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We use some essential cookies to make this website work. We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. You have accepted additional cookies. You can change your cookie settings at any time. You have rejected additional cookies. You can change your cookie settings at any time. Qualifying employees have a statutory entitlement to take either one or two weeks' off work as paternity leave. During this period, you may also be eligible for Statutory Paternity Pay (SPP). Employees are required to make their claim for paternity leave using the relevant paternity leave form. In this guide for expectant fathers, we explain how to notify your employer of your paternity leave request using the paternity leave form, and how the SPP rules work. Are you eligible to claim statutory paternity leave? Employees who take time off work to care for a child, or support the child's mother, following birth or adoption may be eligible for statutory paternity leave. To qualify for statutory paternity leave, you must satisfy the following criteria: you must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners. have, or expect to have, responsibility for the upbringing of the child, have been continuously employed for a period not less than 26 weeks by the 15th week before the child is due or, if the child is born before then, would have been continuously employed for this period, continue to work for the same employer up to the child's birth. Importantly, paternity leave is only available if you are an employee. Self-employed, agency, freelance or casual workers are not entitled to statutory paternity leave, although they may still qualify for statutory paternity pay. Which paternity leave form should you use? To claim for statutory paternity leave and pay you must notify your employer in writing using the correct paternity leave form. The official UK government paternity leave form used to be known as the SC3. The latest version of the form can be found on the .gov website. Alternatively, the government guidance advises that if your employer has its own version of a paternity leave form that is different to the SC3, you should use this instead. You should check with your employer or HR department to confirm which version of the form you need to submit. Your employer may also require you to provide a signed declaration of your family commitment. If so, you will need to expressly state that you are the father of the child, or married to or the partner of the child's mother, that you have or expect to have responsibility for the upbringing of the child, and that the purpose of your absence from work is to care for the child or support the child's mother. This declaration can be included on your paternity leave form. You must provide your employer with acceptable evidence of your entitlement to leave at least 28 days before you intend to take your period of leave. How long is paternity leave? You are statutorily entitled to either one week or two consecutive weeks' paternity leave following the child's birth, to be taken within 56 days following the child's birth, and not before. You can choose to take one or two whole weeks paternity leave, but not two separate weeks.

Application for Paternity Leave

To,
The Manager,
XYZ Pvt. Ltd. (Company Name)
Jaipur. (City)

Subject: Paternity leave Application for 2 weeks

Sir, Respectfully,

I am [Name] working under you as [Your Designation]. I am writing this letter to request you for paternity leave, as you are well aware that my wife delivered a baby last night.

so i am unable to attend the office due to paternity responsibility. I humbly request to seek paternity leave for 2 weeks from [Date] to [Date].

Thanking you,

Your sincerely,

Sagar Roy (your Name)

Jr. Engineer (your designation)

myleaveapplication.com

Paternity leave form pdf uk. Paternity leave form pdf rajasthan govt employees. Paternity leave form pdf pb1. Hmrc paternity leave form pdf. Paternity leave form pdf jk govt. Tsc paternity leave form pdf download. Paternity leave form pdf haryana government. Paternity leave form pdf pb2.

We use some essential cookies to make this website work. We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. You have accepted additional cookies. You can change your cookie settings at any time. You have rejected additional cookies. You can change your cookie settings at any time. Qualifying employees have a statutory entitlement to take either one or two weeks' off work as paternity leave. During this period, you may also be eligible for Statutory Paternity Pay (SPP). Employees are required to make their claim for paternity leave using the relevant paternity leave form. In this guide for expectant fathers, we explain how to notify your employer of your paternity leave request using the paternity leave form, and how the SPP rules work. Are you eligible to claim statutory paternity leave? Employees who take time off work to care for a child, or support the child's mother, following birth or adoption may be eligible for statutory paternity leave. To qualify for statutory paternity leave, you must satisfy the following criteria: you must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners. have, or expect to have, responsibility for the upbringing of the child, have been continuously employed for a period not less than 26 weeks by the 15th week before the child is due or, if the child is born before then, would have been continuously employed for this period.

