

# Paternity Leave Policy

*We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.*

## **CONTENTS**

### **Section 1**

- 1/ What is my entitlement to ordinary paternity leave and pay?
- 2/ Ordinary paternity leave and pay entitlement – UK adoption
- 3/ Ordinary paternity leave and pay entitlement – overseas adoption
- 4/ What do I need to do?
- 5/ When can ordinary paternity leave begin?
- 6/ What if my baby is born early?
- 7/ What will happen if my baby is stillborn?

### **Section 2**

- 1/ What additional paternity leave?
- 2/ What is my entitlement to additional paternity pay?
- 3/ When can additional paternity leave begin?
- 4/ What do I need to do?
- 5/ What further information may the organisation request?
- 6/ What if I need to withdraw my additional paternity leave application?
- 7/ What if I want to return early?
- 8/ What if I decide not to return?
- 9/ How do I keep in touch during additional paternity leave?
- 10/ What about annual leave entitlement?
- 11/ What about union membership fees?
- 12/ How do I pay my pension contributions?

13/ What options do I have following additional paternity leave?

## **CONTENTS**

Appendix 1 Ordinary Paternity Leave and Pay Application Form

Appendix 2 Ordinary Paternity Leave and Pay UK Adoption Application Form

Appendix 3 Ordinary Paternity Leave and Pay Overseas Adoption Application Form

Appendix 4 Additional Paternity Leave and Pay Application Form

Appendix 5 Additional Paternity Leave and Pay UK Adoption Application Form

Appendix 6 Additional Paternity Leave and Pay Overseas Adoption Application Form

Appendix 7 Consent form for birth parent/adopter

## **PATERNITY LEAVE AND BENEFITS**

This policy is a guide to paternity benefits and leave within Loretto Housing Association. The purpose of the policy is to provide an easy-to-read guide for employees. Should you require any clarification or if you have any questions not answered below, then please contact your line manager or alternatively People Services.

### **Section 1**

#### **1/ What is my entitlement to ordinary paternity leave and pay?**

Loretto Housing offers ordinary and additional paternity leave and pay beyond statutory requirements. This policy also applies to same sex partners.

You are entitled to ordinary paternity leave if you have:

- The main responsibility for a child, along with your partner, you do not need to be the biological parent, but must have equal responsibility.
- A partner who is taking adoption leave
- Been continuously employed for less than 26 weeks prior to the 15<sup>th</sup> week before the baby is due, or at the end of the week in which the child's adopter is notified of being matched with the child for UK adoptions or the week the child enters the UK for overseas adoptions you will be entitled to one weeks leave.
- Been continuously employed for more than 26 weeks prior to the 15<sup>th</sup> week before the baby is due, or at the end of the week in which the child's adopter is notified of being matched with the child for UK adoptions or the week the child enters the UK for overseas adoptions you will be entitled to two weeks' leave

Entitlement to pay is dependant on the length of time you have been employed by Loretto Housing.

- a) If you have been continuously employed for less for 26 weeks prior to the 15<sup>th</sup> week before the baby is due, or at the end of the week in which the child's adopter is matched with the child for UK adoptions or the week the child enters the UK for overseas adoptions you will be entitled to Ordinary Statutory Paternity Pay and Occupational Paternity Pay. You will therefore receive the following:

- 1 weeks paid leave (inclusive of Ordinary Statutory Paternity Pay)

- b) If you have been employed continuously for more than 26 weeks prior to the 15<sup>th</sup> week before the baby is due, or at the end of the week in which the child's adopter is matched with the child for UK adoptions or the week the child enters the UK for overseas adoptions you will be entitled to Ordinary Statutory Paternity Pay and Occupational Paternity Pay. You will therefore receive the following:

- 2 weeks paid leave (inclusive of Ordinary Statutory Paternity Pay)

If you and your partner are adopting a child together you and your partner can choose who applies for Statutory Adoption Pay and adoption leave and who applies for Ordinary Statutory Paternity Pay and ordinary paternity leave. You must declare that you have chosen **not** to receive Occupational and Statutory Adoption Pay

Ordinary Statutory Paternity Pay is currently £138.18 per week (1 April 2014). Please note that you will not be paid more than your normal earnings.

