



RESPONSE TO EMPLOYEE WHO HAS NOTIFIED INTENTION TO TAKE PATERNITY LEAVE

EF17.1

(Date)

Dear ,

I am writing in response to your recent request to take Paternity Leave from (date) to (date).

I can confirm that you are eligible to take Paternity Leave as requested. If you wish at a later date to change the dates you may do so, but please notify me (or name) as soon as possible and no later than 28 days before your intended revised start date.

For employees who have requested only one week's leave or have split the leave into two one week blocks within the 56 days following the birth/adoption, insert the following;

I note from the form that you have requested one week's leave. The statutory entitlement is two weeks' Paternity Leave which may only be taken in a single block and cannot be split into two separate weeks. Of course, you may take only one week's leave if you wish, but you will not be able to take any further Paternity Leave in respect of the same child. However, it may be possible to take some annual leave. Please let me know.

Or

I note from the form that you have requested two separate periods of one week's Paternity Leave. The statutory entitlement is two weeks' Paternity Leave which must be taken in a single block and cannot be split into separate weeks. Please let me know if you wish to extend one of the periods to two weeks. If you need some separate leave it may be possible to arrange this as part of your normal annual leave.

You are entitled to Statutory Paternity Pay at the rate of either (£151.97) or 90% of your normal weekly salary, whichever is less. You will receive this amount instead of your normal pay. Aside from pay, all the other terms of your contract of employment are unaffected during this period.

In the meantime, if you have any queries regarding your paternity entitlements please contact me. And we wish you all the very best, during this time for you.

Yours Sincerely
David Pattinson