

CAPITA

PRIVATE & CONFIDENTIAL

NOTIFICATION OF PATERNITY LEAVE / PAY

If you are eligible, you may apply for paternity leave if you are to become a new father, nominated carer or co-parent.

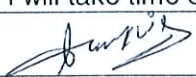
Company paternity leave at full pay is three days; statutory paternity leave at statutory rates is for an optional period of either one or two consecutive weeks (the Company paternity leave will make up the first three days of this period). This cannot be taken as odd days, or two separate weeks and must be taken within 56 days of the child's birth.

For the purpose of Statutory Paternity Leave, each week begins at midnight between Saturday and Sunday. You may change the date your leave commences, by giving 28 days notice.

Complete this form and return it to your manager before the end of the 15th week before the baby is due.

Surname:	Khalid	First name(s):	Ammar
Employee number:			

I am writing to advise you that I am about to become: (Notification must be given by the end of the 15 th week before the baby is due).	<input checked="" type="checkbox"/> A new father (delete) <input type="checkbox"/> Nominated carer <input type="checkbox"/> Co-parent
The baby is due on:	FEB 24
I wish to confirm that I will be taking 3 days Company paternity leave from: (This leave must be taken during the first 2 weeks following the birth)	
OR	
I wish to confirm that I will be taking statutory paternity leave from: (This leave must be for a period of one or two consecutive weeks. It cannot be taken as odd days or 2 separate weeks. The Company paternity leave will make up the first 3 days of this period.)	FEB 24

I declare that I am: (please tick as applicable)	<input checked="" type="checkbox"/> The baby's biological father <input checked="" type="checkbox"/> Married to the mother <input checked="" type="checkbox"/> Living with the mother in an enduring family relationship <input checked="" type="checkbox"/> I have, or expect to have, responsibility for the child's upbringing <input checked="" type="checkbox"/> I will take time off work to support the mother or care for the child
Signed:	
Date:	07/01/2015