Your entitlement to Ordinary Statutory Paternity Pay is dependant on your earnings in the 8 weeks up to and including the qualifying week, being at least equal to the lower earnings limit for National Insurance contributions.

If you are not entitled to Ordinary Statutory Paternity Pay you must still make an application for paternity leave using the relevant application form attached as Appendix 1, 2 or 3 and you will receive a form from the Payroll Department called an OSPP1 form. You may be able to get Income Support while you are on leave, your Jobcentre Plus office can provide you with further details.

## **2/ Ordinary statutory paternity leave and pay entitlement - UK adoption**

If you or your partner adopt a child from the UK and you are not claiming statutory adoption pay you will be entitled to ordinary statutory paternity leave and pay if you meet the criteria in section 1, question 1 and also if:

- You declare on your ordinary statutory paternity pay application that you are not also claiming statutory adoption pay.

## **3/ Ordinary statutory paternity leave and pay entitlement - overseas adoption**

If you or your partner adopt a child from overseas and you are not claiming statutory adoption pay you will be entitled to ordinary statutory paternity leave and pay if you meet the criteria in section 1, question 1 and also if:

- During the overseas adoption process the adopter has been assessed and approved as an adopter in the UK and has the Official Notification from the relevant UK authority and can provide a copy for our records.

- You declare on your ordinary statutory paternity pay application that you are not also claiming statutory adoption pay.
- You have provided evidence that the child has entered the UK to live with you and your partner.

#### **4/ What do I need to do?**

To receive ordinary paternity entitlements, you must inform us by the 15<sup>th</sup> week before the expected date the baby is due. This should be done using the ordinary paternity leave application form attached as Appendix 1.

With a UK adoption you need to inform us by the end of the week in which you are notified of being matched with a child. This should be done using the ordinary paternity leave UK adoption application form attached as Appendix 2.

With an overseas adoption you need to inform us within 28 days before you wish to start your ordinary paternity leave. This should be done using the ordinary paternity leave overseas adoption application form attached as Appendix 3.

Once you have completed the relevant form pass this to your line manager along with any additional documentation, if this is required, who will forward it to the Wheatley Recruitment Team.

You will then receive a letter confirming the details of your paternity leave, including your date of return, from the Wheatley Recruitment Team.

#### **5/ When can ordinary paternity leave begin?**

Ordinary paternity leave may commence from the date of birth or after the birth of the baby, from the date the child is placed with you (UK adoption) or the date the child enters the UK (overseas adoption).

Ordinary paternity leave must be taken within 56 days (8 weeks) of the birth of the baby, the date of placement of an adopted child (UK adoption) or the child entering the UK (overseas adoption).

You can choose to take a block of one or two weeks' ordinary paternity leave depending upon your entitlement. You may choose to change the date you wish to take leave, as long as you give 28 days' notice, where practicable. Ordinary paternity leave can commence on any day of the week.

#### **6/ What if the Baby is Born Early?**

Ordinary paternity leave may be extended if the baby is born prematurely and leave may be taken up to 56 days after the date the baby was expected.

## **7/ What will happen if the Baby is Stillborn?**

Your entitlement to ordinary paternity leave and pay do not change if the baby is stillborn after the start of the 25<sup>th</sup> week of pregnancy.

There would be no entitlement to ordinary paternity leave and pay if the baby is stillborn earlier than the 25<sup>th</sup> week. Sickness benefit and statutory sick pay may be applicable during this period.

## **Section 2**

### **1/ What is additional statutory paternity leave?**

Additional statutory paternity leave applies to babies due on or after 3 April 2011, where a child is jointly matched (UK adoption) with you and your partner and your partner has taken statutory adoption leave on or after 3 April 2011. Additional paternity leave is also applicable where a child enters the UK (overseas adoption) on or after 3 April 2011 and your partner has adopted a child from overseas and taken statutory adoption leave.

