

How to...

Record Paternity Leave in SuccessFactors



WARWICK

This guide applies to employees and variable/temporary workers who wish to request a period of Paternity Leave in SuccessFactors.

This guide details how University employees and variable/temporary workers may request a period of Paternity Leave in SuccessFactors and how line managers will review and record the outcome of such requests.

It should be used in conjunction with the Paternity Leave process map, as well as the Paternity Leave Policy found at:

<http://www2.warwick.ac.uk/services/humanresources/internal/policies/paternity>

Please note that this guide does not apply to the following people, who will not be able to request Paternity Leave within SuccessFactors:

- Employees who are based permanently overseas
- Employees who have transferred to the University under the Transfer of Undertakings (Protection of Employment) Regulations and retain their former employer's terms and conditions, including Warwick Ventures
- Individuals engaged as a sessional teacher
- Honorary and visiting associates receiving payments via the University

Requests for Paternity Leave for anyone in the categories above should be discussed with the Payroll team (payroll@warwick.ac.uk) by the individual's line manager.

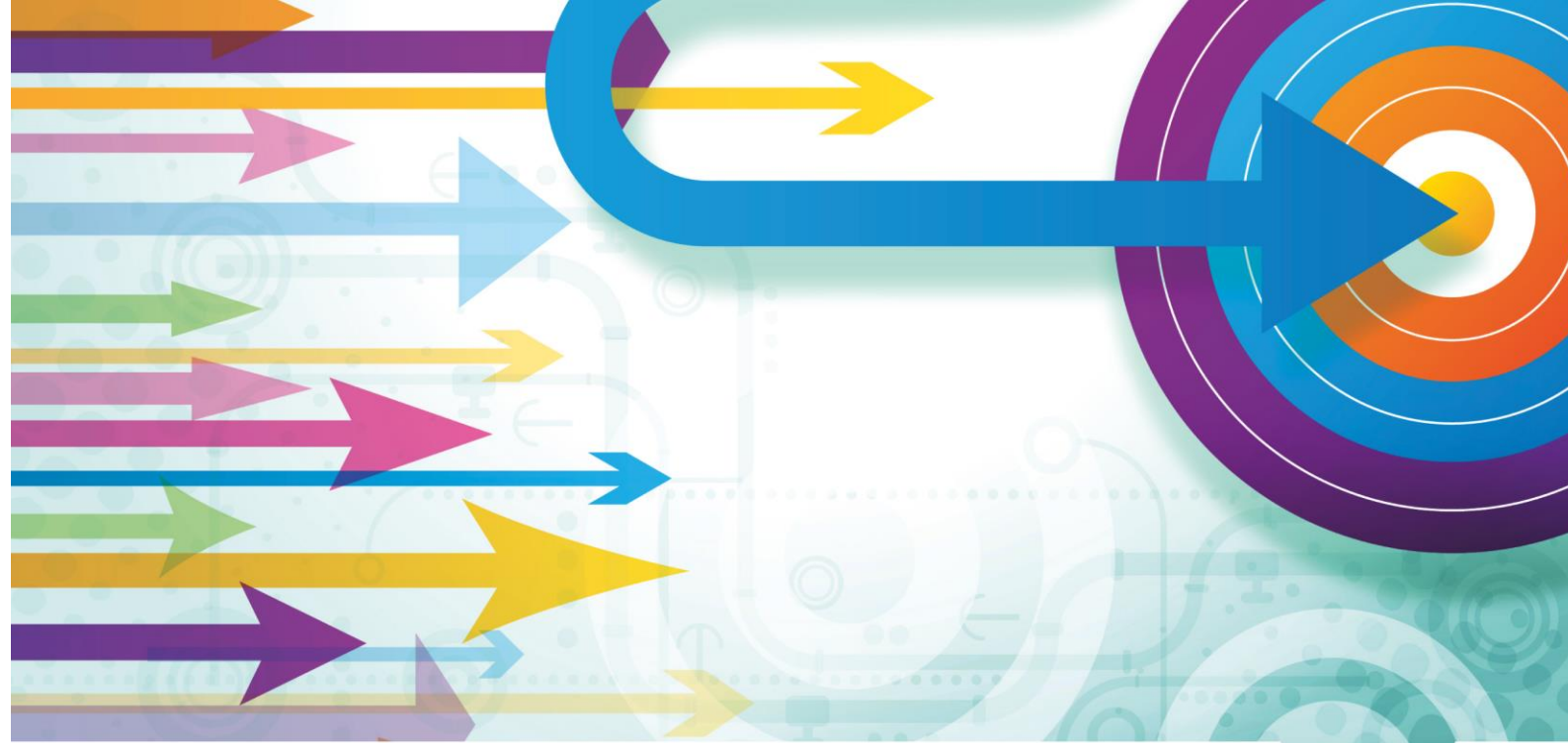


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Version History

Version	Date Published	Authored By	Summary of Key Changes
1.0	25/09/19	Brigitte Hatfield, Emma Shield and Liz Timperley-Preece	N/A – first publication



WARWICK

1.1	07/06/22	Tim Wilkinson	Removal of reference to needing to provide a MATB1 form as this is no longer required.
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Section A – Employee/Worker Guidance