 Queen's University Belfast

APPLICATION FOR ADDITIONAL STATUTORY PATERNITY LEAVE (ASPL) / ADDITIONAL STATUTORY PATERNITY PAY (ASPP) - Becoming an adoptive parent

This form can be made available in large print and alternative formats, where required, on request from the Equal Opportunities Unit, tel: 02890 973020

Please send this completed form to the Equal Opportunities Unit. Additional paternity leave / additional paternity pay can only be authorised when the completed form has been received.

Section 1 - Applicant Arrangements and Details

I wish to commence my ASPL on: (dd/mm/yyyy)
I wish my ASPP to end on: (dd/mm/yyyy)
I wish my ASPP to end on: (dd/mm/yyyy)

My ASPP is expected to end on: (dd/mm/yyyy)
Employment by ASPP will be assessed by the University's salaries office (dd/mm/yyyy)
I am referred to in the adoption agency that I have been matched with as (first name) (dd/mm/yyyy)
The child was placed on: (dd/mm/yyyy)

HOLIDAY ENTITLEMENT - Please indicate if you wish to add any holiday entitlement to the end of your additional paternity leave period.
I wish to add _____ days holiday leave entitlement to the end of my additional paternity leave period.
My holiday leave will commence on: (dd/mm/yyyy)
My holiday leave will end on: (dd/mm/yyyy)

Note: A number of staff is expected, where possible, to take their full annual leave entitlement in a particular leave year. However, should this not be possible due to additional paternity leave arrangements or exceptional circumstances, staff will be able to carry over up to the full complement of leave (12 days) to the next leave year, the scheduling of which must be agreed with management and the Head of School/Department/Unit.

I DECLARE THAT I AM ELIGIBLE FOR ADDITIONAL PATERNITY LEAVE / PAY AS SET OUT IN THE UNIVERSITY'S PROCEDURE

Full name: (PRINT)
Staff number:
School/Department/Unit:
Staff category (in Academic):
Designation:
Applicant's signature:
Date:

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We use some essential cookies to make this website work. We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. You have accepted additional cookies. You can change your cookie settings at any time. You have rejected additional cookies. You can change your cookie settings at any time. Qualifying employees have a statutory entitlement to take either one or two weeks' off work as paternity leave. During this period, you may also be eligible for Statutory Paternity Pay (SPP). Employees are required to make their claim for paternity leave using the relevant paternity leave form. In this guide for expectant fathers, we explain how to notify your employer of your paternity leave request using the paternity leave form, and how the SPP rules work. Are you eligible to claim statutory paternity leave? Employees who take time off work to care for a child, or support the child's mother, following birth or adoption may be eligible for statutory paternity leave. To qualify for statutory paternity leave, you must satisfy the following criteria: you must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners. have, or expect to have, responsibility for the upbringing of the child. have been continuously employed for a period not less than 26 weeks by the 15th week before the child is due or, if the child is born before then, would have been continuously employed for this period.

HM Revenue & Customs
Ordinary Statutory Paternity Pay/ordinary paternity leave - becoming a parent

Becoming a parent
If you work 26 weeks or more to support the mother of the baby, you may be eligible for Statutory Paternity Pay (SPP). SPP is a tax-free payment of 90% of your average weekly earnings (AWE) for up to 26 weeks. You must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners. You must also have been continuously employed for a period not less than 26 weeks by the 15th week before the child is due or, if the child is born before then, would have been continuously employed for this period.

Terms and conditions
SPP is payable to you if you are eligible to claim it. You must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners. You must also have been continuously employed for a period not less than 26 weeks by the 15th week before the child is due or, if the child is born before then, would have been continuously employed for this period.

Personal details
Name of baby: _____
Date of birth: _____
Your date of birth: _____
National Insurance number: _____

Your dates for pay and leave
From the date the baby is due or the date the baby is born, whichever is later, you can take up to 26 weeks of leave. You must notify your employer of your dates for pay and leave at least 28 days before you start your leave.

Paternity leave form pdf jammu and kashmir.

Form R
SCHEDULE XXX
(R.116 (2))
TEACHERS SERVICE COMMISSION

Telephone: +254-020-2892000/0722-208-552
Email: info@tsc.ke
Website: <http://www.tsc.go.ke>

THE TSC HOUSE
KILIMANJARO ROAD
UPPER HILL,
PRIVATE BAG - 00100
NAIROBI, KENYA

School Address: _____

To: The Sub County Director, _____ Sub-County

Thru: _____

The Head of Institution _____

P.O. Box _____

RE: APPLICATION FOR PATERNITY LEAVE

PART I (To be completed by applicant)
I (Mr./Ms.) _____ TSC No. _____ wish to apply for Paternity leave for the period _____ to _____.