Additional statutory paternity leave can commence anytime from 20 weeks after the birth, adoption placement (UK) or the child enters the UK (overseas). Partners can take a period of leave from 2 weeks to 26 weeks. Leave must be finished no later than 12 months after the birth/placement.

### **2/ What is my entitlement to additional paternity leave and pay?**

To qualify for additional paternity, leave and pay:

- The main responsibility for a child, along with your partner, you do not need to be the biological parent, but must have equal responsibility.
- The biological parent/partner must be taking time off work to care for their child during the period of leave
- Have been continuously employed for at least 26 weeks ending with the 15<sup>th</sup> week before the week the baby is due; before the end of the week notification received of being matched with a child (UK adoption) and continue to be in our employment until the end of the week before you want to start leave.

- Have average weekly earnings which are not less than the lower earnings limit (LEL).

The birth parent/your partner must:

- ✓ Have been entitled to statutory maternity pay or maternity allowance **or**
- ✓ Have been entitled to statutory adoption pay
- ✓ Have returned to work anytime from 20 weeks after the birth of the child and within the 39 weeks' maternity pay period **or**
- ✓ Have returned to work anytime from 20 weeks after the child has been placed for adoption (UK) or after the child enters the UK (overseas adoption)

Employees who meet the statutory criteria above will receive additional paternity pay. You may receive up to:

- 6 weeks at half of your average earnings (plus lower Additional Statutory Paternity Pay)
- 13 weeks lower Additional Statutory Paternity Pay

The lower rate ASPP is currently £138.18 per week (1 April 2014). Please note that you will not be paid more than your normal earnings.

Your entitlement to Additional Statutory Paternity Pay is also dependent on your earnings in the 8 weeks up to and including the qualifying week (the 15<sup>th</sup> week before the week the baby is due), being at least equal to the lower earning limit for National Insurance contributions.

If you are not entitled to Additional Statutory Paternity Pay you must still make an application for paternity leave using the relevant application form attached as Appendix 4, 5 or 6 and you will receive a form from the Payroll department called an ASPP1 form.

As the total entitlement to additional paternity leave is 26 weeks, any of this leave which is taken outside of the birth parent's 39-week statutory maternity period will be unpaid.

### **Examples**

1. The birth parent/adopter returns to work after 20 weeks' maternity/adoption leave. The biological parent/partner applies to take 19 weeks' additional paternity leave (taking them up to 39 weeks of the birth parent/adopters statutory maternity/adoption paid period). They receive 6 weeks at half of their average earnings (plus of lower Additional Statutory Paternity Pay) then 13 weeks lower Additional Statutory Paternity Pay.



2. The birth parent/adopter returns to work after 32 weeks' maternity/adoption leave. The biological parent/partner applies to take the remaining 20 weeks of the birth parent/partner's maternity/adoption leave (52 weeks in total) as additional paternity leave. They receive 7 weeks lower Additional Statutory Paternity Pay and 13 weeks would be unpaid.

### **3/ When can my additional paternity leave begin?**

Additional paternity leave may commence 20 weeks after the child is born, placed for UK adoption or after the child enters the UK in the case of overseas adoptions.

You cannot start additional paternity leave before the birth parent/adopter of the child has returned to work and stopped receiving maternity pay, maternity allowance or adoption pay.

If the birth parent/adopter takes annual leave or is absent due to sickness at the end of the maternity pay or adoption pay period, this does not count as a return to work.

You may choose to change the date you wish to take leave, as long as you give 6 weeks' notice, where practicable. Additional paternity leave can commence on any day of the week.

### **4/ What do I need to do?**

When requesting additional paternity leave and pay you must complete the relevant additional paternity leave application form, Appendix 4, 5 or 6 giving 8 weeks notice of the date that you expect your additional paternity leave to start and the date that you expect to return. The form also has to be signed by the child's birth parent/adopter confirming that they are returning or have returned to work. The birth parent/adopter also is required to complete Appendix 7 which would give consent to the Wheatley Recruitment Team contacting their employer to confirm a return to work.