Introduction

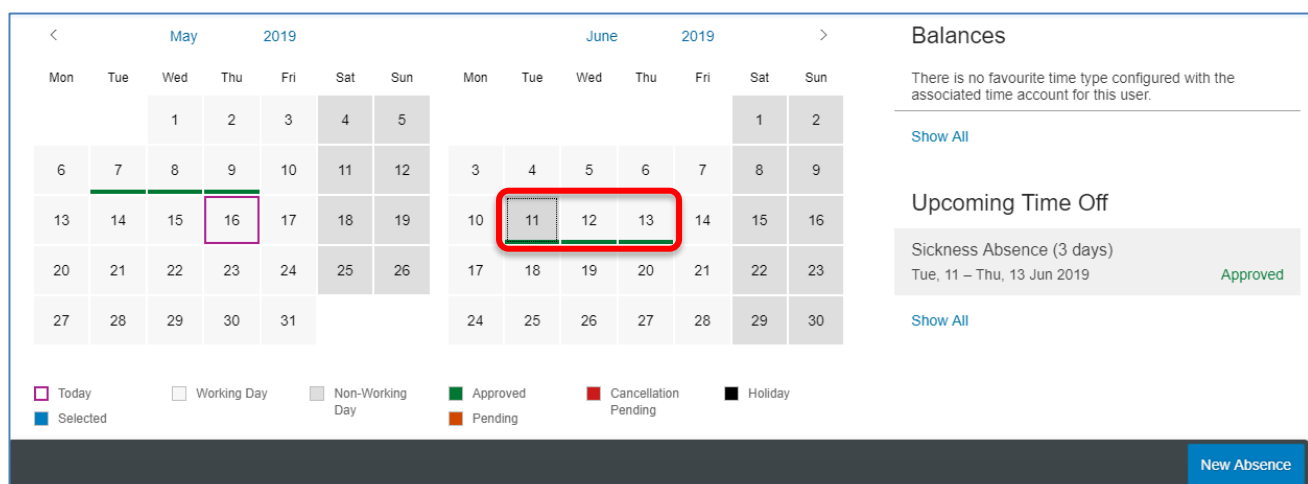
This guide explains how you can request a period of Paternity Leave in SuccessFactors. However, before you do so, you must:

- Check that you meet the eligibility criteria set out in the Paternity Leave policy at: <http://www2.warwick.ac.uk/services/humanresources/internal/policies/paternity>. If you don't, you may wish to consider requesting annual leave or unpaid leave instead.
- Complete the Paternity Plan on the HR webpages (found via the link provided above and an example also contained at Appendix A) and provide it to your line manager.

In addition, you will need to record your paternity leave separately for each contract/assignment that you hold with the University, either within SuccessFactors (for any salaried and variable appointments) or directly with the STP team as appropriate.

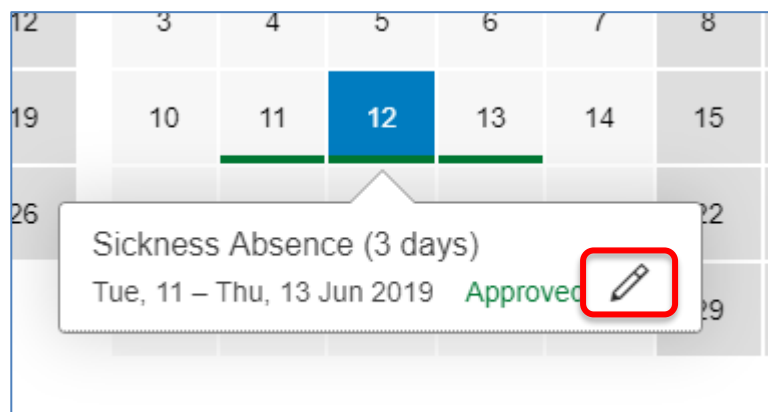
Step-by-step instructions – how to request Paternity Leave

1. Log in to SuccessFactors.
2. From your home screen click on the **'Time Off'** tile and you will be taken to the following screen:

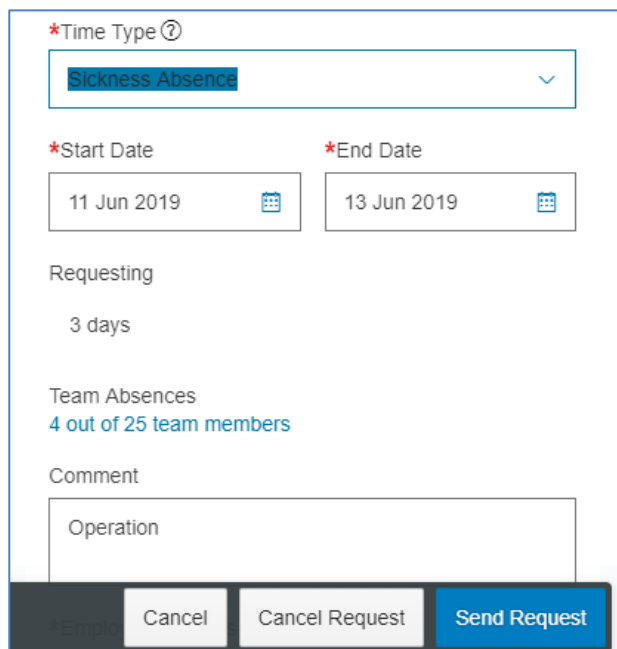


3. SuccessFactors will only allow one type of absence to be recorded against one day and therefore before you start to request your paternity leave, you will need to cancel all other types of absence that are currently

recorded for days that fall within your planned paternity leave (including any time off requested for Statutory or Customary days booked if you are either a part time employee or work non-standard working arrangements). To do this, identify any absences that have been approved and may be blocking your required paternity leave dates, click on the date and then on the **'Edit'** or pencil icon as shown in the screenshot below:




- When you have clicked on the pencil icon, the details of that absence will open on the right hand side of the screen as shown below:



- Click on **'Cancel Request'** and it will either be cleared from your calendar (if it does not require approval) or you will need to wait until you have received confirmation that any cancellations have been approved by your line manager before you can proceed with the following steps to record your paternity leave.

