having a baby
- that they plan to take paternity leave
- of the expected week of childbirth

The line manager will acknowledge receipt of their submitted form.

For each period of leave the employee wishes to take they must provide at least 28 days' notice and can apply using Appendix 5.

**For UK adoptions:** The employee must complete and submit the notification form (Appendix 2) to their line manager within 7 days of being notified by the adoption agency that they have been matched with a child, and within 28 days provide documentary evidence of the adoption where requested e.g. copy of Matching Certificate or other appropriate documentary evidence confirming the match such as a letter from the adoption agency.

They are required to inform:

- the date they were notified of being matched with the child
- when they expect the placement to start, or when it started if it's already started
- if they have, or expect to have, responsibility for bringing up the child
- if they are married to, the civil partner or partner of the child's main adopter

For each period of paternity leave the employee wishes to take, they must confirm:

- the date they want the period of leave to start and how long it will last
- confirmation in writing that the purpose of the leave is to care for the child or the child's main adopter, or both

**For overseas adoptions:** The employee must complete and submit the notification form (Appendix 3) to their line manager within 28 days of the date of the official notification of adoption.

They are required to inform:

- the date the child's main adopter received an official notification of the adoption
- the date the child is expected to enter Great Britain, or if they have already entered Great Britain, the date they entered
- if they have, or expect to have, responsibility for bringing up the child
- if they are married to, the civil partner or partner of the child's main adopter
- if the child's main adopter has received an official notification of the adoption

For each period of paternity leave the employee wishes to take, they must confirm the following and provide at least 28 days' notice (Appendix 4):

- the date they want the period of leave to start and how long it will last
- confirmation in writing that the purpose of the leave is to care for the child or child's main adopter, or both

**For surrogacy:** The employee must complete and submit the notification form (Appendix 4) to their line manager by the end of the 15th week ('qualifying week') before the expected week of childbirth (or as soon as reasonably practicable).

The employee will be required to provide either a copy of a statutory declaration from a solicitor confirming the intention to apply for a parental order or a copy a parental order granted by the Court and their application form.

They are required to inform:

- that they have, or expect to have, responsibility for bringing up the child

- that they are married to, the civil partner or partner of the other intended parent
- that they and the other intended parent are parental order parents of the child

For each period of leave the employee wishes to take they must confirm the following and provide at least 28 days' notice (Appendix 5):

- the date they want the period of leave to start and how long it will last
- confirmation in writing that the purpose of the leave is to care for the child or the child's other intended parent, or both

### **Parental leave and shared parental leave**

In addition to paternity leave, under the Shared Parental Leave provisions, if eligible, employees can choose to share a period of leave and pay with their partner/support person after the birth, placement of the child or surrogacy birth. The mother/birth parent (births) or adopting parent (adoptions and surrogacy) would require to end/curtail their maternity/adoption leave and/or pay at a future date and share the untaken balance of leave and pay with their partner or return to work early from maternity/adoption leave and opt into Shared Parental Leave and pay at a later date.

Preferably the 4 weeks of paternity leave and pay should be taken prior to any periods of Shared Parental Leave, however, the Council does provide for this to be taken after, in agreement with the line manager.

Please refer to the [Shared Parental Leave Guidance](#) for full details.

### **Contractual conditions**

During paternity leave all contractual conditions of employment will continue.

The employee will normally return to the same job that they had before going on paternity leave. However, if this is not possible due to exceptional circumstances (e.g. redundancy or reorganisation), the employee will be offered a suitable alternative post with comparable duties, terms and conditions, pay and location where such a vacancy exists, and supported in accordance with the Council's Redeployment procedure.

### **Local Government Pension Scheme (LGPS) pension contributions**

Where applicable, pension contributions will continue to be payable during the period of paternity leave on the actual pay received, with pension service counted as normal.

## **SECTION 4: BEREAVED PARTNER'S PATERNITY LEAVE**

### **What is Bereaved Partner's Paternity Leave**

Bereaved Partner's Paternity Leave is a statutory entitlement allowing for an employee to be absent from work to care for a child during the first year following the child's birth, or within the first year of placement for adoption or entry into Great Britain in connection with or for the purposes of an adoption from overseas, in the event that the child's primary carer dies.