(A certified copy of the Birth Notification must accompany this application)

Date: _____ Signature: _____

PART II (To be completed by The Sub County Director)
Paternity leave is hereby granted with effect from _____ to _____.

You will be expected to resume duty on _____.

Name: _____ Designation: _____ Signature: _____
Date: _____

Official stamp _____

Copy to:

- The Secretary, Teachers Service Commission, Private Bag, NAIROBI.
- TSC County Director, _____ County.

Hmrc paternity leave form pdf. Paternity leave form pdf jk govt. Tsc paternity leave form pdf download. Paternity leave form pdf haryana government. Paternity leave form pdf pb2.

We use some essential cookies to make this website work. We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. You have accepted additional cookies. You can change your cookie settings at any time. You have rejected additional cookies. You can change your cookie settings at any time. Qualifying employees have a statutory entitlement to take either one or two weeks' off work as paternity leave. During this period, you may also be eligible for Statutory Paternity Pay (SPP). Employees are required to make their claim for paternity leave using the relevant paternity leave form. In this guide for expectant fathers, we explain how to notify your employer of your paternity leave request using the paternity leave form, and how the SPP rules work. Are you eligible to claim statutory paternity leave? Employees who take time off work to care for a child, or support the child's mother, following birth or adoption may be eligible for statutory paternity leave. To qualify for statutory paternity leave, you must satisfy the following criteria: you must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners. have, or expect to have, responsibility for the upbringing of the child. have been continuously employed for a period not less than 26 weeks by the 15th week before the child is due or, if the child is born before then, would have been continuously employed for this period. continue to work for the same employer up to the child's birth. Importantly, paternity leave is only available if you are an employee. Self-employed, agency, freelance or casual workers are not entitled to statutory paternity leave, although they may still qualify for statutory paternity pay. Which paternity leave form should you use? To claim for statutory paternity leave and pay you must notify your employer in writing using the correct paternity leave form.

APPLICATION FOR PARENTAL LEAVE FORM

EMPLOYEE DETAILS
NAME: _____
SCHOOL/UNIT/RESIDENCE: _____

PERIOD OF ABSENCE
Amount of leave requested (No. of Weeks): _____
Starting on: _____ Ending on: _____
I understand I will maintain a record in respect of each child, unless child has a disability due to which they may be exempted.

State of child I am requesting parental leave for: _____
Date of Birth of Child / Adoption Date: _____
I will stop to submit to you the evidence of birth or adoption certificate.

Please detail the reason for your request including any supporting information you feel is relevant: _____

I understand that Parental Leave is unpaid, therefore I accordingly authorize the appropriate deduction of pay from my salary.

SIGNED: _____ DATE: _____

HEAD OF SCHOOL/UNIT AUTHORIZATION

Approved / Postponed _____
If leave has been postponed please detail reasons and also confirm new dates when leave will be taken: _____

SIGNED: _____ DATE: _____

PLEASE FORWARD COMPLETED FORM TO SALARIES FOR ACTION

Paternity leave form pdf uk. Paternity leave form pdf rajasthan govt employees. Paternity leave form pdf pb1. Hmrc paternity leave form pdf. Paternity leave form pdf jk govt. Tsc paternity leave form pdf download. Paternity leave form pdf haryana government. Paternity leave form pdf pb2.

We use some essential cookies to make this website work. We'd like to set additional cookies to understand how you use GOV.UK, remember your settings and improve government services. We also use cookies set by other sites to help us deliver content from their services. You have accepted additional cookies. You can change your cookie settings at any time. You have rejected additional cookies. You can change your cookie settings at any time.

Qualifying employees have a statutory entitlement to take either one or two weeks' off work as paternity leave. During this period, you may also be eligible for Statutory Paternity Pay (SPP).

