Please use this form to request a period of Paternity/Partner Leave. You are advised to read the [Paternity/Partner Procedure](https://www.abdn.ac.uk/staffnet/working-here/leave-6719.php#panel5491) before completing this form.

If you wish to take Paternity/partner leave you should provide at least 15 weeks’ notice of the baby’s due date (EWC) by completing this Paternity/Partner Leave Form.

Please send this form to Human Resources – Employment Services Centre: [HR@abdn.ac.uk](mailto:HR@abdn.ac.uk)

|  |  |  |
| --- | --- | --- |
| **Section A PERSONAL DETAILS (to be completed in block capitals)** | | |
| **Employee ID Number:** | | |
| **Continuous Service Date:** | | |
| **First Name(s):** | **Last Name:** | |
| **Contact Telephone Number:** | **Email:** | |
| **Post Title:** | | |
| **School:** | | **Section:** |
| **Expected Week of Childbirth / Birth date if known / Placement date:** | |  |

|  |  |
| --- | --- |
| **Section B LEAVE OPTIONS** | |
| I have read the University of Aberdeen’s Paternity / Partner Leave Procedure and understand my entitlement. I accept the conditions under which these provisions are granted and now wish to apply for pay/leave in accordance with the selected option below.  **I wish to utilise Option (please select):**   * **Option 1 -** One week at full pay (inclusive of SPP) * **Option 2 -** One week at full pay (inclusive of SPP) followed by one week at the appropriate rate of SPP * **Option 3 -** One week at full pay (inclusive of SPP) followed by one week at the appropriate rate of SPP as well as one week unpaid. * **Option 4 -** One week at full pay (inclusive of SPP) followed by one week at the appropriate rate of SPP as well as two weeks unpaid. | |
| Leave can be taken at any point in the first year after the birth/placement of the child. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week and a maximum of two blocks. I would like to take paternity leave on the following dates:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Start Date** | **End Date** | **Pay category (select as applicable)** | | | | **Occupational** | **Statutory** | **Unpaid** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | |
| **Staff selecting Option 4 only:**   * I would like to maintain my employee/employer pension contributions during the 2 weeks of unpaid paternity leave * I will not be maintaining my employee/employer pension contributions and I understand that the University will not be making any employer contributions to my pension scheme until I return to work | |
| **Signed:** | **Date:** |