# Paternity Leave checklist for HR/ Administration

|  |  |
| --- | --- |
| Action | Date |
| When did the staff member notify you that their partner is having a baby or that they will be adopting? |  |
| Paternity Leave Pack sent along with:   * Paternity leave policy (for secondary adopter) * Shared Parental Leave (Adoption)Policy * Adoption Policy * Parental leave Policy * Parental bereavement leave Policy * Flexible working Policy |  |
| Date the Line Manager guide sent along with the same policies that were sent to staff member |  |
| If your staff member is adopting, have you been given a copy of the matching certificate? |  |
| If your staff member’s partner is having a baby, have you been given the SC3 Paternity Leave form? |  |
| Does the employee have any plans to take up Shared Parental leave? |  |
| Does the staff member qualify for Statutory Paternity Pay? (If not then complete form SPP so that they can speak to their local authority about financial support or universal credit) |  |
| Does the staff member qualify for Occupational Paternity pay? |  |
| Date paternity leave confirmation letter sent (once you have received confirmation of paternity start date) – letter to include:   * Paternity leave Start date * Paternity leave end date |  |
| Date Payroll notified of paternity leave start and end dates |  |
| Has the staff member submitted a flexible working application? |  |