Paternity leave request form

|  |  |
| --- | --- |
| **Name of employee** |  |
| **Employee number** |  |
| **Department** |  |
| **Date joined organisation** |  |

*[Select from the options below and delete as appropriate]*

|  |  |
| --- | --- |
| Expected week of birth of child *[OR]*Date child was born/placed for adoption *[OR]*Expected date child will be placed for adoption | *[Insert date]* |

Dates of leave requested:

Any other information:

*For office use only*

|  |  |
| --- | --- |
| Date request received |  |
| Initials |  |
| Request accepted/rejected |  |
| Date reply sent |  |
| Initials |  |