**Paternity Leave**

**Application Form**

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| Before completing this form, please read the UECS [Family Leave Policies](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff) document. |

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| You should download this form and save it on your computer before completing it. |

**Employee Details**

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| **Surname:** | Click to enter text | **Forename/s:** | Click to enter text |
| **Department:** | Click to Select | **Personal Reference No:** | Click to enter text |

**Details of Paternity Leave**

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| Please attach the original MATB.1 / matching certificate given to you by your midwife / GP / adoption agency. |
| **Expected week of childbirth / placement of child:** | Select Date … |
| **Planned date of commencement of paternity leave and pay:** | Select Date … |
| **Planned date of return from paternity leave** | Select Date … |

**Employee Declaration**

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| **I confirm that I am the father or secondary adopter of the child or the partner of the mother or main adopter:** |[ ]
| **Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Signed:** |  |
| * Sign the form by either typing your name or uploading a JPEG image of your signature.
* Save the completed form and send it by email to People & Culture, and your manager.

This form should be submitted no later than the 15th week before the expected week of childbirth, or within 7 days of being matched with a child and at least 28 days before the anticipated start date of your adoption leave. |