

# APPLICATION FOR PATERNITY LEAVE

Please ensure you have a copy of MATB1 or birth certificate before proceeding.

East Dunbartonshire Council processes personal data in accordance with the General Data Protection Regulations (EU 2016/679), the Data Protection Act 2018 and all other relevant national data protection laws.

Your personal data will be processed in accordance with the Council's privacy notice for employees which is available at: <https://www.eastdunbarton.gov.uk/council/privacy-notice>.

## Section A - Employee details

Full name

Post title

National Insurance Number

Email

Personal Email

Telephone

## Section B - Paternity application details

Employee status                      Permanent                                      Temporary

EDC start date

***Please provide a copy of 'MATB1' OR birth certificate of child.***

Please select from one of the following options

I have 26 weeks continuous employment at the 15th week before the baby is due                      *Continue to section C*

I will not have 26 weeks continuous employment at the 15th week before the baby is due                      *You do not meet the qualifying criteria \*see below*

*\*As you do not have continuous employment for 26 weeks at the 15th week before the baby is due, you do not meet the qualifying criteria for Paternity leave, therefore do not submit this application and refer to your line manager if you wish to discuss other options.*

### Section C - Paternity details

Expected birth date

Paternity leave week one will commence on

Paternity leave week one will end on

Paternity leave week two will commence on

Paternity leave week two will end on

Have you previously taken paternity leave within the last 52 weeks with another employer?

Yes

No

Dates of previous paternity leave

Previous employer name

Previous employer contact

### Section D - Line manager details

Line manager name

Post title

Date

### Section E - Confirmation

I agree that the information I have provided on this form is complete and correct to the best of my knowledge

Signed

Date

If application approved please forward this form to Employee Services:

[employeeservices@eastdunbarton.gov.uk](mailto:employeeservices@eastdunbarton.gov.uk)