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| **CLERGY PATERNITY LEAVE FORM**You should use this form for notifying the Diocese HR Team that you wish to take paternity leave. Please return along with your SC3 or SC4 form to humanresources@bristoldiocese.org *NB: Please submit this form to the HR Team no later than 15 weeks before the Expected Week of Childbirth (EWC) or adoption or as soon as practicable after.* |
| **Name** | Click or tap here to enter text. |
| **Role** | Click or tap here to enter text. |
| **Parish / Context** | Click or tap here to enter text. |
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| **A – Paternity Leave**  |
| Expected Week of birth\* or adoption \**as stated on MATB1*Click or tap here to enter text. |
| Dates planned to take **Week 1\*** | Date From Click or tap here to enter text. | Date To:Click or tap here to enter text. |
| Dates planned to take **Week 2\*** | Date From: Click or tap here to enter text. | Date To:Click or tap here to enter text. |
| *\*If baby arrives late or early, you can amend the dates of your leave.* |
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| **B – Statutory Paternity online form – please complete, save and send to HR***NB for Birth parent = SC3, Adoptive or POP = SC4* |
| [ ]  I have completed the Statutory Paternity Pay and/or Paternity Leave SC3 form via [Statutory Paternity Pay and Leave: becoming a birth parent (SC3) - GOV.UK](https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-a-birth-parent-sc3) |
| [ ]  I have completed the Statutory Paternity Pay and/or Paternity Leave SC4 form via [Statutory Paternity Pay and Leave: becoming an adoptive or parental order parent - GOV.UK](https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-an-adoptive-parent-sc4) |
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| **C – Paternity Pay** You will receive full stipend throughout Paternity Leave.  |
| Your signatureClick or tap here to enter text. | Date:Click or tap here to enter text. |
| *Under the terms of the Data Protection Act, the information provided on this form will be held in confidence for the purpose of HR and Payroll Administration and no other purpose* |