

Company Personnel Manual
Paternity Leave Form

CPMF 09 — PATERNITY LEAVE AND PAY REQUEST
AND RECORD

This form should be completed by an employee requesting Statutory Paternity Leave following the birth, adoption or expected arrival of a child through a surrogacy arrangement.

Paternity Leave is available from the first day of employment. Eligibility for Statutory Paternity Pay is assessed separately and normally requires at least 26 weeks' continuous employment by the relevant qualifying week.

An eligible employee may take:

- one week of Paternity Leave;
- two consecutive weeks; or
- two separate periods of one week.

Leave must normally be taken within 52 weeks of the child's birth or placement. Different timing rules may apply where a child is adopted from overseas.

This form does not cover Bereaved Partner's Paternity Leave. Employees requiring that leave should contact the Human Resources Controller or a director.

1. Employee details

Employee name:

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Job title or department:

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Employee or payroll number, where applicable:

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Employment start date:

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2. Basis of the request

I am requesting Paternity Leave in connection with:

- ☐ The birth of a child
- ☐ Adoption within the United Kingdom
- ☐ Adoption from overseas
- ☐ A surrogacy arrangement

My relationship to the child or primary parent/adopter is:

- ☐ Child's father
- ☐ Spouse or civil partner of the child's mother
- ☐ Partner of the child's mother
- ☐ Spouse, civil partner or partner of the child's adopter
- ☐ Child's adopter who is not taking Statutory Adoption Leave
- ☐ Intended parent in a surrogacy arrangement
- ☐ Other qualifying relationship:

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3. Child and expected-arrival details

For a birth or surrogacy arrangement

Expected week of childbirth:

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Expected date of childbirth, where known:

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Actual date of birth, if the child has already been born:

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For adoption

Date informed of the match:

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Expected placement date:

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Actual placement date, where known:

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For an overseas adoption

Date official notification was received:

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Expected date the child will enter Great Britain:

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Actual date the child entered Great Britain, where known:

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4. Supporting information

For birth-related requests, Viamed will normally request a copy of the MATB1 certificate where this is reasonably available. This assists with confirming the expected week of childbirth and calculating relevant notice, eligibility and pay dates.

A MATB1 certificate is not a statutory condition of entitlement to Paternity Leave or Statutory Paternity Pay.

Supporting information provided:

- ☐ MATB1 certificate
- ☐ Adoption matching certificate
- ☐ Official overseas adoption notification
- ☐ Surrogacy declaration
- ☐ Other supporting information:

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- ☐ Supporting information will be supplied when reasonably available

For a surrogacy arrangement, Viamed may require a written declaration confirming that the employee has applied, or intends to apply, for a parental order within six months of the child's birth.

5. Paternity Leave requested

I wish to take:

- ☐ One week only
- ☐ Two consecutive weeks
- ☐ Two separate periods of one week

First period of leave

Proposed start date:

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Proposed end date:

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Expected return-to-work date:

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Second period of leave, where applicable

Proposed start date:

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Proposed end date:

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Expected return-to-work date:

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Paternity Leave cannot begin before the child is born or, for adoption, before the relevant placement or arrival date.

Where the actual date of birth, placement or arrival changes, the employee should notify Viamed as soon as reasonably practicable.

6. Notice

Birth or surrogacy

The employee should normally notify Viamed of:

- the expected week of childbirth;
- their intention to take Paternity Leave; and
- whether they expect to take one or two weeks,

no later than the end of the 15th week before the expected week of childbirth.

At least 28 days' notice should normally be given of the intended start date of each period of leave.

Adoption

For a United Kingdom adoption, the employee should normally notify Viamed within seven days of being informed that they have been matched with a child, or as soon as reasonably practicable.

Different notice requirements may apply to an overseas adoption.

Date this form was submitted:

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Has the required notice been given?

- ☐ Yes
- ☐ No
- ☐ Notice was given as soon as reasonably practicable

Where the normal notice could not be given, please explain:

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7. Statutory Paternity Pay

I wish Viamed to assess my eligibility for Statutory Paternity Pay:

- ☐ Yes
- ☐ No
- ☐ Unsure — please advise

Statutory Paternity Pay eligibility is separate from eligibility for Paternity Leave.

To qualify for Statutory Paternity Pay, the employee must normally:

- remain employed by Viamed up to the date of birth or relevant adoption date;
- have at least 26 weeks' continuous employment by the relevant qualifying week;
- have average weekly earnings of at least the statutory earnings threshold;
- provide the required notice and information; and
- take the leave to care for the child or support the child's mother or adopter.

For the 2026/27 tax year, the earnings threshold is normally £129 per week.

Statutory Paternity Pay is paid at the lower of:

- £194.32 per week; or
- 90% of the employee's average weekly earnings.

The statutory rate and earnings threshold may change annually.

Where the employee does not qualify for Statutory Paternity Pay, Viamed will provide form SPP1 or equivalent written notification.

8. Shared Parental Leave

Have you already taken, or do you intend to take, Shared Parental Leave in connection with this child?

- ☐ Yes
☐ No
☐ Unsure

Paternity Leave may be taken before, after or between periods of Shared Parental Leave, provided the employee satisfies the eligibility and notice requirements for each entitlement.

Please provide any relevant details:

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9. Employee declaration

I confirm that:

- the information supplied on this form is true and complete;
- I have, or expect to have, responsibility for the child's upbringing;
- I am taking the leave to care for the child or support the child's mother, adopter or primary carer;
- I satisfy the relevant relationship requirements;
- I will notify Viamed promptly if the birth, placement or requested leave dates change;
- I understand that eligibility for Paternity Leave and Statutory Paternity Pay will be assessed separately; and
- the information supplied will be processed in accordance with Viamed's Data Protection Policy and document-retention requirements.

For a surrogacy arrangement, I confirm that I have applied, or intend to apply, for a parental order within six months of the child's birth.

Employee signature:

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Date:

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10. Management and payroll record

Date form received:

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Supporting information received:

- ☐ MATB1
- ☐ Adoption matching evidence
- ☐ Overseas adoption notification
- ☐ Surrogacy declaration
- ☐ Not required
- ☐ Awaiting information

Leave decision

- ☐ Paternity Leave approved
- ☐ Alternative dates agreed
- ☐ Further information required
- ☐ Employee does not meet the statutory leave requirements

Approved first leave period:

Start date:

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End date:

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Approved second leave period, where applicable:

Start date:

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End date:

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Statutory Paternity Pay decision

- ☐ Eligible
- ☐ Not eligible — SPP1 or written notification issued
- ☐ Further information required
- ☐ Employee has not requested Statutory Paternity Pay

Qualifying week:

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Average weekly earnings:

£.....

Applicable weekly payment:

£.....

Payment period or periods:

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Employee informed of the decision on:

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Additional notes or agreed arrangements:

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Reviewed by:

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Signature:

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Date:

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