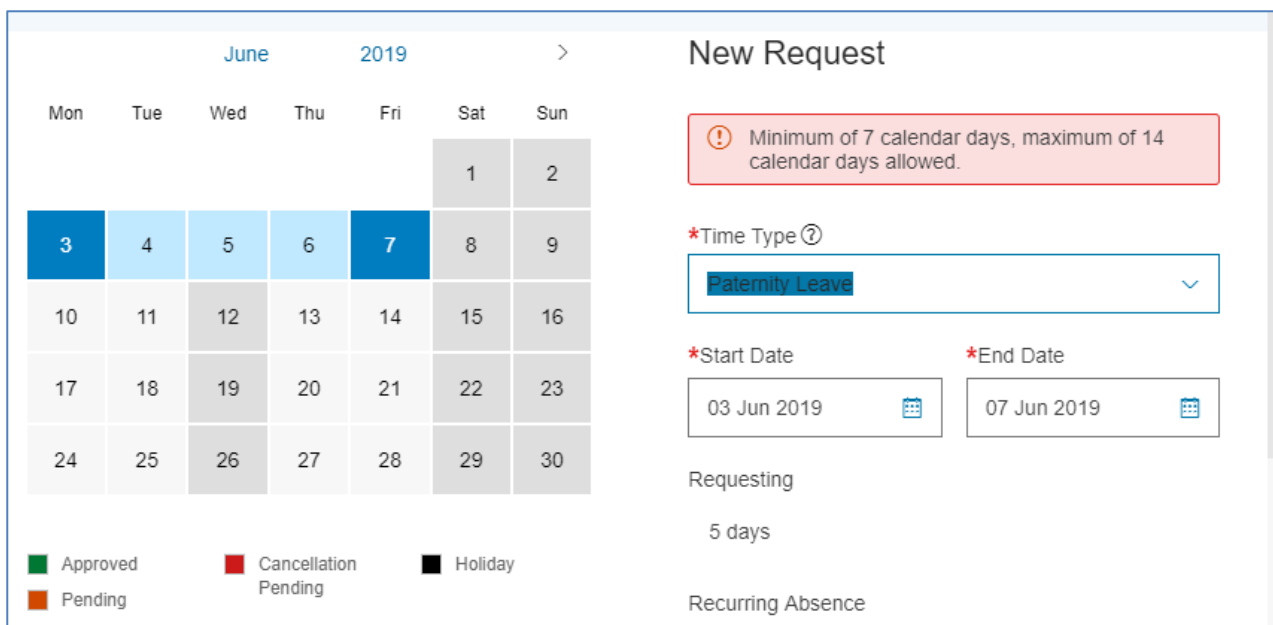


Note: Any absences that ‘clash’ with your desired paternity leave that are still pending approval (underlined in amber), do not need to be cancelled as they will be ‘over-written’ by your request for paternity leave and you will receive the warning shown below to alert you to that fact:

 If you create this absence, the existing absence of time type Unpaid Leave from 22/05/2019 to 24/05/2019 will be cancelled.


If you are happy to proceed with your request you can ignore the message and continue. Alternatively, you can remove the pending absences in the way described above.

6. Navigate back to the time off calendar, click on ‘**New Absence**’ in the bottom right hand corner of the screen and select ‘**Paternity Leave**’ from the drop down list; you will then see the following section on your time off screen on the right hand side of your screen:



June 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

New Request

 Minimum of 7 calendar days, maximum of 14 calendar days allowed.

*Time Type ?

*Start Date:

*End Date

Requesting: 5 days

Recurring Absence

7. Select/input the start date, end date, and any comments you wish to record.



Note: A warning message (as shown in the screenshot above) will appear regarding the leave needing to be a minimum of 7 calendar days and a maximum of 14 calendar days. If these

parameters are not met you will not be able to submit the leave request, you will need to amend the dates accordingly



Tip: If you click on the calendar in any field requiring a date, a pop-up calendar will appear on screen for you to find the appropriate date using the drop-down menus for month and year. When you click on the appropriate date, the field will be populated for you. Alternatively, you can enter the date manually in the format shown within the field (DD/MM/YYYY).

Alternatively, you can select date(s) by hovering over the start date on the calendar showing on screen, then click and hold, and drag the paint brush icon to the end date. The start and end date fields will then populate.



Note: If you work anything other than standard working arrangements e.g. shift, rota, annualised hours, you may need to adjust the dates against which you enter your absence to ensure that your absence and any salary adjustments are accurately recorded. Please see the 'How to... Update a Work Schedule in SuccessFactors' guide for further information.

8. Upload your Paternity Plan by clicking on the **'Upload Attachment'** link. A red asterisk (*) to the left of a field denotes it is mandatory.
9. Once you have finished inputting the required information, click on **'Send Request'** in the bottom right hand corner. The following information will then appear on the right hand side of your screen:

Balances

Annual Leave	271 hours
Show All	

Upcoming Time Off

Paternity Leave (14 days)	Pending
Mon, 3 – Sun, 16 Jun 2019	
Show All	

10. Your time off will show as **'Pending'** and your line manager (or their delegated approver) will receive a workflow notification for them to review the request. You will receive an email to inform you of the decision

made by your line manager and the status of your request will update in the system (e.g. once final approval has been received from Payroll, the status will change from **'Pending'** to **'Approved'**).

