



Paternity Leave

Ordinary and additional paternity leave

There are distinct types of Paternity Leave the specifics of each are detailed below. According to your individual circumstances you may be able to claim one or more of the following.

Ordinary Paternity Leave (OPL)

Sometimes referred to as Statutory Paternity Leave OPL is the standard leave granted to you following the birth or adoption of a baby. In order to be eligible for OPL you must satisfy the following criteria:

1. You must be one of the following;
 - the father of the child
 - married to, the partner or civil partner of the child's mother
 - married to, the partner or civil partner of the child's adopter
 - one of a couple jointly adopting a child
2. You will also expect to have responsibility for the upbringing of the child and be taking the leave to either care for the child or support the child's mother/primary adopter.
3. You must have a minimum of 26 weeks' service, as at the end of the 15th week before;
 - the week in which the child is due to be born, or
 - the child's adopter was notified of having been matched with the child.
4. You must give notice of your intention to take ordinary paternity leave at least
 - 15 weeks before the baby is due to be born, or
 - no later than seven days after the date on which notification of the match with the child was given by the adoption agency.
5. Complete the Paternity Leave form found below

The entitlement to ordinary paternity is to take one or two weeks leave and statutory pay in a single block, within eight weeks of the child's birth or adoption, or of the first day of your partner's expected week of childbirth, (if the baby is born prematurely).



Additional Paternity Leave (APL)

APL sometimes referred to as shared maternity leave can be claimed for babies due on or after 3rd April 2011. This allows Fathers to claim up to 26 weeks additional paternity should the mother return to work. In order to be eligible for APL you must satisfy the following criteria:

1. Leave must be within the first year of the child's life/placement for adoption
2. The mother/primary adopter* must have returned to work before using her full entitlement to maternity/adoption leave
3. You must be one of the following;
 - the father of the child
 - married to, the partner or civil partner of the child's mother
 - married to, the partner or civil partner of the child's adopter
 - one of a couple jointly adopting a child
4. You will need to supply;
 - Confirmation from the mother/primary adopter's* employer that they have/will return to employment before using her entitlement to maternity leave.
 - Complete the Paternity Leave form found below, this must be completed no less than eight weeks before the start date chosen by you for additional paternity leave and pay.

*The primary adopter is the child's adopter who initially elected to take adoption leave

Parental Leave

If you have up to one year's continuous service with us, you have the right to take up to thirteen weeks unpaid parental leave to care for the child. Adoptive parents can take leave up to the 5th anniversary of the child's placement, or up to the 18th birthday. Parents of disabled children can take up to 18 weeks parental leave.

For further information please contact your **Account Manager** directly, or alternatively contact Client Services on freephone **0800 848 8888** or local rate **01992 512 500**.

Additional resources can be found online at: www.crystalumbrella.com/support



Paternity Leave Request

Please fully complete and return this form to Crystal Umbrella's HR Department, or your Account Manager at the address below.

If you are requesting Ordinary Paternity Leave, complete sections 1, 2 and 3. If you are requesting Additional Paternity Leave, please complete ALL sections.

Send all completed forms to hr@crystalumbrella.com

Section 1: Employee Details

Title	First Name(s)	Last Name
Job title		
Date Employment started with Crystal	National Insurance Number	

Section 2: Child Information

Expected Week of Childbirth	The Child's Actual Date of Birth
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Section 3: Declarations

 I declare that I am: (tick all that are appropriate)

<input type="checkbox"/> The child's biological father	<input type="checkbox"/> Married to the person adopting the child
<input type="checkbox"/> Married to the child's mother	<input type="checkbox"/> The civil partner of the person adopting the child
<input type="checkbox"/> The civil partner of the child's mother	<input type="checkbox"/> The cohabiting partner of the person adopting the child
<input type="checkbox"/> The cohabiting partner of the child's mother	<input type="checkbox"/> *Adopting jointly and have selected to receive statutory paternity pay and leave and not statutory adoption pay and leave

* This is mandatory if you are an adoptive parent

Section 4: Mothers Information

Title	First Name(s)	Last Name
Job title	Phone Number	
Email	National Insurance Number	
Full Address		

Section 5: Additional Paternity Leave

I wish to start my additional maternity pay on
I wish to end my additional maternity pay on
I expect the company's liability to pay additional statutory paternity pay (if applicable) to begin on

Agreement & Signatures

I will have responsibility for the child's upbringing, I will be absent from work for the purpose of caring for the child or supporting the child's mother and I agree that the information contained within this form is correct.

Signed (Mother)	Date	Signed (Employee)	Date
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