

## UNIVERSITY OF ABERDEEN

## PATERNITY/CO MATERNITY\* LEAVE APPLICATION

You should submit your Paternity/Co Maternity\* Leave application at least 21 days prior to commencement of your Paternity/Co Maternity\* leave. In cases of adoption, you should provide notice as soon as you have been given confirmation that the adoption is to proceed.

Name: ..... Employee ID No: .....

Continuous Service Date: .....

School/Section: .....

College: ..... Contract End Date (if applicable): .....

Ext No: ..... E-mail: .....

Home Address: .....

..... Home Tel No: .....

Expected Week of Confinement/Matching Week (in cases of adoption): .....

I have read the University of Aberdeen's Paternity/Co Maternity\* Leave Procedure and understand my entitlement. I accept the conditions under which these provisions are granted and now wish to apply for pay/leave in accordance with Option ..... of the Procedure. I confirm that my date/s of commencement of Paternity/Co Maternity\* Leave will be as follows:

<input type="checkbox"/>	Option 1	From: .....	To: .....
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<input type="checkbox"/>	Option 2	From: .....	To: .....
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<input type="checkbox"/>	Option 3	From: .....	To: .....
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<input type="checkbox"/>	Option 4	From: .....	To: .....
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Signed: ..... Date: .....

\*Applies to same sex relationships