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|  | West Lothian Council |

**APPLICATION FOR**

**ADDITIONAL PATERNITY LEAVE**

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| Fathers or partners of mothers or adopters are entitled to take up to 26 weeks additional paternity leave in the first year of their child’s life. |
| Name: |  | Employee No: |  |  |  |  |  |  |  |
| Address: |  |
|  | Post Code: |
| Service Area: |  |
| Place of Employment: |  |
| Designation: |  |
| Applicants must have at least 26 weeks continuous service at the 15th week before the Expected Week of Childbirth or by the week the Adopter is notified of matching with a child. |
| Please tick all that apply: |  |  |
| I confirm I am the biological father of the baby |  |  |
| I confirm I am the partner of the expectant mother |  |  |
| I confirm I am the partner of the adopting parent |  |  |
| I will care for the child during the ASPP period |  |  |
| I have, or expect to have, the main responsibility (apart from the mother) for the upbringing of the child. |  |  |
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| Applicants can apply for up to 26 weeks leave effective from at least 20 weeks after the childs birth or placement for adoption. The following dates and information are required. |
|  | D | D | M | M | Y | Y |  |
| I would like my additional paternity pay to start on: |  |  |  |  |  |  |  |
| Date I would expect my additional paternity pay to end on: |  |  |  |  |  |  |  |
| Date I would like my additional paternity leave to end on: |  |  |  |  |  |  |  |
| The baby was born on: |  |  |  |  |  |  |  |
| The mothers maternity pay period started on: |  |  |  |  |  |  |  |
| The mothers maternity pay period stopped or will stop on: |  |  |  |  |  |  |  |
| The mother returned or intends to return to work on: |  |  |  |  |  |  |  |
| **Applications must be accompanied by a completed HM Revenue form SC7** |

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| Employee’s Signature: | Date: |
| Manager’s Signature: | Date: |

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| Completed form must be submitted to the Line Manager no later than eight weeks before the intended start date of additional paternity leave. |

Line Manager to forward completed form **as soon as possible** to:

Payroll, Civic Centre, Howden South Road, Livingston EH54 6FF.