



ORDINARY PATERNITY/PARTNER (OPL) LEAVE NOTIFICATION FORM

1. This form is for **University of Sheffield staff** for notification of an upcoming period of Ordinary Paternity/Partner Leave (to be taken one continuous block of either one or two weeks, after the date of birth or adoption/placement of child).
2. Please read the Paternity/Partner Leave Policy and Procedure, available via the HR Family Leave website at the following link: <http://www.sheffield.ac.uk/hr/guidance/family/index> before completing this form.
3. Please complete this form **by the 15th week before** the expected week of childbirth (EWC) or 7 days after the notification of a match with a child by the adoption agency, 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.
4. Details and the relevant notification form for Additional Paternity leave can be found at <http://www.sheffield.ac.uk/hr/guidance/family/index>

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 Complete
1	Anticipated date of birth (i.e due date. This can be found on your Partner's Mat B1 form). Or if adopting, date of placement of child/(actual date of birth)
2	Date that you wish your Ordinary Paternity Leave (OPL) to start
3	Date of return to work
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. - Please contact your <u>HR team contact</u> as soon as possible if your anticipated dates change.	
3. Please sign below to confirm	
1	I am the child's biological father or spouse, partner, civil partner of the mother or person adopting the child; or one of a couple who have jointly adopted a child or an intended surrogate parent entering into a legal surrogacy arrangement and
2	I have or expect to have main responsibility (shared with the above) for the child's upbringing, and
3	I am making the application to take time off work to support the mother/person adopting the child or to care for the child.
4	The information provided is correct
Signature	<input type="text"/>
Signed by Manager	<input type="text"/>
Date	<input type="text"/>
Date	<input type="text"/>