

NOTICE OF PATERNITY LEAVE

To: Supervisor / Manager

From: _____

Date: _____

Ref: **Intention to take Paternity Leave**

Under the Paternity Leave and Benefit Act 2016 I hereby give notice of my intention to take Paternity Leave commencing on the _____.

I intend to return to work on the _____ [2 weeks entitlement to be taken as one continuous period of two weeks].

[Please note that Paternity leave can be taken at any time commencing on the date of the birth (or placement in the case of an adoption) and ending not later than 26 weeks thereafter.]

Employee's Signature: _____

Date: _____

Manager's Signature: _____

Date: _____

Date Notification Received: _____

[Please note that Paternity leave must usually be applied for at least 4 weeks in advance. However, the Act will allow for relaxation of the normal notification period in cases where the date of confinement occurs four or more weeks before the expected date, subject to a minimal notification period of 14 days.]