Once the relevant forms are completed pass these to your line manager who will forward them to the Wheatley Recruitment Team.

You will receive a letter confirming the details of your additional paternity leave, including your date of return, from the Wheatley Recruitment Team. This will be within 28 days of all relevant information being received including any further information that has been requested.

### **5/ What further information may the organisation request?**

Within 28 days of receiving your application the organisation can request further information from you. This must be provided within 28 days of the date of the request otherwise your application may become invalid. The information that may be requested would include:

- ✓ A copy of the birth parent's MATB1 certificate
- ✓ The name and address of the birth parent's employer to write to their employer asking for confirmation of a return-to-work date (Appendix 7)
- ✓ A copy of the child's birth certificate
- ✓ In the case of UK adoption evidence in the form of a document issued by the adoption agency that matches your partner with the child
- ✓ The name and address of the UK adoption agency
- ✓ The date on which your partner was matched with the child
- ✓ The date on which the agency expects to place the child with the birth parent/biological parent/partner

#### **6/ What if I need to withdraw my additional paternity leave application?**

If, after applying for additional paternity leave you no longer satisfy any of the conditions, or the birth parent of the child no longer intends to return to work you must advise us in writing as soon as possible.

#### **7/ What if I want to return early?**

If you wish to return to work early from additional paternity leave, then you must provide the organisation with 6 weeks notice in writing. If this is not received, then the organisation may delay your return to work for 6 weeks from the date it received notification. The date of return however will not exceed 26 weeks leave.

#### **8/ What if I decide not to return?**

If you were entitled to the Additional Paternity Pay from Loretto Housing and you decide not to return, you will have to refund the payment in excess of Additional Statutory Paternity Pay.

If you return for at least 3 months you do not need to make a repayment.

Therefore, if you do not return, the maximum payment you will have received minus the additional pay would be:

- 19 weeks pay @ lower rate SAPP £138.18 per week (1 April 2014)

If you decide you do not wish to return to work you must provide 6 weeks written notice.

**9/ How do I Keep in Touch During Additional Paternity Leave?**

You may wish to discuss with your line manager how you wish to be contacted during your additional paternity leave. For example, do you wish to receive regular correspondence, such as team meeting minutes to allow you to keep up to date? Would you like to be informed of any vacancies?

In addition to this you may work up to 10 days during additional paternity leave. There is no obligation for Loretto Housing to offer you this work and there is no obligation for you to accept it. You may wish to consider this however if there are important events or training days during your leave which you would like to participate in. You will be paid at your normal hourly rate for any work undertaken.

**10/ What about Annual Leave Entitlement?**

During Ordinary Statutory Paternity Leave and Additional Statutory Paternity Leave your entitlement to contractual annual leave continues to accrue.

You may choose to take annual leave prior to or after ordinary or additional paternity leave with the agreement of your line manager. Should you be unable to take annual leave for operational reasons, then any agreement to carry over of annual leave should be made in advance. If your additional paternity leave period occurs over two annual leave years, it is the organisation's policy that annual leave entitlement be taken prior to going on additional paternity leave, where this is operationally possible.

**11/ What about union membership fees?**

The organisation will continue to make deductions from salary for union fees for as long as an employee is receiving payment from Loretto Housing.

If you take unpaid leave (weeks 40-46) then it is your personal responsibility to maintain membership of the Union.

**12/ How do I pay my pension contributions?**

Contributions and membership will be maintained for the period of paid ordinary and additional paternity leave. Your contributions will be based on the pay you receive during paternity leave and your pensionable service will continue, based on the salary you would be receiving if you were not on paternity leave.

Contributions and membership can be suspended for any period of unpaid leave. However, this means that the period will not be counted when calculating pensionable service. If you wish on your return, you can pay the contributions missed during the

period of unpaid leave, to give you continuous pensionable service. You must notify the Payroll Section in writing if you wish to do this.