11. When your request has been approved by your line manager, a further workflow will be triggered to the University's Payroll department who will undertake a final review to check for eligibility for paternity pay. When your request has been approved by Payroll you will receive an email confirming this.
12. You can track where your request is at any time by clicking on your **'Time Off'** tile and viewing the requests on the right hand side of the page. Select the request you are looking for from the list beneath 'Upcoming Time Off' and click on the word **'Pending'** to see who the workflow is with. In the screenshot below the employee's request has been approved by their line manager and is now awaiting verification by the Payroll department:

Request Details

Time Type	Paternity Leave ?
Date	Mon, 3 – Sun, 16 Jun 2019
Requesting	14 days
Approval Status	Pending
To Be Approved By	Payroll

Activity 🗨

Martha Da Silva: No Comment
Approved · 29 May 2019

Changing your leave dates

If you need to change your paternity leave dates, you can do this at any time by clicking on the **'Time Off'** tile on your SuccessFactors home page.

1. This will open up your Time Off calendar which includes a listing of all future absences on the right hand side of the page under the heading 'Upcoming Time Off'. You can edit your paternity leave request by clicking on the status indicator and then the **'Edit Absence'** button within the relevant time off record:

Upcoming Time Off

Paternity Leave (14 days)
Mon, 3 – Sun, 16 Jun 2019

Pending

[Show All](#)

2. When you click on **'Edit Absence'** the date and attachment fields will open and be editable.
3. Make the necessary changes to the absence record, amend your paternity plan and re-upload using the **'Update'** button.
4. Finally add some text in the **'Comments'** field to clearly indicate what you have changed on the record and click on **'Send Request'**.
5. A further workflow will be triggered that will go to your line manager and the Payroll department for approval.

cancelling your request

If you need to cancel your request, you can do this at any time by clicking on the **'Time Off'** tile on your SuccessFactors home page.

1. This will open up your Time Off calendar which includes a listing of all future absences on the right hand side of the page under the heading 'Upcoming Time Off'. You can cancel your paternity leave request by clicking on the status indicator and then the **'Cancel'** button within the relevant time off record:

Request Details

Time Type	Paternity Leave ⓘ
Date	Mon, 3 – Sun, 16 Jun 2019
Requesting	14 days
Approval Status	Approved

Activity

Martha Da Silva: No Comment
Approved · 5 Jun 2019

Martha Da Silva: No Comment
Approved · 29 May 2019

Cancel
Edit Absence

2. A further confirmation window will open on your screen asking you to verify that you do wish to cancel the absence.

[?] Please Confirm	
Do you really want to cancel this absence?	
Yes	No

3. If the absence had previously been fully approved, the act of cancelling the request will trigger a further workflow. If the absence was still pending approval, it will simply be removed from your calendar.

Section B – Line Manager Guidance

Introduction

Normally, members of your team will be expected to request and update any Paternity Leave that they wish to take in SuccessFactors, using the instructions provided in Section A. The guidance below explains how you will be notified when one of your direct reports has done this, as well as how you can review the request and record the decision you make about it in the system.

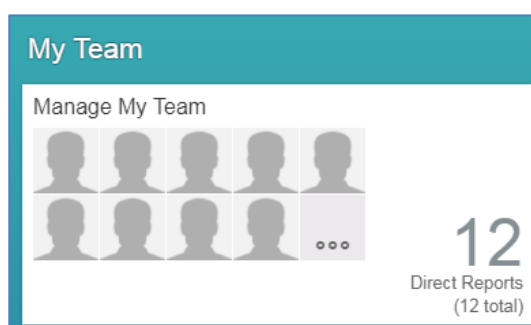
Before submitting a request for Paternity Leave in SuccessFactors, your direct report should have:

- Checked that they meet the eligibility criteria set out in the Paternity Leave policy at: <http://www2.warwick.ac.uk/services/humanresources/internal/policies/paternity>.
- Provided you with a completed copy of the Paternity Plan (found on the HR webpages via the link provided above).

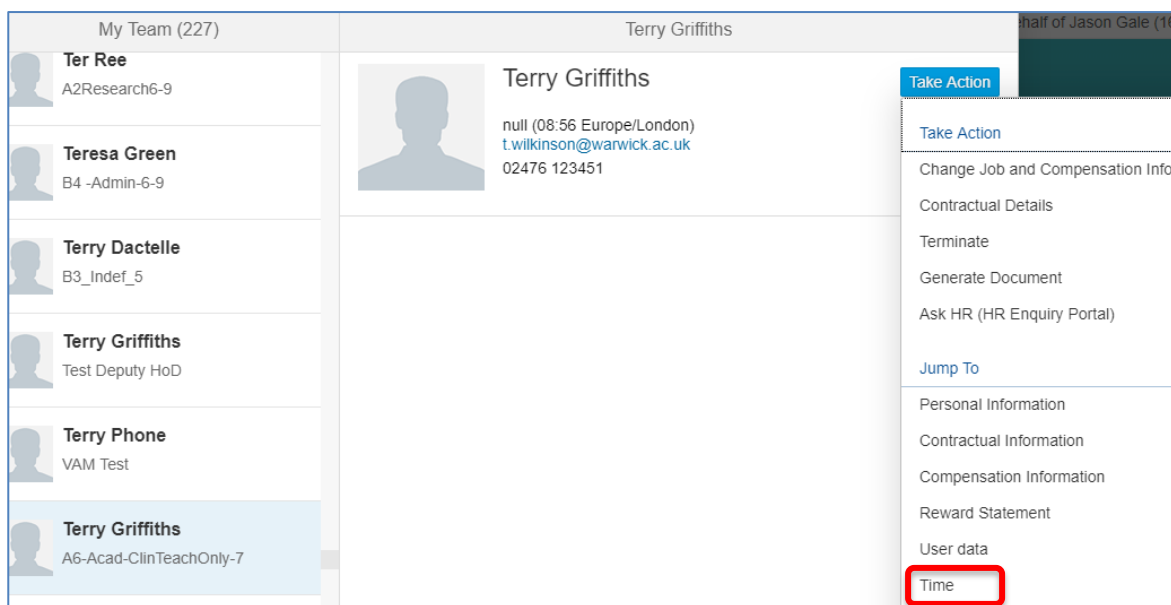
There may be times where it is not possible for one of your direct reports to request or update Paternity Leave for themselves in SuccessFactors. For example, if their child is born earlier than expected and they have to take move their leave forwards suddenly. In such cases, you (or in exceptional circumstances, your departmental administrator or local HR administrator) will need to record or update the Paternity Leave for the person concerned using the instructions also provided below.

