



PATERNITY LEAVE AND PAY/ MATERNITY SUPPORT LEAVE / APPLICATION FORM FOR CHILD'S FATHER OR PARTNER

This form should only be completed by the child's father or mother's partner. A nominated carer of an expectant mother/new mother should complete Form titled **Maternity Support Leave.**

Fathers or partners of an expectant mother/new mother, on meeting certain criteria, may have an entitlement to the following:-

- Maternity Support Leave of five days (or equivalent of one working week), which can be taken as one period of leave or broken down into smaller periods; and/or
- Statutory Paternity Leave of one week, which has to be taken as one full week of leave.

The eligibility criteria for these entitlements are as follows:-

- If the father or partner of the expectant mother/new mother has **less than 26 weeks continuous service** with CultureNL, at the start of the 15th week before the baby is due, entitlement will be **Maternity Support Leave** of five days only.
- If the father or partner of the expectant mother/new mother has worked **continuously for 26 weeks or more** with CultureNL Ltd at the start of the 15th week before the baby is due, entitlement will be five days of **Maternity Support Leave** plus one week of **Statutory Paternity Leave**.

Maternity Support Leave can be taken at or around the time of birth. However, it is anticipated that the availability of this leave provision will not extend beyond 56 days (8 calendar weeks) after the birth of the child.

Statutory Paternity Leave must be taken within 56 days (8 calendar weeks) of the birth of the child. It cannot be taken before the child is born. The one week of statutory paternity leave can, however, start on any day, for example, from Tuesday to Monday. A request for statutory paternity leave must be made by the 15th week before the week the baby is due. If this initial date for leave is changed, 28 days' notice of the alteration must be provided. However, if this is not feasible, notice of the alteration should be provided as soon as is reasonably practicable.

The pay entitlements for the two distinct periods of leave are as follows:

- Maternity Support Leave - full normal pay for five days.
- Statutory Paternity Leave - entitled to statutory paternity pay at the current rate, which is revised annually in April.

Procedure

Submit the completed form to your line manager, prior to your period(s) of leave, for authorisation and processing. Please note that if you are applying for a week of statutory

paternity leave, your request must be submitted by the 15th week before the week the baby is due. If you are applying for Maternity Support Leave, in addition to this completed application form, your line manager will also need to have sight of either of the following pieces of supporting documentation:

- the MATB1 Certificate, which is issued to the expectant mother prior to the birth, confirming the expected date of birth, or
- the baby's full birth certificate, confirming the actual date of birth and the names of the baby's parents. Please note that an abbreviated birth certificate or an extract that does not state the names of the parents are not acceptable as a supporting document.

You should, where feasible, provide as much notice as possible when applying for Maternity Support Leave, which will allow for arrangements to be put in place to cover your absence from work.

Please enclose photocopies of each relevant document with your application.

Should you require to change the dates of your requested leave, if for instance the baby is born before the expected date of birth, please discuss this with your line manager in the first instance.

PATERNITY LEAVE/MATERNITY SUPPORT LEAVE REQUEST FORM

Payroll Details – (to be completed by employee)			
Employee Name:			
Service and Work Location:			
Job Title:			
Employee Number:		Payroll (either four weekly or fortnightly):	
National Insurance Number:		Employment Start date:	
Your dates for Maternity Support Leave and Pay and/or Statutory Paternity Leave and Pay :			
The baby is due on -	/ /		
If the baby has been born, please enter the actual date of birth -	/ /		
I wish to take Statutory Paternity Leave as follows:	Date From	Date To	
I request Maternity Support Leave as follows -	Date From	Date To	
Name of person you are supporting during this period of Maternity Support Leave -			
Your declaration -			
<i>You must be able to meet criteria 1 and either 2 or 3 below to get Ordinary Paternity Leave and Pay.</i>			
I declare that:			
1. I wish to take paternity leave to care for the child and/ or support the child's mother.		<input type="checkbox"/>	
And I am (choose from the following two options):			
2. The child's biological father and expect to have responsibility for the child's upbringing*		<input type="checkbox"/>	
<i>or</i>			
3. Not the child's father but am the spouse/civil partner/partner of the child's mother and expect to have the main responsibility (apart from the responsibility of the child's mother) for the child's upbringing.*		<input type="checkbox"/>	
* please delete one as applicable.			
<i>(Note that you are the mother's "partner" if you live with her in an enduring family relationship and she is not your mother, grandmother, child, grandchild, sister, aunt, or niece.)</i>			
Employee Signature:		Date:	

The following section to be completed by line manager –	
MatB1 Certificate viewed by manager and enclosed with the application – YES/NO	Full Birth Certificate viewed by manager and enclosed with the application – YES/NO
Other documentation viewed by manager and enclosed with the application – YES/NO	Leave agreed – YES/NO
Line Manager Signature:	Date:
Once authorised, the line manager will forward the completed form and the attachments to the Human Resources Team for processing.	

For Human Resources Use Only

Date Application received	
Actioned By (name and signature)	
Job Title	
Date Application processed	