### **13/ What options do I have following additional paternity leave?**

Loretto Housing have a number of family friendly policies which you should refer to when considering your options. These can be accessed via the Group's Intranet WE Connect. You should also speak with your line manager.

You may wish to consider returning to work on a phased basis for a period, working part time. You would be paid on a pro rata basis, but you may be able to use annual leave due to cover the remaining hours.

You may wish to return on a part-time basis or alter your working pattern. If this is the case, you should make an application under the Flexible Working Policy. You should make an application as early as you can, to allow your manager to consider your request and if it is agreed, make appropriate arrangements.

You may wish to apply for a career break for up to 5 years. If this is the case, you should make an application under the Career Break Policy. This would be subject to operational needs and you would be required to work for one week in each six-month period to keep up to date.

Parental leave is also available to parents of a child up to the age of 5 or a child with a disability up to the age of 18, if they have one year's continuous service with the organisation. Please refer to the Parental Leave Policy.

It is important that you consider your options in advance of your planned date of return.

Misuse of this policy, particularly in relation to additional paternity leave may constitute a disciplinary offence and will be dealt with under the organisation's disciplinary procedures.

**Appendix 1**

**ORDINARY PATERNITY LEAVE AND PAY APPLICATION FORM**

Please complete and return to your line manager. Line managers should forward this form to Wheatley Recruitment Team.

Employee Name:

Job Title:

Service/Section:

Date commenced employment:

Expected date of birth:

\_\_\_\_\_

I wish to make an application to take Ordinary Paternity Leave and pay on the dates below and that I qualify to do so under the policy. **You must be able to tick all three boxes to qualify.**

I declare that:

- I am the baby's biological parent, **or** married to or in a civil partnership with the birth parent, **or** living with the birth parent in a family relationship but are not an immediate relative, **and**
- I will have responsibility for the child's upbringing, **and**
- I will be taking time off work to support my partner/or care for the child

I wish to take: one whole week   
two whole weeks

I wish to take ordinary paternity leave on the following dates:

From:		To:	
DD MM YYYY		DD MM YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR WHEATLEY RECRUITMENT USE ONLY:**

Confirmation letter sent	<input type="checkbox"/>
Entered into Ciph	<input type="checkbox"/>
Copy passed to payroll	<input type="checkbox"/>
Copy to Line Manager/Section Head	<input type="checkbox"/>

## Appendix 2

### ORDINARY PATERNITY LEAVE AND PAY UK ADOPTION APPLICATION FORM

Please complete and return to your line manager. Line managers should forward this form to Wheatley Recruitment Team.

Employee Name:

Job Title:

Service/Section:

Date commenced employment:

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I wish to make an application to take ordinary paternity leave and pay on the dates below and that I qualify to do so under the policy.

**Only complete if you are adopting a child from the UK with your partner and you have chosen not to receive Statutory Adoption leave and pay.**

- I am adopting the child with my partner and I want to receive Ordinary Statutory Paternity pay and leave, **not** Statutory Adoption pay and leave.
- 

**You must be able to tick all three boxes to qualify.** I declare that:

- I am the baby's biological parent, **or** married to or in a civil partnership with the birth parent, **or** living with the birth parent in a family relationship but are not an immediate relative, **and**
- I will have responsibility for the child's upbringing, **and**
- I will be taking time off work to support my partner/or care for the child

I wish to take: one whole week   
two whole weeks

I wish to take ordinary paternity leave on the following dates:

From:

DD MM YYYY

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2	0		
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To:

DD MM YYYY

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--	--

2	0		
---	---	--	--

15

Please provide the date the adoption agency told the person adopting that they had been matched with the child

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

The date that the child is expected to be placed on

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

And, if the child has been placed, please provide the date they were placed

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR WHEATLEY RECRUITMENT USE ONLY:**

Confirmation letter sent

Entered into Ciph

Copy passed to payroll

Copy to Line Manager/Section Head



**Appendix 3**

**ORDINARY PATERNITY LEAVE AND PAY**  
**OVERSEAS ADOPTION APPLICATION FORM**

Please complete and return to your line manager. Line managers should forward this form to Wheatley Recruitment Team.