Step-by-step instructions – recording/editing Paternity Leave for direct reports

1. Log in to SuccessFactors.
2. Click on the **'Manage My Team'** tile on your home page.



3. Click on the relevant team member from the list on the left hand side of your screen. Their details will then also appear on the right hand side of your screen, where you should click on the **'Jump To'** button and select the **'Time'** option from the drop-down menu.



My Team (227) Terry Griffiths

Ter Ree
A2Research6-9

Teresa Green
B4 -Admin-6-9

Terry Dactelle
B3_Indef_5

Terry Griffiths
Test Deputy HoD

Terry Phone
VAM Test

Terry Griffiths
A6-Acad-ClinTeachOnly-7

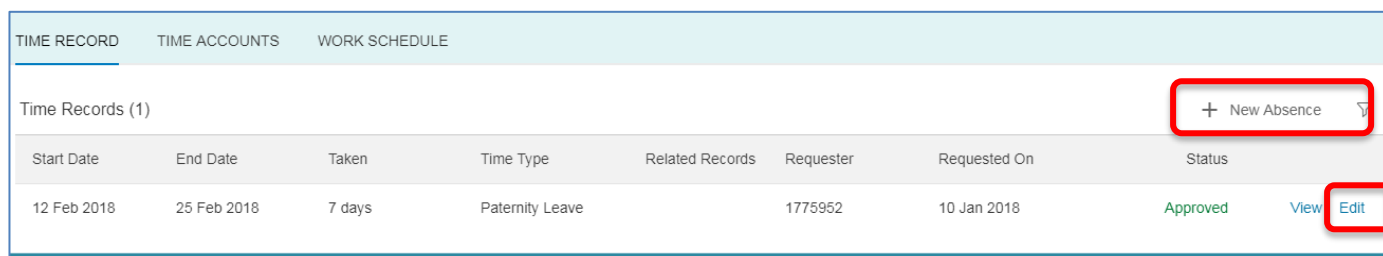
Terry Griffiths
null (08:56 Europe/London)
t.wilkinson@warwick.ac.uk
02476 123451

Take Action

- Take Action
- Change Job and Compensation Info
- Contractual Details
- Terminate
- Generate Document
- Ask HR (HR Enquiry Portal)
- Jump To
- Personal Information
- Contractual Information
- Compensation Information
- Reward Statement
- User data
- Time**

You will then be taken to the time information for employee concerned, where you can either:

- Record a new period of Paternity Leave by clicking on **'New Absence'** (see step 3 in Section A for guidance on entering the details); or
- Edit an existing period of Paternity Leave by clicking on **'Edit'** next to the record concerned and amending it as required.



TIME RECORD TIME ACCOUNTS WORK SCHEDULE

Time Records (1)

[+ New Absence](#)

Start Date	End Date	Taken	Time Type	Related Records	Requester	Requested On	Status	
12 Feb 2018	25 Feb 2018	7 days	Paternity Leave		1775952	10 Jan 2018	Approved	View Edit



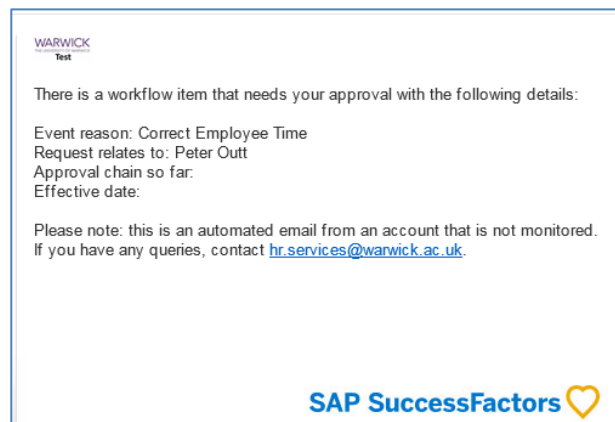
Note: Any paternity leave absences that you record or update on behalf of the individual will automatically be approved by yourself (assuming that you are the employee/worker's line manager) and will show as pending approval by Payroll. If you are not the employee/worker's line manager, any amendments made will require both the line manager and Payroll approval.



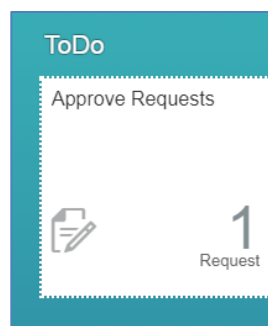
Tip: Anyone recording time off for an employee when they are not that person's line manager will not be able to do so by clicking on **'Manage My Team'**, as described in Step 2. In such cases, you should type the employee's name into the search bar on your SuccessFactors home page and then navigate to the **'Time'** section of their profile. Click on the **'Administer Time'** link that will be visible there if you have permission to record time off for the person concerned. This will take you to the same time information screen for the employee shown earlier in Step 3.

