Paternity Process North Region

Paternity Leave Process

DDiT obtains and reads NHSG Paternity Leave DDiT to inform manager they wish to apply for paternity leave by completing the paternity leave application form. For applications of paternity leave following the For applications of paternity leave following the birth of adoption of a child, the DDiT must notify their a child the DDiT must notify their manager, in writing, of manager, in writing, by providing at least 28 days the expected date of delivery at least 28 days in notice days and submitting the application form advance, where possible, by completing the application along with a copy of the matching certificate. form and providing a copy of the mat B1 or birth certificate? Manager checks that the DDiT meets the application criteria. They may wish to contact the PB HR Team for policy advice. Paternity leave can be taken up to 8 weeks from the time the child is born or is placed for adoption in blocks of either 1 or 2 weeks. DDiT paternity leave dates are agreed with the Manager as soon as possible. If the manager agrees to authorise the form, they sign the form and send it to NHS Grampian payroll department.

The manager records the paternity leave absence on SSTS.