Employees are required to make their claim for paternity leave using the relevant paternity leave form. In this guide for expectant fathers, we explain how to notify your employer of your paternity leave request using the paternity leave form, and how the SPP rules work. Are you eligible to claim statutory paternity leave? Employees who take time off work to care for a child, or support the child's mother, following birth or adoption may be eligible for statutory paternity leave.

To qualify for statutory paternity leave, you must satisfy the following criteria: you must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners, have, or expect to have, responsibility for the upbringing of the child, have been continuously employed for a period not less than 26 weeks by the 15th week before the child is due or, if the child is born before then, would have been continuously employed for this period, continue to work for the same employer up to the child's birth. Importantly, paternity leave is only available if you are an employee.

Self-employed, agency, freelance or casual workers are not entitled to statutory paternity leave, although they may still qualify for statutory paternity pay.

Which paternity leave form should you use? To claim for statutory paternity leave and pay you must notify your employer in writing using the correct paternity leave form. The official UK government paternity leave form used to be known as the SC3. The latest version of the form can be found on the .gov website. Alternatively, the government guidance advises that if your employer has its own version of a paternity leave form that is different to the SC3, you should use this instead. You should check with your employer or HR department to confirm which version of the form you need to submit. Your employer may also require you to provide a signed declaration of your family commitment.

If so, you will need to expressly state that you are the father of the child, or married to or the partner of the child's mother, that you have or expect to have responsibility for the upbringing of the child, and that the purpose of your absence from work is to care for the child or support the child's mother. This declaration can be included on your paternity leave form. You must provide your employer with acceptable evidence of your entitlement to leave at least 28 days before you intend to take your period of leave. How long is paternity leave? You are statutorily entitled to either one week or two consecutive weeks' paternity leave following the child's birth, to be taken within 56 days following the child's birth, and not before. You can choose to take one or two whole weeks paternity leave, but not two separate weeks. A week is calculated based on your normal working hours; if you work five days a week, you would be entitled to two, five-day weeks.

When do I give notice for statutory paternity leave? To claim statutory paternity leave and pay, you must provide your employer with notice of your intention to take leave at least 15 weeks before the expected week of your child's birth. You should use the paternity leave form to give notice for leave and pay together. You must provide the following information: the child's due date the date you intend to take your period of leave the amount of time you will be taking off work. If you have been unable to notify your employer by the qualifying week, you should give notice as soon as is reasonably practicable. In the event that you change your mind about the dates for pay and leave, you must give your employer at least 28 days notice of the new dates. If you do change your mind, always check if you are required to complete a fresh paternity leave form. If you do not qualify for statutory paternity leave or pay, your employer must inform you, with reasons why, within 28 days of your notice using form SPPI. How do I work out the qualifying week? To establish the qualifying week in which you must give your employer notice, you will need to ascertain the Sunday before the baby is due, or the due date if it is a Sunday, and count back 15 Sundays from there. That is the start of the 15th week before your child's due date. When can paternity leave start? You do not have to give a precise date when you want your paternity leave and pay to commence, rather you may choose to state any one of the following: on the day your child is born a fixed number of days after the birth a fixed date after the first day of the week the child is due. Paternity leave must be taken within eight weeks of the birth of your child. You can decide when during this period you want to start your paternity leave. For example, you could start the period of leave as soon as your partner or the mother of your baby goes into labour, or you may decide to wait until the baby is home from hospital. In all cases, you have to notify your employer of the start date of your leave. Employers are expected to be supportive of the employee's request, particularly where there are challenging circumstances.

If the child is born prematurely, paternity leave can be taken any time from the actual date of birth up to 56 days from the date the child would have been due. Given that statutory paternity leave and pay cannot start before the child is born, your employer will need to be flexible with cover arrangements to account for the possibility that the child may not arrive on time.