Step-by-step instructions - reviewing and responding to Paternity Leave requests

1. When one of your direct reports has requested a period of Paternity Leave in SuccessFactors, you will receive an email such as the one shown below to highlight to you that a time off request is awaiting your review:




2. Log in to SuccessFactors. On your home page you will see that you have a request showing in your **'To Do'** tile:




3. Click on the **'Approve Requests'** tile and you will see summary details of the time off request concerned:

Approve Requests ✕



Employee Time for Peter Outt
 Period: 12/03/2018 - 18/03/2018
 Time Type: Paternity Leave



Initiated by **Peter Outt** on 16 January 2018


✓ Approve

- Click on the hyperlinked **'Employee Time for...'** heading and the full details of the request will open up on screen:

Back to: Home Page

Workflow Details

Do you approve this request?




Paternity Leave (12/03/2018 - 18/03/2018): Peter Outt
 Initiated by Peter Outt on 16 January 2018
[View Workflow Participants](#)

Employee Time


- * User: Peter Outt ⓘ
- * Time Type: Paternity Leave (5000) ⓘ
- * Start Date: 12/03/2018 ⓘ
- * End Date: 18/03/2018 ⓘ
- Time Off Used: 7 days
- Approval Status: Pending ⓘ
- Cancellation Workflow Request: ⓘ
- Flexible Requesting: No ⓘ
- Deduction Quantity: 5 ⓘ
- Recurrence Group: ⓘ
- Workflow Initiated By Admin: No ⓘ

Time Calendar



Peter Outt
 B2 Test
 Snail Studies (SNAIL)
 No Direct Subordinates

Activity






Initiated by Liz Timperley-Preece on behalf of Peter Outt on 16 January 2018.

- On screen, you will be able to see a breakdown of the Paternity Leave requested and any other members of the team who are absent in the period concerned:

Time Calendar

Date	Number Of Days	Number Of Hours	Deduction Quantity	(3) More
12/03/2018	1	7.5	1	Details
13/03/2018	1	7.5	1	Details
14/03/2018	1	7.5	1	Details
17/03/2018	1	7.5	1	Details
18/03/2018	1	7.5	1	Details

2 others absent during this period.

 Peter Outt
 Annette Curtain
 Daph Bouquet

March 2018 >

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
							█	█	█	█	█	█	█								

- Having reviewed the request for Paternity Leave, you now need to decide whether to approve, decline or delegate the request to someone else to make a decision on it. You do this by clicking on the relevant button

at the bottom of the screen, although you may wish to add some comments to explain your decision first, particularly if you are doing anything other than approving the request.

Comment

- a) If you post any comments, these will appear in the right hand side of the **'Workflow Details'** screen, forming part of the audit trail of what has happened to a particular request:

Activity

Commented by Liz Timperley-Preece on behalf of Terry Griffiths on 16 January 2018:

"Congratulations again on your happy news, Peter. Very happy to approve your Paternity Leave as discussed when you provided me with your Paternity Plan. Let's discuss covering your work whilst your off in our next 1:1."

Initiated by Liz Timperley-Preece on behalf of Peter Outt on 16 January 2018.

Your direct report who made the request will also receive an email to inform them that a comment has been posted that they may wish to review:

A comment has been posted in the following workflow, which you may wish to review:

Event reason: Create Employee Time
 Request relates to: Peter Outt
 Comment made by: Terry Griffiths

Please click [here](#) to view the comments.

Please note: this is an automated email from an account that is not monitored. If you have any queries, contact hr.services@warwick.ac.uk.

- b) If you choose to delegate the request by clicking on the **'Delegate'** button, this will open a new window where you will need to select the person to whom you wish to delegate the request, before clicking on the **'Send'** button.

Delegate Request

Please select a person to whom you want to delegate this request.

[Show more information...](#)

Jason Gale

Head of Department

Snail Studies (SNAIL)

180 Direct Subordinates

Cancel

Send

Both the person you have delegated to, and the person who made the request, will receive an email to notify them about the delegation.



Note: When you use the **'Delegate'** function, the person you are delegating to will be able to see all details contain within the request you have sent to them, regardless of the permissions that

they have in the system. They will not, however, have the same access as you outside of the request concerned (unless they do so normally). You are responsible for ensuring that you only delegate workflow requests to colleague for whom it is appropriate to see the personal data of your direct report and the type of request that they are making. This is vital for enabling compliance with [data protection legislation and the University's data protection policy](#).

- c) If you click on **'Approve'** or **'Decline'**, a pop-up message will appear briefly on screen to confirm that you have approved the request. You will then be routed back to your home page and the request will have disappeared from your 'To Do' list. Your direct report who made the request will also receive an email to inform them of the outcome of their request.

The following action has been approved:

Event reason: Create Employee Time
 Action relates to: Peter Outt

Please click [here](#) for further information.

Please note: this is an automated email from an account that is not monitored. If you have any queries, contact hr.services@warwick.ac.uk.

- 7. If your direct report edits or cancels their Paternity Leave request after it has been approved, or if they resubmit it after it has been declined, you will receive another email to notify you that you have a time off request awaiting your review (i.e. the process will restart from step 1 above).

Section C – Payroll Guidance

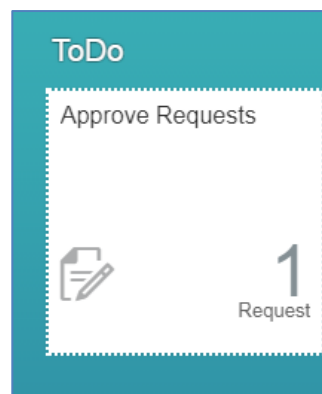
Introduction

As a member of the payroll team, you will receive workflows relating to requests for paternity leave that will require a number of actions from you. This guide sets out the requirements within SuccessFactors but you will also need to refer to the SAP payroll guide for technical instructions.