### **Eligibility for Bereaved Partner's Paternity Leave**

An employee is entitled to be absent from work on bereaved partner's paternity leave (BPPL) for the purpose of caring for a child where:

- the child's primary carer has died
- The employee is:
  - In a birth case, the child's father or the spouse, civil partner, or partner of the child's mother at the bereavement date; or
  - In a UK adoption case, the spouse, civil partner or partner of the child's adopter, either on the placement date or bereavement date; or
  - In an overseas adoption case, the spouse, civil partner or partner of the child's adopter, either on the date of official notification or the bereavement date.
  - In a parental order case, the spouse, civil partner or partner of the primary parental order parent, either on the date of birth or the bereavement date; and
- the employee has main responsibility for the upbringing of the child.

"Primary carer", in relation to a child, means

- in a birth case, the child's mother;
- in a domestic adoption case or overseas adoption case, the child's adopter;
- in a parental order case, the child's primary parental order parent; "primary parental order parent", in relation to a child, means the person who elects to be the child's primary carer

This leave applies irrespective of hours of work and length of service - it is a day one employment right.

### **Leave and pay entitlement**

Eligible employees can take up to 52 weeks unpaid leave, in a single block. This leave must be taken within 52 weeks following the child's birth or adoption placement.

Where the bereavement occurs less than 14 days before the end of the 52 week period, following the child's birth or adoption placement, the employee may still take up to 14 days leave, regardless.

## Notification requirements

It may be difficult for an employee to notify their line manager. In this instance, an employee can arrange for someone else to inform their line manager on their behalf, for example a family member or friend, in line with the notification requirements set out below.

Leave starting within 8 weeks of bereavement	<ul style="list-style-type: none"><li>• Notice may be given orally or in writing.</li><li>• It must be provided before the employee is due to start work on the first day of leave.</li></ul>
Leave starting more than 8 weeks after bereavement	<ul style="list-style-type: none"><li>• Notice must be in writing.</li><li>• At least one week's notice must be given before the intended start date.</li></ul>

The Bereaved Partners Paternity Leave Notification form (appendix 7) should be completed by the employee and submitted to their line manager as required. The line manager will then pass the form to People Services for processing, who will formally acknowledge receipt.

All notifications must detail:

- the bereavement date
- the child's date of birth or adoption placement (or date of entry into Great Britain for overseas adoptions)
- the employee's relationship to the child
- the proposed start date of leave
- intended return date.

If notice was oral, the information must be given in writing, no more than eight weeks after the bereavement and at least one week before the return date.

Additionally, if the intended return date is more than eight weeks after the bereavement, the written notification must also contain a declaration that the employee is taking leave to care for the child.

## Changing or cancelling leave

An employee may **vary the start date**, subject to further notice requirements to their line manager:

- Where the old and new start dates are both eight weeks or less after the bereavement, the notice must be given before the earlier of the old and new start dates
- Where the old start date is eight weeks or less after the bereavement but the new start date is more than eight weeks after bereavement, the notice must be given before the old start date and at least a week before the new start date

- Where the old start date is more than eight weeks after bereavement, the notice must be given at least a week before the earlier of the old and new start dates

An employee may **vary the intended return date** (i.e. by coming back earlier or postponing return), subject to further notice requirements to their line manager:

- Where the last notified intended return date is no more than 8 weeks after the bereavement date, at least 1 weeks' notice must be given before the last notified intended return date, and at least one weeks' before the new intended return date.
- Where the last notified intended return date is more than 8 weeks after the bereavement date, at least 8 weeks' notice must be given before the notified intended return date, and at least 8 weeks' notice before the new intended return date.

If proper notice of an early return date is not given, the Council may refuse to allow the employee to return until the required period of notice would have expired. Any decision to refuse an early return must be communicated to the employee in writing.

An employee may **cancel a period of leave** in writing. No notice is required where leave was due to start within eight weeks of bereavement; otherwise, one week's notice is required. If a employee cancels leave prior to it commencing, they maintain the right to take a single block of leave at a later time, within the 52 weeks following the child's birth or adoption.

### **Keeping in touch (KIT) days**

Keeping in touch (KIT) days can help an employee stay in touch with the organisation during their leave and to make it easier for both the employee and line manager when it comes to returning to work.

An employee is not obliged to do any work or attend any work-related events during their leave, however, they may work up to 10 days should they wish. These days do not have to be limited to their normal job, and instead could be used for training or other work-related events. Arrangements for KIT days should be discussed and agreed between the employee and line manager, ideally at least 7 days in advance, detailing the dates and times they wish to work.

