

PATERNITY LEAVE PROCESS

Employee notifies line manager of forthcoming paternity leave and completes a paternity leave application form

Employee sends paternity leave application form, SC3 form and copy of MATB1 or birth certificate to line manager
(within 10 working days)
If the MATB1 form has not been issued this can be sent at a later date.

Upon receipt of either the copy MATB1 or birth certificate, your line manager sends letter to employee confirming paternity leave/pay entitlement
(within 10 working days)

Your line manager sends SC3 form, copy MATB1/birth certificate and application form to payroll
(immediately)