

## APPLICATION FOR PATERNITY/MATERNITY SUPPORT LEAVE & PAY

Your dates for pay and leave:

The baby is due on:

If the baby has been born, enter the actual birth date:

I would like my 5 days maternity support leave (at my full pay rate) to start on:

I would like my 1-week Statutory Paternity Pay rate to start on\*  
delete if not applicable

Your Declaration:

Surname:

First Name(s):

Division/Department:

Payroll Number:

I Declare that:

I am the child's father/partner/nominated carer of an expectant mother. (A nominated carer is defined as the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth).

**I agree that** I will notify my Line Manager in writing of the date the child is born.

Signature:

Date:

If you wish to apply for the additional week's leave (ie. Paternity Leave), you must comply with the following statements to be entitled to Statutory Paternity Pay (SPP) and Leave.

I declare that I am:

The baby's biological father, married to the mother, living with the mother in an enduring family relationship but am not an immediate relative

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:

NOTES REGARDING SPP (i.e. the second week for Rhondda Cynon Taf employees)

To receive SPP you can take 1 or 2 whole weeks leave any time up to 8 weeks after the date of birth

If the baby is born early you can choose to take your leave any time between the actual date of birth and the end of an 8 week period running from the Sunday of the week the baby was originally due

You cannot take odd days, but the weeks can start on any day, e.g. from Tuesday to Monday.