

# Ordinary childbirth/adoption support leave

Please refer to the University's childbirth/adoption support leave policy for details of eligibility

Name	
Job title	
Department	

## In the case of births:

Expected date of birth	
Or, if the baby has been born, the actual date of birth	

## In the case of adoptions:

Date adopter advised of being matched with the child	
Expected date of placement	
Or, if the child has been placed, date of placement	

## Dates of ordinary childbirth/adoption support leave:

I would like my leave and pay to start on	
I want to be away from work for	<input type="checkbox"/> One week <input type="checkbox"/> Two weeks

## Declaration

- I am:
- the baby's biological father, or
  - Married to or in civil partnership with the mother/adopter, or
  - Living with the mother/adopter in an enduring family relationship, but am not an immediate relative
- I will have responsibility for the child's upbringing
- I will take this period of time off work to support the mother/adopter or care for the child

Employee's signature	Attachment to an email will constitute signatory authorisation		
Print name		Date	

## Please pass this form to your Manager

Line Manager's signature	Attachment to an email will constitute signatory authorisation		
Print name		Date	

Head of School/ Department's signature	Attachment to an email will constitute signatory authorisation		
Print name		Date	

## Please pass this form to your HR Operations Administrator