Employee Name:

Job Title:

Service/Section:

Date commenced employment:

I wish to make an application to take Ordinary Paternity Leave and pay on the dates below and that I qualify to do so under the policy.

**Only complete if you are adopting a child from overseas with your partner and you have chosen not to receive Statutory Adoption leave and pay.**

I declare that I am adopting the child from overseas with my partner and I want to receive Ordinary Statutory Paternity pay and leave, **not** Statutory Adoption pay and leave.

**You must be able to tick all three boxes to qualify.** I declare that:

I am the baby's biological parent, **or** married to or in a civil partnership with the birth parent, **or** living with the birth parent in a family relationship but are not an immediate relative, **and**

I will have responsibility for the child's upbringing, **and**

I will be taking time off work to support my partner/or care for the child

I wish to take: one whole week

two whole weeks

I wish to take ordinary paternity leave on the following dates:

From:

*DD MM YYYY*

		2	0						

To:

*DD MM YYYY*

		2	0						

17

Please provide the date the that the person adopting the child was sent official notification

*DD MM YYYY*

				2	0		
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The date that the child is expected to enter the UK to live with the adopter/ entered the UK\*

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

\*delete as appropriate

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR WHEATLEY RECRUITMENT USE ONLY:**

Confirmation letter sent	<input type="checkbox"/>
Entered into Ciphre	<input type="checkbox"/>
Copy passed to payroll	<input type="checkbox"/>
Copy to Line Manager/Section Head	<input type="checkbox"/>

**Appendix 4**

**ADDITIONAL PATERNITY LEAVE AND PAY APPLICATION FORM**

Please complete and return to your line manager. Line managers should forward this form to Wheatley Recruitment Team.

Employee Name:

Job Title:

Service/Section:

Date commenced employment:

Expected date the baby was due:

Actual date of birth:

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**You must be able to tick all four boxes to qualify.** I declare that:

- I am the baby's biological parent, **or** married to or in a civil partnership with the birth parent, **or** living with the birth parent in a family relationship but are not an immediate relative, **and**
- I will have responsibility for the child's upbringing **and**
- I will care for the child during the additional paternity leave period **and**
- The information I have provided is correct

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I wish my additional statutory paternity pay to commence on the following date

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

Date my additional statutory paternity pay is expected to end

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

I wish my additional paternity leave to end on the following date

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Details of the birth parent of the child** (to be completed by the birth parent of the child)

Name

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Address

Postcode

National Insurance Number

--	--	--	--	--	--

Date your SMP or MA pay period started

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Date you intend to return to work. *This must not be less than two weeks after the birth of the child*

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Date you stopped or intend to stop receiving SMP or MA

DD MM YYYY

				2	0		
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**DECLARATION OF THE BIRTH PARENT OF THE CHILD**

**You need to be able to tick all the boxes for your partner to get additional paternity pay**

**I declare that:**

- I am entitled to SMP or MA
- This is the only application of ASPP for this child
- I have told my employer the date I expect to return to work
- I agree that the information I have provided will be used by the employer to work out entitlement to ASPP
- The information I have provided is correct

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR WHEATLEY RECRUITMENT USE ONLY:**

Confirmation letter sent	<input type="checkbox"/>
Entered into Ciphr	<input type="checkbox"/>
Copy passed to payroll	<input type="checkbox"/>
Copy to Line Manager/Section Head	<input type="checkbox"/>

**Appendix 5**

**ADDITIONAL PATERNITY LEAVE AND PAY**  
**UK ADOPTION APPLICATION FORM**

Please complete and return to your line manager. Line managers should forward this form to Wheatley Recruitment Team.