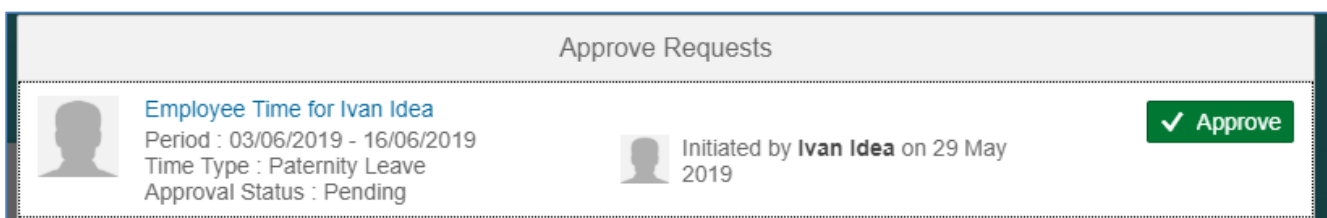
Receiving notifications

When an employee/worker records a period of paternity leave in SuccessFactors, their line manager will be the initial approver and this will be the first check to establish that the dates in the paternity plan tally with what they have discussed with the employee/worker.

1. Once they have 'approved' the workflow, it will trigger a further 'approval' workflow that comes to Payroll and you will receive an email to highlight to you that a time off request is awaiting your review:
2. Log in to SuccessFactors. On your home page you will see that you have a request showing in your **'To Do'** section:




3. Click on the **'Approve Requests'** tile and you will see summary details of the time off request concerned:



4. Click on the hyperlinked **'Employee Time for...'** heading and the full details of the request will open up on screen:

Workflow Details


Do you approve this request?



Paternity Leave (03/06/2019 - 16/06/2019): Ivan Idea
Initiated by Ivan Idea on 29 May 2019
[View Workflow Participants](#)


Employee Time

- * User Ivan Idea ?
- * Time Type Paternity Leave (5000) ?
- * Start Date 03/06/2019 ?
- * End Date 16/06/2019 ?
- Time Off Used 14 days
- Approval Status Pending ?
- [Cancellation Workflow Request](#) ?
- [Comment](#) ?




Ivan Idea
Deputy Payroll Manager
 Test RBP Location (Test RBP Location)
 No Direct Subordinates

Activity



Approved by Brigitte Hatfield on behalf of Martha Da Silva on 29 May 2019.



Initiated by Brigitte Hatfield on behalf of Ivan Idea on 29 May 2019.

5. Scroll down the workflow until you locate the attachment field which will contain the paternity Plan.
6. Click on the hyperlink and the document will open in a separate window so you can print off the plan to work from.
7. Close the window containing the paternity plan and click on **'Back to Home Page'**.

Verifying eligibility for payments

The primary requirement when reviewing a workflow request relating to paternity leave is to confirm that the individual satisfies the eligibility requirements for paternity pay.

In order to do this you will also need to view the employee/worker's profile and check their continuous service date. This can be done either by checking their service within SAP (see G11 How to guide – Payroll – Paternity Leave post go-live) or :

1. Navigate to the employee's profile by typing in their name or University ID to the search bar in the top right hand corner of your SuccessFactors home screen:



The screenshot shows the top navigation bar of the SuccessFactors system. On the right side, there is a search bar with the placeholder text "Search for actions or people". This search bar is highlighted with a red rectangular box. To the left of the search bar are the Warwick University logo and a "Home" button. To the right of the search bar are a notification bell icon and a user profile icon for "Brigitte Hatfield". Below the navigation bar, there are buttons for "Home", "ASK HR", and "To-Do".

2. Scroll down to the Contractual Details section within Contractual Information and you will see the **'Continuous Service Date'** on the right hand side of the screen:

Employee Files ASK HR

Ivan Idea (1775498) Actions As of Today

PERSONAL INFORMATION **CONTRACTUAL INFORMATION** COMPENSATION INFORMATION BANK DETAILS USER DATA TIME

Contractual Details

Contractual Details	
Start Date	12 Oct 2017
Is Primary	Yes
Continuous Service Date	12 Oct 2017


- Use this information alongside the detail contained within the paternity plan to determine whether or not the employee/worker is eligible for paternity pay.

Confirming eligibility for payments/approving the workflow

- Once you have added the relevant infotype to SAP payroll (see the SAP Payroll 'How to...' guide for further detail on this), return to your SuccessFactors home page and navigate to the employee/worker's workflow request, open it in full to ensure that you are dealing with the correct workflow and choose one of the 'decision' options in the bottom right hand corner of the screen:

Team Absence Calendar: [2 others absent during this period.](#)

Comment



- In the unlikely event that you need to delegate the request, you should do this by clicking on the **'Delegate'** button. This will open a new window where you will need to select the person to whom you wish to delegate the request, before clicking on the **'Send'** button.

Delegate Request

Please select a person to whom you want to delegate this request.

[Show more information...](#)

Jason Gale

Head of Department

Snail Studies (SNAIL)

180 Direct Subordinates

Both the person you have delegated to and the person recording paternity leave will receive an email to notify them about the delegation.

