APPLICATION FOR ORDINARY PATERNITY LEAVE
FOR RESEARCH COUNCIL STUDENTSHPs

Please note: This application for Ordinary Paternity Leave should be completed and returned alongside a Temporary Withdrawal Request Form. Both forms should be completed and returned in order for the leave to be processed.

<table>
<thead>
<tr>
<th>Student Surname</th>
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<tbody>
<tr>
<td>Forename</td>
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<td>University ID</td>
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<td>Studentship Award No.</td>
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<td>Funding Research Council</td>
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<td>Department</td>
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<td>Email Address</td>
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<td>Supervisor (s)</td>
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Paternity Policy for Research Council Studentships
Research Council Studentship holders whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child, are entitled to two weeks of ordinary paid paternity leave providing they meet the eligibility criteria (see below).

In order to qualify for ordinary paternity leave (birth) research council funded students must:
- have or expect to have responsibility for the child’s upbringing
- be the mother’s husband, civil partner or partner, or the biological father of the child
- be making the request to help care for the child or to support the child’s mother
- be in the funded period of their Research Council Studentship

Shared Parental Leave
Partners may be entitled to up to 50 weeks of Shared Parental Leave (the first two weeks must be taken by the mother or primary carer). This may include paid and unpaid leave, depending on the individual circumstances. If eligible, RCUK funded students will receive payments on the same basis as maternity leave. This includes:
- 26 weeks paid maternity leave with full stipend payment
- 13 weeks at a pay level commensurate with employee entitlements to statutory maternity pay
- 13 weeks unpaid leave

In order to qualify, both parents must be a registered Warwick student in receipt of an RCUK funded degree awarded at Warwick. The 50 weeks of leave can be shared by both parents and can be taken in up to three separate blocks between the birth of the baby and the first birthday.

Please complete the applicable boxes below.
In respect of my request to take paid Ordinary Paternity Leave, I confirm that; I am the mother’s/primary carer’s husband, wife, civil partner or partner, or the biological father of the child

*This written request counts as a signed declaration of intent to take paid leave and any misinformation will be viewed seriously.*

The expected date of birth is…………………………...

*Paid Ordinary Paternity Leave may be taken within three months following the birth.*

I intend to take paid Ordinary Paternity Leave with a full maintenance grant for the period from ……………………………… to ………………………………. (a maximum of 2 weeks paid leave is allowed) and undertake to complete my award and submit my thesis upon my return. I understand that the period of paternity leave will be added to the expected submission date of my thesis.

**Shared parental leave**

If you would like to apply for shared parental leave, please indicate below how you and your partner intend to split your leave, noting that you can take up to 50 weeks shared parental leave in three separate blocks.

I will be sharing parental leave with (include University ID) …………………………………………………………………………

We will be splitting parental leave as follows:

……………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………

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Please note that your partner will need to submit a Maternity/Adoption/Shared Parental Leave form should you be sharing your parental leave, before this application can be processed.

Signature ________________________________   Date ____________________________

A scanned copy of the completed forms should be emailed to: graduateschool@warwick.ac.uk

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**For office use only**

<table>
<thead>
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<th>Student Cost Code</th>
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<td>Grant Reference Number:</td>
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Graduate School signed..................................................................................Date........................................................................

Student Finance signed....................................................................................Date........................................................................

**Actions:** Send to Student Finance, amend Je-S & pass to Student Records