

## **Company Personnel Manual**

### **Paternity Leave Form**

This form is intended for those employees leaving for the reason of the birth of a child.

Please complete and return this form to Jean Lamb as early as possible before your paternity leave commences, and in any case, at least 28 days before you stop work.

If it is not reasonably practicable to give 28 days notice, you must inform us as soon as it is reasonably practicable, whether before or after you stop work.

You must attach to it your completed Self Certificate.

Name: .....

1. Please confirm that you are taking leave because of the birth of a child

YES      NO      (Delete as appropriate)

2. Date of commencement of paternity leave will be:

.....

3. The expected week of childbirth is:

.....

4. What date do you intend to return to work:

.....

Signature: .....

Date: .....