**Paternity/Partner’s Leave Notification Form**

Name and Surname:

Payroll number:

Expected week of childbirth:

Child’s date of birth (if known):

Dates which you request to take/did take as paternity/partner’s leave *(please specify end date)*:[[1]](#footnote-1)

Have you discussed this request with your line manager?

[ ] Yes

[ ]  No

***Please send the completed form to your line manager, copying in Payroll Fin.Div.Payroll@lse.ac.uk.***

1. Employees who qualify for Occupational Paternity/Partner’s Leave are eligible to take up to four weeks’ leave. This can be taken before and around the time of childbirth (or the date of placement/the date of the child’s arrival in the UK, in case of adoption) or within a reasonable time period afterwards up to eight weeks after the child is born (or after the date of placement/the date of the child’s arrival in the UK, in case of adoption). Employees can expect to take the full entitlement in blocks of one or more weeks. [↑](#footnote-ref-1)