Any work completed as a KIT day, even a one-hour training course for example, will be counted as a whole KIT day. The employee will be paid at the normal contractual rate of pay for the days worked and if the employee works less than a full working day as a KIT day they will be paid for the actual hours worked. Once the employee has carried out a KIT day, the line manager must email People Services confirming the date the employee undertook their KIT day and the number of hours completed. Managers are responsible for keeping a record of how many KIT days an employee has undertaken to ensure they do not work more than the maximum of 10 days.

## **Contractual conditions**

During bereaved partners paternity an employee is entitled to all contractual conditions of employment that would have applied if the employee had not been absent on leave.

An employee continues to accrue their annual leave entitlement during bereaved partners leave. When this leave is taken should be discussed prior to return, and agreed with the line manager.

The employee has the right to return to the same job that they had before going on bereaved partner's paternity leave. However, if this is not possible due to exceptional circumstances (e.g. redundancy or reorganisation), the employee will be offered a suitable alternative post with comparable duties, terms and conditions, pay and location where such a vacancy exists, and supported in accordance with the Council's Redeployment procedure.

## SECTION 5: FURTHER INFORMATION AND SUPPORT

### Support and advice

- [Employee Assistance Programme](#) – The Council provides a free, confidential 24-hour counselling service offering a helpline for general advice and guidance, psychological and emotional support and/or individual counselling.
- [Mental Health and Wellbeing Support](#) – These resources provide a variety of information for employees including details about the councils mental health first aiders network.
- [Financial Wellbeing](#) - Sign posting to resources which can help with managing financial wellbeing, including budgeting advice and tools, Money Advice Team and employability support for parents.
- [ABZ Works](#) – Resources to support employees to take care of themselves, physically, emotionally, and mentally. Sometimes, a change in one area can positively impact change in other areas.
- [Tax-Free Childcare](#) - Employees who wish to find out more about joining a Childcare Scheme can look into the Government's Tax-Free Childcare (TFCC).

### External support

- GOV.UK: Paternity pay and leave
- ACAS: Paternity leave rights
- Shared Parental Leave Guide: GOV.UK SPL
- Maternity Action: Rights at work for fathers and partners including same sex partners
- NHS: Maternity and paternity benefits and leave - NHS

### Links to other related policies and guidance

- [Family Leave Policy](#)
- [Adoption Leave Guidance](#)
- [Career Break Policy](#)
- [Flexible Working Policy](#)
- [Maternity Leave Guidance](#)
- Special Leave Policy
- [Supporting Attendance and Wellbeing Policy](#)
- [Supporting Carers at Work Guidance](#)

## **Further Advice**

For advice and guidance on the application of this guidance please contact People Services - [askhr@aberdeencity.gov.uk](mailto:askhr@aberdeencity.gov.uk).

## **Gathering and Providing Feedback**

As part of the Council's ongoing commitment to supporting employees, those who have accessed the Family Leave provisions may be contacted to collect feedback on their experiences. These insights are invaluable in helping to understand what works well and where improvements could be made, directly contributing to enhancing the support offered to all employees.

At any time, employees and managers can communicate feedback on this guidance or suggestions for improvement to People Services.

## SECTION 6: APPENDICES

### Appendix 1: Notification of Paternity Leave – For Births

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 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 (see Appendix 5).

<b>PERSONAL DETAILS</b>	
<b>Name (in full)</b>	
<b>Employee Number</b>	
<b>Job Title</b>	
<b>Line Manager</b>	

I wish to notify you that I will be applying for paternity leave and confirm the following:

<b>Date of expected week of child birth</b>	
<b>I am the child's father</b>	YES / NO
<b>I am married to, the civil partner or partner of the mother or birth parent</b>	YES / NO
<b>I am the nominated carer</b>	YES / NO
Please also detail why you have been chosen detailing why the father/primary support person is unable to provide such support	

I will inform my line manager of the actual date(s) I wish to start my paternity leave 28 days prior to the expected period of leave by submission of the appropriate 'Application for Paternity Leave' form.

SIGNED:

DATE:

## Appendix 2: Notification and Application of Paternity Leave – UK Adoption

You are required to give notification to your line manager of your intention to take paternity leave within 7 days of being notified that you have been matched with a child, or as soon as is reasonably practicable, so that the Service can begin to plan for your period of leave. You are also required to give notification at this time as to when you wish to take paternity leave.