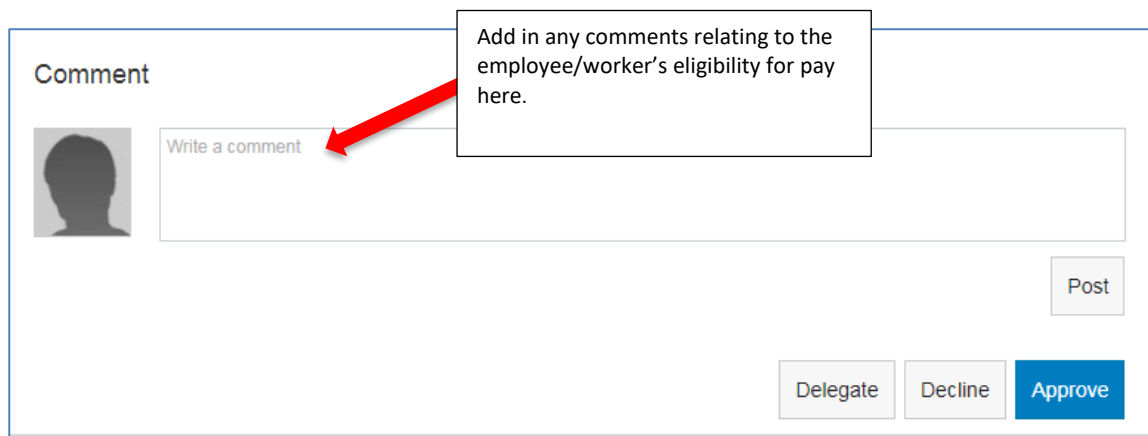


Note: When you use the **‘Delegate’** function, the person you are delegating to will be able to see all details contain within the request you have sent to them, regardless of the permissions that they have in the system. They will not, however, have the same access as you outside of the request concerned (unless they do so normally). You are responsible for ensuring that you only delegate workflow requests to colleague for whom it is appropriate to see the personal data of your direct report and the type of request that they are making. This is vital for enabling compliance with [data protection legislation and the University’s data protection policy](#).

- b) If the employee/worker does not qualify for paternity pay, you should explain this briefly in the **‘Comment’** box before clicking on **‘Approve’**. In doing this you are confirming their time off request but informing them that they are not eligible for paternity pay.



Note: The right to paternity leave is dependent on the individual’s continuous service date within their employment/association and therefore the workflow is a mechanism to allow Payroll to be informed of an impending paternity leave and to enable you to do the necessary eligibility calculations.



5. If you post any comments, the employee/worker will receive a notification that a comment has been posted and your comment will be visible when the employee views the absence from their calendar.
6. Once you have selected one of the options available to you to deal with the workflow request (**'Approve'**, **'Delegate'** or **'Decline'**), a pop-up message will appear briefly on screen to confirm that you have dealt with the request. You will then be routed back to your home page and the request will have disappeared from your **'To Do'** list. The employee/worker who made the request will also receive an email to inform them of the outcome of their request. The Department Administrator and Local HR Administrator (where applicable) will also receive a notification to advise them that someone from within their department has had a period of paternity leave approved.
7. If the employee/worker subsequently edits or cancels their paternity leave request after it has been approved, or if they resubmit it after it has been declined, you will receive another email to notify you that you have a time off request awaiting your review (i.e. the process will restart from step 1 ['Receiving Notifications'](#) above).

File Paperwork

Calculate a 'destroy on' date based on the end of the tax year that contains the end of the paternity leave date plus 4 years e.g. for someone ending their paternity leave in June of 2019, the end of that tax year would be March 2020; add on 4 further tax years and the 'destroy on' date would be March 2024. Update the paperwork with this 'destroy on' date and place in the Payroll cupboard parental leave folders in 'destroy on' date order.

Appendix A - Paternity Leave Plan

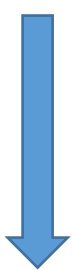

For further guidance, please refer to the [Paternity Leave policy](#) and 'How To... Guide', which can be found on the HR webpages.

You are required to complete this plan and let your Department have a copy. This form will help you find out if you qualify for paternity leave and pay and is also intended to ensure you give the University all the necessary information. You should complete this form after having read the Paternity Leave Policy and Procedure on the HR pages on the intranet. If you require further advice please contact your link HR Adviser.

Please read the following form carefully and complete the questions applicable to you.

Employee Name	
University Number	
Department	

Baby is due/the child is expected to be placed in the week beginning	Sunday...
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Paternity Leave (birth)	Paternity Leave (adoption)
<p>I confirm that I have worked for the University continuously for at least 26 weeks ending with the 15th week before the expected week of childbirth (EWC)</p> <p>and</p> <p>I am the biological father or the mother's husband or partner</p> <p>and</p> <p>I confirm I have or am expected to have responsibility for the child's upbringing</p> <div style="text-align: center; margin: 20px 0;">  </div> <p><input type="checkbox"/> Yes You qualify for paternity leave and pay.</p> <p><input type="checkbox"/> No You do not qualify for paternity leave and pay</p>	<p>I confirm I have worked continuously for the University for 26 weeks ending with the matching week</p> <p>or (in the case of overseas adoption)</p> <p>I confirm I have worked continuously for the University for 26 weeks ending with the week in which the child's adopter received official notification from the relevant domestic authority, or starting with the week in which the my employment began.</p> <p>and</p> <p>I am married to or am the partner of the child's adopter</p> <p>and</p> <p>have or expect to have responsibility for the child's upbringing with the adopter</p> <div style="text-align: center; margin: 20px 0;">  </div> <p><input type="checkbox"/> Yes You qualify for paternity leave and pay.</p> <p><input type="checkbox"/> No You do not qualify for paternity leave and pay</p>

STARTING PATERNITY LEAVE

If you are eligible for Paternity Leave, please state the date that you wish to start your paternity leave on...

And whether you wish to take:

Two weeks' leave

or

Two blocks of one week
(please specify all dates)

Shared Parental Leave

If you wish to apply for shared parental leave in addition to Paternity Leave, please complete the Shared Parental Leave form.

I have read and understood the terms of the Paternity Leave Policy and Procedure.

Signed:

Date:

Now scan this plan and upload to SuccessFactors as part of the online process for recording Paternity leave.