



About this form

This form is designed to be filled in on screen. You must answer all the questions except those marked 'optional'. You can't save the form but once you've completed it you'll be able to print a copy and post it.

Becoming a parent

If you want to take time off work to support the mother of the baby or look after the baby you may be entitled to:

- Statutory Paternity Pay (SPP) – at least part of your wages will be paid for one or two weeks – you'll get the rate of SPP that applies at the time you receive the pay, or 90% of your average weekly earnings, whichever is less
- paternity leave – one or two weeks (this is your choice)

You'll only qualify for SPP if you're an employee and you'll normally receive the SPP in the week or weeks that you're on paternity leave.

Read through the terms and conditions on the next page and if you think you might qualify, fill in the form and complete the declaration.

Terms and conditions

Statutory Paternity Pay (SPP) and paternity leave are available to:

- the child's biological father
- the mother's spouse, civil partner or a partner (including same sex partners) who lives with the mother and child in an enduring family relationship

You must be able to declare that:

- you're the child's biological father or the mother's spouse, civil partner or partner (including same sex partners) who lives with the mother and child in an enduring family relationship
- you'll be responsible for caring for the child
- you'll take time off work to support the mother and/or care for the child

You must be continuously employed by the same employer for at least 26 weeks by the qualifying week (the end of the 15th week before the week the baby is due. If you're not sure when this is your employer can confirm the date for you). You must then continue to be employed by the same employer until the date the baby is born.

To get SPP you must earn at least the lower earnings limit in an 8 week test period – your employer will work this out for you.

You cannot start your paternity leave before the child is born. You can choose to take one or two whole weeks of SPP and paternity leave, but not 2 separate weeks. The weeks of pay and leave must be taken in the first 8 weeks following the child's birth. If the baby is born early you can choose to take your pay and leave in the 8 weeks following the child's birth or in the 8 weeks starting from the Sunday of the week the baby was due to be born. You cannot take odd days off work, but the weeks can start on any day, for example, from Tuesday to Monday.

You should discuss your pay and leave plans with your employer and tell them what time off you want by the qualifying week.

You must fill in this form and give it to your employer by the qualifying week and before you want to start receiving SPP. Special rules apply if the baby is born prematurely.

You can change your mind about the dates for pay and leave, but you must give your employer at least 28 days notice of the new dates. If you do change your mind, you and your employer may find it helpful if you fill in a fresh form SC3, 'Statutory Paternity Pay/paternity leave – birth parents'.

If you cannot tell your employer what time off you want in time, or the baby is born sooner or later than expected, please discuss the situation with your employer.

Personal Details

Surname or family name

Syed

First name(s)

Javedhussain

National Insurance number

SW327320A

Your dates for pay and leave

Has the baby been born yet?

☒ Yes

☐ No

Actual date of birth

17 09 2021

Due date

17 09 2021

I would like my Statutory Paternity Pay (SPP) and/or paternity leave to start on the date the baby is born

☐ Yes

☒ No

If 'No' I would like my SPP to start within 8 weeks of the date the baby was born starting on or around

11 10 2021

I want to be away from work for

☐ 1 week

☒ 2 weeks

Declaration

You must be able to tick all 3 boxes below to get Statutory Paternity Pay (SPP) and paternity leave.

☒ I am the child's biological father or the mother's spouse, civil partner or a partner (including same sex partners) who lives with the mother and child in an enduring family relationship.

☒ I will have responsibility for caring for the child.

☒ I will take time off work to support the mother and/or care for the child.

When you've printed the form, sign and date it in the appropriate boxes.

Signature



Date

DD MM YYYY

27 09 2021

Further information and other help

Depending on your circumstances you may not qualify for Statutory Paternity Pay (SPP) and/or paternity leave. Your employer will let you know. If this is the case you'll get more advice and information at the time.

If you're not entitled to SPP you may be entitled to other government help. Contact any Jobcentre Plus office for further information.

Disagreements

If your employer tells you that you're not entitled to SPP and/or paternity leave and you've looked at the further information about SPP on the GOV.UK website, you can challenge that decision. You must do this within 6 months of the first day that you're notified of your employer's decision. If you need help with this, for:

- SPP – if you wish to register a dispute after getting further information, see 'Further information and other help', phone our Statutory Payments Disputes Team on 03000 560630
- Paternity leave – phone the Advisory Conciliation and Arbitration Service (Acas) Helpline number 0300 123 1100 – in Northern Ireland, phone the Labour Relations Agency on 028 9032 1442

Penalties

Penalties may be charged where a person, either fraudulently or negligently, gives incorrect information or makes a false statement or declaration for the purpose of claiming entitlement to SPP.

What to do now

Print, sign and date your declaration then give this form to your employer, but keep a copy of the terms and conditions for your records.