Please note that this form does not constitute your application for paternity leave (see Appendix 5).

<b>PERSONAL DETAILS</b>	
<b>Name (in full)</b>	
<b>Employee Number</b>	
<b>Job Title</b>	
<b>Line Manager</b>	

I wish to notify you that I will be applying for paternity leave and confirm the following:

<b>Date notified of being matched to a child</b>	
<b>The expected date for placement to start, or when it has started if its already started</b>	
<b>I have, or expect to have responsibility for bringing up the child</b>	YES / NO
<b>Relationship to the partner of the child's main adopter (married to/civil partner/partner)</b>	
<b>Reason for leave (care for the child or the child's main adopter, or both)</b>	

I wish to take paternity leave on the following dates (please note paternity leave can be taken in separate complete 1 week blocks or in multiple weeks up to a maximum of 4):

<b>Week One</b>	
<b>Week Two</b>	
<b>Week Three</b>	
<b>Week Four</b>	

SIGNED:

DATE:

### Appendix 3: Notification of Paternity Leave – Overseas Adoption

You are required to give notification to your line manager of your intention to take paternity leave within 28 days of the date of the official notification of the adoption.

Please note that this form does not constitute your application for paternity leave (see Appendix 5).

<b>PERSONAL DETAILS</b>	
<b>Name (in full)</b>	
<b>Employee Number</b>	
<b>Job Title</b>	
<b>Line Manager</b>	

I wish to notify you that I will be applying for paternity leave and confirm the following:

<b>Date received official notification of adoption</b>	
<b>Date child is expected to enter Great Britain or the date they entered</b>	
<b>I have, or expect to have responsibility for bringing up the child</b>	YES / NO
<b>Relationship to the partner of the child's main adopter (married to/civil partner/partner)</b>	
<b>The main adopter has received an official notification of the adoption</b>	YES / NO

I will inform my line manager of the actual date(s) I wish to start my paternity leave 28 days prior to the expected period of leave by submission of the appropriate 'Application for Paternity Leave' form.

SIGNED:

DATE:

#### **Appendix 4: Notification of Paternity Leave – For Surrogacy**

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, 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 (see Appendix 5).

<b>PERSONAL DETAILS</b>	
<b>Name (in full)</b>	
<b>Employee Number</b>	
<b>Job Title</b>	
<b>Line Manager</b>	

I wish to notify you that I will be applying for paternity leave and confirm the following:

<b>Date of expected week of child birth</b>	
<b>I have or expect to have responsibility for bringing up the child</b>	YES / NO
<b>I am married to, the civil partner or partner of the mother or birth parent</b>	YES / NO
<b>I and the other intended parent are parental order parents of the child</b>	YES / NO

I will inform my line manager of the actual date(s) I wish to start my paternity leave 28 days prior to the expected period of leave by submission of the appropriate 'Application for Paternity Leave' form.

SIGNED:

DATE:

## Appendix 5: Application for Paternity Leave

(Please read the Paternity Guidance before completing this application)

Regardless of the length of an employee's service or hours of work, paternity leave with pay will be made available to a baby's father, or the partner or nominated carer \* of an expectant mother / birth parent at or around the time of the birth/adoption placement/surrogacy birth (whichever applies).

This application should be submitted to your line manager for each period of paternity leave you would like to take, providing at least 28 days' notice.

NB \* a nominated carer is a person nominated by the mother/birth parent to assist in the care of the baby and to provide support to the mother/birth parent at or around the time of the birth (assuming the father or mother's/birth parents partner is unable to undertake the role).

PERSONAL DETAILS	
<b>Name (in full)</b>	
<b>Employee Number</b>	
<b>Job Title</b>	
<b>Line Manager</b>	

I wish to take paternity leave on the following dates (please note paternity leave can be taken in separate complete 1 week blocks or in multiple weeks up to a maximum of 4):

<b>Week One</b>	
<b>Week Two</b>	
<b>Week Three</b>	
<b>Week Four</b>	

## 2. RELATIONSHIP DETAILS

I am (please tick the relevant option):

<b>the child's father</b>	
<b>married to, the civil partner or partner of the mother or birth parent – this includes same-sex partners</b>	
<b>the partner of the expectant mother / birth parent</b>	
<b>the primary adopter's partner</b>	
<b>a surrogacy parent</b>	
<b>the nominated carer of the expectant mother / birth parent *</b>	

(\* If you are the nominated carer, provide reasons as to why you have been chosen detailing why the father/primary support person is unable to provide such support.)

