

Please read through the terms and conditions below and if you think you might qualify, fill in the form opposite and complete the declaration on page 2.

## **T a**

OSPP and ordinary paternity leave are available to:

- a biological father
- a partner, husband or civil partner that is not the baby's biological father.

You must be able to declare that:

- you are
  - the baby's biological father,
  - married to or in a civil partnership with the mother,
  - living with the mother in an enduring family relationship,

## **Timing**

You cannot start your ordinary paternity leave before the child is born. You can choose to take one or two whole weeks leave, but

You must discuss your leave plans with your employer and tell them what time off you want by the 15th week before the week the baby is due. Your employer can tell you when this is,

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I a a :

- I am
  - the baby's biological father,
  - married to or in a civil partnership with
  - living with the mother in an enduring family

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- I will have responsibility for the child's
- I will take time off work to support the mother or care for the child.

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