Employee Name:

Job Title:

Service/Section:

Date commenced employment:

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Date the UK adoption agency told you that you had been matched with child:

*DD MM YYYY*

				2	0		
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Date the child was placed:

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

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Your declaration

- I will care for the child during the additional statutory paternity leave period **and**
- I have been jointly matched for adoption with my partner who has taken adoption leave to care for the child **and**
- The information I have provided is correct

I wish my additional statutory paternity pay to commence on the following date

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

Date my additional statutory paternity pay is expected to end

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

I wish my additional paternity leave to end on the following date

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Details of the joint adopter of the child** (to be completed by the adopter of the child who has applied for SAP)

Name

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Address


Postcode

National Insurance Number

--	--	--	--	--

Date your SAP period started

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Date you intend to return to work

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Date you stopped or intend to stop receiving SAP

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

**DECLARATION OF THE ADOPTER OF THE CHILD**

**You need to be able to tick all the boxes for your partner to get additional paternity pay**

**I declare that:**

- I am entitled to SAP
- This is the only application of ASPP for this child
- I have told my employer the date I expect to return to work
- I agree that the information I have provided will be used by the employer to work out entitlement to ASPP
- The information I have provided is correct

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR WHEATLEY RECRUITMENT USE ONLY:**

Confirmation letter sent	<input type="checkbox"/>
Entered into Ciphre	<input type="checkbox"/>
Copy passed to payroll	<input type="checkbox"/>
Copy to Line Manager/Section Head	<input type="checkbox"/>



**Appendix 6**

**ADDITIONAL PATERNITY LEAVE AND PAY**  
**OVERSEAS ADOPTION APPLICATION FORM**

Please complete and return to your line manager. Line managers should forward this form to Wheatley Recruitment Team.

Employee Name:

Job Title:

Service/Section:

Date commenced employment:

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Date the official notification was sent to the adopter

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

Date the child entered the UK

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

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Your declaration

- I will care for the child during the additional statutory paternity leave period **and**
- I am the partner of the adopter **and**
- I will be responsibility for the child's upbringing **and**
- The information I have provided is correct

I wish my additional statutory paternity pay to commence on the following date:

*DD MM YYYY*

				2	0		
--	--	--	--	---	---	--	--

Date my additional statutory paternity pay is expected to end:

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

I wish my additional paternity leave to end on the following date:

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Details of the joint adopter of the child** (to be completed by the adopter of the child who has applied for SAP)

Name

Address

Postcode

National Insurance Number

--	--	--	--	--

Date your SAP period started

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Date you intend to return to work

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

Date you stopped or intend to stop receiving SAP

DD MM YYYY

				2	0		
--	--	--	--	---	---	--	--

**DECLARATION OF THE ADOPTER OF THE CHILD**

**You need to be able to tick all the boxes for your partner to get additional paternity pay**

**I declare that:**

- I am entitled to SAP
- This is the only application of ASPP for this child
- I have told my employer the date I expect to return to work
- I agree that the information I have provided will be used by the employer to work out entitlement to ASPP
- The information I have provided is correct

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR WHEATLEY RECRUITMENT USE ONLY:**

Confirmation letter sent	<input type="checkbox"/>
Entered into Ciphre	<input type="checkbox"/>
Copy passed to payroll	<input type="checkbox"/>
Copy to Line Manager/Section Head	<input type="checkbox"/>

**Appendix 7**

**CONSENT FORM**

**Checking birth parent's/partner's details for Additional Paternity Leave**

Name of employee:
Job Title:
Service/Section:

<b>INFORMATION ABOUT BIRTH PARENT/PARTNER</b>
Name:
Address:
Date that birth parent/partner intends to return to work:
Name and address of employer (if self employed please give business address):

I consent/I do not consent\* to Loretto Housing Association contacting my employer, as given above, to confirm the statutory maternity/adoption pay\* that I have already taken and any other details relevant to my partner's request to take additional paternity leave.

Print name.....

Signed.....

Date.....

**\* delete as appropriate**