3. DECLARATION AND SIGNATURE

**If applying as the father or partner of the expectant mother/birth parent:**

With reference to the Paternity Guidance, I declare that I am applying for paternity leave in accordance with the Guidance, to provide support to the above mentioned mother/birth parent within 52 weeks of the date of birth and to assist in the care of the baby and will have responsibility for the child's upbringing. I submit a copy of the MATB1 form.

Signed:

Date:

**If applying as the nominated carer:**

With reference to the Paternity Guidance, I declare that I am applying for paternity leave in accordance with the Guidance, to provide support to the above mentioned mother/birth parent within 52 weeks of the date of birth and to assist in the care of the baby and I confirm that I will have sole responsibility for paternity care.

Signed:

Date:

**If applying as the primary adopter's partner:**

With reference to the Paternity Guidance, I declare that I am applying for paternity leave in accordance with the Guidance, to provide support to the above mentioned adoptive parent within 52 weeks of the child's placement to assist in the care of the child and I confirm that I will have sole responsibility for paternity care. I submit either a copy of a letter from the adoption agency or the matching certificate.

Signed:

Date:

**If applying as a surrogacy parent:**

With reference to the Paternity Guidance, I declare that I am applying for paternity leave in accordance with the Guidance, to provide support to the above mentioned surrogacy parent within 52 weeks of the surrogacy birth to assist in the care of the baby and I confirm that I will have sole responsibility for paternity care. I submit either a copy of a statutory declaration from a solicitor or a parental order.

Signed:

Date:

## Appendix 6: Confirmation of Paternity Leave Letter

PERSONAL  
(Employee Name)  
(Job Title)  
(Cluster)  
(Function)  
(Location)

Dear (Employee Name)

### **PATERNITY LEAVE (FOR BIRTH/ADOPTION/SURROGACY ARRANGEMENT PURPOSES)\* (\*delete as appropriate)**

I acknowledge receipt of your application for paternity leave in accordance with the Council's Paternity Guidance.

I confirm that you are granted paternity leave from your post of (job title) to be taken as follows:

Week One	
Week Two	
Week Three	
Week Four	

You will receive your normal salary for weeks 1 and 2, 90% of average weekly earnings for week 3 and 4 OR unpaid leave for weeks 3 and 4 as well as your other conditions of service during the period of your paternity leave. (delete as appropriate, see the Paternity Guidance).

Yours sincerely

People Service Centre

c.c. Personal File  
Payroll Section – for information

## Appendix 7: Bereaved Partner's Paternity Leave Notification

You are required to give notification to your line manager of your intention to take bereaved partner's paternity leave as follows:

- For leave starting within 8 weeks of bereavement – notice, oral or written, must be given before you are due to start work on the first day of leave. If notice was oral, the below information must be given in writing, no more than eight weeks after the bereavement and at least one week before the return date.
- For leave starting more than 8 weeks after bereavement – notice must be given in writing at least one week before the intended start date.

PERSONAL DETAILS	
Name (in full)	
Employee Number	
Job Title	
Line Manager	

I wish to notify you that I am applying for bereaved partner's paternity leave and confirm the following:

Bereavement date	
Child's date of birth or adoption placement (or date of entry into Great Britain for overseas adoptions)	
Relationship to the child	
Proposed start date of leave	
Intended return date	

*Declaration for all leave where intended return date is more than eight weeks after the bereavement –*

With reference to the Paternity Guidance, I declare that I am applying for bereaved partners paternity leave in accordance with the guidance, and will have responsibility for the child's upbringing.

SIGNED:

DATE:

## Appendix 8: Confirmation of Bereaved Partners Paternity Leave Letter

PERSONAL  
(Employee Name)  
(Job Title)  
(Cluster)  
(Function)  
(Location)

Dear (Employee Name)

### **BEREAVED PARTNER'S PATERNITY LEAVE**

I acknowledge receipt of your notification for bereaved partner's paternity leave and confirm that this is an unpaid entitlement in line with the Council's Paternity Guidance. Your leave dates are as follows:

<b>Start Date</b>	
<b>Intended Return Date</b>	

If you need to change, cancel, or vary your bereaved partner's paternity leave start or return date, this can be done in line with the notice requirements outlined in the Council's Paternity Guidance.

Yours sincerely

People Service Centre

c.c. Personal File  
Payroll Section – for information