**Form PATL(A)1 - Notice of intention to take Paternity Leave for Adoption.**

Please read the Paternity Leave Policy before completing his form.

|  |  |
| --- | --- |
| **Employee Details** | |
| Surname: |  |
| First name(s): |  |
| Post title: |  |
| Organisation Unit: |  |
| Work Contact details: | Tel:  Email: |
| Employee number (on payslip): |  |

|  |  |
| --- | --- |
| **Paternity Leave details** | |
| The adoption agency told the person adopting the child that they had been matched with the child/received official notification on: |  |
| The child is expected to be placed on: |  |
| Where already placed, enter the date they were placed: |  |
| I hereby give notice of my intention to take **One week/Two consecutive week’s** paternity leave starting: |  |
|  | Please tick as appropriate |
| On the date on which the child is due to be placed with you **OR** |  |
| [ ] days after the child’s placement with you **OR** |  |
| On [ ] (a date later than the first day of the child’s placement with you) |  |
| Date(s) unknown at present.  As a reminder, employees are required to provide 28 days’ notice of when they wish to take paternity leave (irrespective of whether it is for one week or two consecutive weeks).  If you are currently unsure which date(s) you wish to take as paternity leave, you will need to complete and submit a PATL2(A) form no later than 28 days prior to when you wish to take leave. |  |

|  |  |
| --- | --- |
| **Employee Declaration** | |
| **I declare that:**   * + I am adopting the child with my partner and I want to receive paternity pay and leave,   NOTadoption pay and leave   * + I am:   - married to the person adopting the child, or  - the partner or civil partner of the person adopting the child, or  - the adoptive parent   * + I have responsibility for the child’s upbringing   + I will take time off work to support the primary adopter or care for the child | |
| **Signature:** | **Date:** |

**In the case of adoption from within the UK, please send a copy of your completed form to your Line Manager and relevant People & OD Operations contact within 7 days of the adopter being notified by their adoption agency that they have been matched with a child.**

**In the case of adoption from overseas, please send a copy of your completed form to your Line Manager and relevant People and OD Operations contact within 28 days of the adopter being notified by their adoption agency that they have been matched with a child.**

**People and OD Operation contact details**

* **FSE –** [**People.EmploymentServicesFSE@manchester.ac.uk**](mailto:People.EmploymentServicesFSE@manchester.ac.uk)
* **FBHM –** [**People.EmploymentServicesFBMH@manchester.ac.uk**](mailto:People.EmploymentServicesFBMH@manchester.ac.uk)
* **FHUMS –** [**People.EmploymentServicesFHUMS@manchester.ac.uk**](mailto:People.EmploymentServicesFHUMS@manchester.ac.uk)
* **PSCI –** [**People.EmploymentServicesPSCI@manchester.ac.uk**](mailto:People.EmploymentServicesPSCI@manchester.ac.uk)

**Alternatively, paper copies can be submitted to the reception desk on the 2nd Floor of the Simon Building between 9.30am – 3pm.**