

MATERNITY SUPPORT LEAVE / PATERNITY LEAVE AND PAY 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 MSL.

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 North Lanarkshire Council, 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 North Lanarkshire Council 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**.
- In addition, if the father or partner of the expectant mother/new mother meets the criteria above, entitlement will be two weeks of **Occupational 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.

Occupational Paternity Leave must be taken within 12 months from the date of the child's birth and must be taken in blocks of at least a week. It cannot be taken before the child is born. 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 three distinct periods of leave are as follows:-

- Maternity Support Leave - full normal pay for five days.
- Statutory Paternity Leave - entitled to statutory paternity pay, however this will be topped up to full pay
- Occupational Paternity Leave – full normal pay for two weeks

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 birth certificate, confirming the actual date of birth.

If you do not have either of these documents, another document confirming either the expected date of birth, or the actual date of birth, must be made available to your line manager.

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.

When applying for occupational paternity leave, this can be done by requesting this through Myself and your line manager must approve this. This will be recorded as special leave – occupational paternity leave.

Payroll Details – (to be completed by employee)			
Employee Name:			
Service/Division:			
Job Title:			
Employee Ref. Number:		Payrun Number:	
National Insurance Number:		Start date with NLC:	
Your dates for Maternity Support Leave and/or Statutory Paternity Leave -			
The baby is due on -			
If the baby has been born, please enter the actual date of birth.			
I wish to take Maternity Support Leave as follows – <i>This leave can not extend beyond 56 days (8 calendar weeks) after the birth of the child.</i>	Date From	Date To	
I wish to take Statutory Paternity Leave as follows – <i>This leave can not extend beyond 56 days (8 calendar weeks) after the birth of the child.</i>	Date From	Date To	
Your declaration -			
<i>You must be able to tick all three criteria below to get OSPP and Ordinary Paternity Leave.</i>			
I declare that –			
<ul style="list-style-type: none"> • I am (<i>choose one of the following three options</i>) <ul style="list-style-type: none"> - the child's father, or - married to or in a civil partnership with the mother, or - living with the mother in an enduring family relationship, but are not an immediate relative, and • I am responsible for the child's upbringing • I will take time off work to support the mother or care for the child 			
Employee Signature:			
The following section to be completed by line manager -			
MatB1 Certificate viewed by manager –	Birth Certificate viewed by manager –		
Other documentation viewed by manager –	Leave agreed – Maternity Support Leave		
Leave agreed – Statutory Paternity Leave	Line manager signature:		

Once the form has been completed and authorised by your line manager, please send form and supporting documents to the Employee Service Centre, People Help Desk Team.
ESC-HelpDeskTeam@northlan.gov.uk