If the child is stillborn after the 24th week of pregnancy, or if the child is born alive at any point during the pregnancy but later passes away, you are still entitled to full statutory paternity rights and pay, so long as you satisfy the eligibility criteria. How much is statutory paternity pay? Throughout the period of paternity leave, statutory paternity pay is payable to eligible employees at a weekly rate of £156.66 a week until 1 April 2023, or £172.48 from 2 April 2023, or 90% of your average weekly earnings, whichever is less. Whilst you may be contractually entitled to a higher rate of pay, any contractual rate cannot be lower than the statutory rate. Am I also entitled to statutory shared parental leave and pay? If the expectant mother intends to curtail her maternity leave, this can create up to a maximum of 50 weeks' shared leave and 37 weeks pay to be divided between the two of you. Statutory shared parental pay is payable at the same rate as paternity pay. When taking shared parental leave, you must give your employer not less than 8 weeks notice before the start date of the first period of leave. You can be off work at the same time as the mother or, alternatively, stagger this leave. This shared leave can be taken at any time between the birth and the child's first birthday. Whilst you can choose to take both paternity leave and shared parental leave, you cannot take paternity leave if you have already taken a period of shared parental leave. The period of paternity leave must come first. Paternity leave form FAQs To claim statutory paternity leave and pay, you must notify your employer in writing using paternity leave form SC3. Form SC3 should be used for an employee requesting paternity leave and pay. Fathers use form SC3 to notify their employer of their paternity leave. A week for the purposes of paternity leave is based on your number of days in your normal working week. For instance, if you usually work three days a week, your paternity leave entitlement would be up two working weeks of three days. Use form SC3 to claim paternity pay as an employee. Yes you must tell your employer at least 15 weeks before the week your child is expected and inform your employer when you want your leave to start. Legal disclaimer The matters contained in this article are intended to be for general information purposes only. This article does not constitute tax, financial or legal advice, nor is it a complete or authoritative statement of the rules and should not be treated as such. Whilst every effort is made to ensure that the information is correct, no warranty, express or implied, is given as to its accuracy and no liability is accepted for any error or omission. Before acting on any of the information contained herein, expert tax, financial, legal or other advice should be sought. Did you get the information you need from this page? Yes No This paternity leave contract clause sets out the eligibility requirements for taking paternity leave and confirms that paternity leave is paid at the current statutory rate.

The clause also refers to the organisation's paternity leave policy for further information on notice requirements. Paternity leave contract clause.docx57.94 KB This form should be given to an employee who wishes to take unpaid time off to accompany a pregnant woman at an ante-natal appointment. The form allows the employee to declare their eligibility and to outline the date and time of the appointment.

The form also includes a definition of a 'qualifying relationship' which entitles the employee to accompany a pregnant woman. This form details the information required from an employee who is requesting paternity leave. The form allows the employee to outline the expected week of birth (EWC) of the child or the expected date the child will be placed for adoption or the date the child was born/placed for adoption. The form also asks the employee to outline the dates of leave requested. Paternity leave request form.DOCX55.02 KB This letter confirms that a request for paternity leave has been accepted, setting out details on pay and terms of employment.

letter-accepting-paternity-leave-request.docx57.22 KB Send this letter to an employee who has submitted a request for paternity leave that does not meet the necessary requirements. The letter outlines that the request does not meet the requirements as paternity leave cannot be taken as a series of occasional days which adds up to two weeks and explains that the employee can resubmit their request in accordance with the guidelines set out in the letter. This letter should be sent to an employee to explain their right to paternity leave in the event of infant death. This letter confirms current or upcoming paternity leave entitlements and explains the statutory provision for unpaid time off for dependants. There are also options to offer the employee compassionate leave and counselling if applicable. This letter should be sent to an employee whose partner has suffered a stillbirth after 24 weeks of pregnancy. The letter informs an employee that under the circumstances they are still entitled to current or intended paternity leave. It explains statutory time off for dependants as well as compassionate leave and counselling if applicable. This letter sets out the reasons why a request for paternity leave has been refused by the organisation, including options for agency/casual workers, length of service and responsibility for the upbringing of the child. Letter refusing paternity leave request.docx56.12 KB This letter asks the employee to provide further information in support of an application for paternity leave and includes options such as the date the baby is due, the date that the child the employee is adopting is due to be placed with them and whether the employee wishes to take one or two weeks' paternity leave. The paternity leave policy covers eligibility, length of leave, paternity pay and paternity leave following adoption. Note - this policy has been updated to reflect the introduction of parental bereavement leave from 6 April 2020. Paternity leave policy Feb 2020.docx61.22 KB This policy outlines the right of partners and fathers to take unpaid time off to accompany a pregnant woman at up to two ante-natal appointments. The policy outlines the eligibility requirements for this right and has an optional clause asking employees to submit a written declaration confirming their eligibility.