

# PATERNITY/MATERNITY SUPPORT LEAVE NOTIFICATION FORM



## Employee Notification of Paternity / Maternity support leave and pay Local Government Services Employees

<b>Name:</b> ..... <b>Home Address:</b> ..... ..... ..... <b>Date continuous service commenced:</b> • with local government: ..... • with Cumbria County Council: .....	<b>Department:</b> ..... <b>Occupation:</b> ..... <b>Personal Number:</b> ..... <b>NI Number:</b> ..... <b>Hours Worked:</b> .....
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**Paternity / Maternity support leave and pay**

Expected Date of Childbirth: ..... Actual Date of Childbirth: .....  
 (If the child has already been born)

I wish to start my leave on (Please tick as appropriate):

The date the child is born ☐ ..... days after the child is born ☐ on the following date ...../...../..... ☐  
 (insert No. of days) (insert date)

I do not qualify for Paternity leave. I wish to take 1 Weeks Leave (maternity support leave) ☐

**OR**

I qualify for both Maternity support leave and paternity leave. I wish to take (please tick as appropriate):

1 Weeks Leave (maternity support leave) ☐ 2 Weeks Leave (1 Week MSL + 1 Week paternity leave) ☐

**Employee Declaration** (Please tick as appropriate)

I confirm that:

For Maternity support leave:

- I attach written notification from the child's mother, confirming that I am the 'Nominated Carer' ☐
- I attach a copy of Certificate MATB1 which states the Expected Date of Childbirth ☐

For Paternity Leave:

- I am the baby's biological father **OR** I am married to the baby's mother **OR** I am living with the mother in an enduring family relationship and am not an immediate relative ☐
- I have responsibility for the child's upbringing ☐
- I will be taking the time off work to support the mother and/or care for the child ☐

Signed: ..... Date: .....  
 (Applicant)

Line Manager I have checked and noted the information provided: Signed: ..... Date: .....	For Office use only Signed: ..... Date: .....
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Received in Payroll: Date: ..... Initials: .....

On completion, this form should be submitted on the HR Admin Portal or sent to:

HR Admin and Payroll Team, Cumberland Council, The Parkhouse Building, Baron Way, Kingmoor Business Park, Carlisle CA6 4SJ.