**Form PL1 - Notice of entitlement to take Paternity Leave**

Please read the Paternity Leave Policybefore completing this form.

If you are applying for paternity leave for adoption please use form PATL(A)1.

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

|  |  |
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| **Paternity Leave details** | |
| Date the child is due on: |  |
| If the child has been born early, please enter actual date of birth: |  |
| 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 born **OR** |  |
| [ ] days after the child is born **OR** |  |
| On [ ] (a date later than the first day of the child’s expected week of birth) |  |
| 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 PL2 form no later than 28 days prior to when you wish to take leave. |  |

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| **Declaration** | |
| I declare that: (tick boxes)   * I am:   - the child’s biological father, or  - married to the mother, or  - the mother’s partner, or  - the mother’s civil partner   * I have responsibility for the child’s upbringing * I will take time off work to support the mother or care for the child | |
| **Signature:** | **Date:** |

**Please send a copy of your completed form to your Line Manager and relevant People & OD Operations contact no later than 15 weeks before the expected week of confinement (week of the child’s expected due date).**

**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.**