



ADDITIONAL PATERNITY/PARTNER LEAVE (APL) NOTIFICATION FORM

1. This form is for **University of Sheffield staff** to provide notification of an upcoming period of APL.
2. Please read the Paternity/Partner Leave Policy and Procedure, available via the HR Family Leave website at www.sheffield.ac.uk/hr/guidance/family before completing this form.
3. Those fields with an (*) asterisk may not be applicable for intended parents of a child born through a legal surrogacy arrangement.
4. Please complete this form **no later than 8 weeks before the start of the (APL)** and send it, fully signed, to: Payroll, Firth Court, Western Bank, Sheffield, S10 2TN, or in person to Level One Reception, Arts Tower, Western Bank, Sheffield, S10 2TN. (The notification form for Ordinary Paternity Leave [of up to 2 weeks duration] can be found at www.sheffield.ac.uk/hr/guidance/family)

1. Your details - Please complete all the fields using CAPITAL LETTERS		
Full Name:	<input type="text"/>	
Department:	<input type="text"/>	
Preferred Contact Email/Tel No.	<input type="text"/>	
Employee/Payroll No: (Mandatory)	<input type="text" value="Available through my job"/>	
2. Key Dates		Please tick one box below ✓
1	Date Continuous Service Started	dd/mm/yy
2	Expected Week of Childbirth (EWC)- (this starts from the Sunday before the date in which your baby is due to be born) or actual birth date/date notified by the adoption agency that a match was made (date of official notification for an overseas adoption)	dd/mm/yy
3	*Date on which your child was placed (or entered the UK)	dd/mm/yy
4	Date of Additional Statutory Paternity Pay (ASPP)/Additional Paternity Leave (APL) (or equivalent) to start	dd/mm/yy
5	Date ASPP (or equivalent) is expected to end	dd/mm/yy
6	Date APL to end	dd/mm/yy
3. Details of Mother/Partner/ Co Adopter/Intended Surrogate Parent		
Full Name:	<input type="text"/>	
National Insurance No:	<input type="text"/>	
Address:	<input type="text"/>	
Post Code:	<input type="text"/>	

4. Key Dates for Mother/Partner/Co Adopter/Intended Surrogate Parent	
*Date your SMP,SAP or MA Pay period started	dd/mm/yy
Date you intend to return to work (The return to work must be at least two weeks after the child's birth, but with at least two weeks of unexpired SAP/SMP entitlement remaining if applying for ASPP)	dd/mm/yy
*Date you stopped or intend to stop receiving SMP, SAP or MA.	dd/mm/yy
5. Declaration by Mother/Partner/Co Adopter	Please tick as appropriate ✓
I declare that:	
a	*I am entitled to SMP, SAP or SAP
b	This is the only application for ASPP (or equivalent) for this child
c	I have told my employer of the date I expect to return to work
d	I agree that the information I have provided will be used by the University to work out entitlement to ASPP (or equivalent)
e	The information I have provided is correct
Signature	<input type="text"/>
Date	<input type="text"/>
6. Declaration for completion by Staff Member	
I declare that:	
I am the child's biological father of the child; or spouse, partner, civil partner of the child's mother or co-adopter and have been newly matched with the child for adoption by an approved adoption agency (or be the adopter's spouse/partner for overseas adoptions) (or one of the intended parents of a child born through a legal surrogacy arrangement); who has chosen not to receive Statutory Adoption Pay/Leave (or equivalent); and	
I have or expect to have main responsibility (shared with the above) for the child's upbringing, and	
I am making the application to take time off work to care for the child.	
<i>(Only applicable in relation to surrogacy cases where a parental order is being applied for)</i>	
I accept that if I am unable to provide a copy of the surrogate parental order within 6 months of the baby's birth and/or fail to return to work for a period of at least 3 months, the University has the right to reclaim all equivalent ASPP payments made in relation to the APL period.	
The information provided is correct	
Should you wish to change the dates, cancel or withdraw notification you will need to provide 6 weeks' notice. If insufficient notice is provided the University does not have to accept the notice if it cannot reasonably accommodate the requested changes.	
If the child is born early, rights of entitlement will not be affected, but the subsequent dates on which leave may begin, finish or be taken may change.	
Signature	<input type="text"/>
Date	<input type="text"/>
Signed by Manager	<input type="text"/>
Date	<input type="text"/>