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.

Student Surname

Forename

University ID

Studentship Award No.

Funding Research Council

Department

Email Address

Supervisor (s)

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

Additional Paternity Leave

Research Council Studentship holders may also be entitled to up to 6 months paid and 6 months of unpaid additional paternity leave within the first year of the child’s life, providing that the mother has returned to work before using her full entitlement to maternity leave and they meet the criteria below. This brings the total period of paid and unpaid leave to up to twelve months.

In order to qualify for additional paternity leave research council funded students must:

- be the mother’s husband, civil partner or partner, or the biological father of the child
- have or expect to have (with the mother) primary responsibility for the child’s upbringing
- be in the funded period of their Research Council Studentship
- be taking the leave to care for the child
- the mother of the child must be entitled to statutory maternity leave, statutory maternity pay or maternity allowance and have returned to work before using her full entitlement
Funded students who wish to request to take Additional Paternity Leave should email graduateschool@warwick.ac.uk to request the additional forms.

**Please complete the applicable boxes below.**

<table>
<thead>
<tr>
<th>In respect of my request to take paid Ordinary Paternity Leave, I confirm that; I am the mother’s husband, civil partner or partner, or the biological father of the child</th>
<th>(Please tick if applicable)</th>
</tr>
</thead>
</table>

*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.

**Signature ________________________________   Date ____________________________**

The completed form should be sent to: Graduate School Office, University House, University of Warwick, Coventry, CV4 8UW

Or emailed to: Graduate.School@warwick.ac.uk

Please note that we can accept an emailed copy in the first instance, but a signed hard copy must also be sent to the Graduate School by post.

**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.**

**For office use only**

<table>
<thead>
<tr>
<th>Student Cost Code</th>
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<table>
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<tr>
<th>Grant Reference Number:</th>
</tr>
</thead>
</table>

Graduate School signed.................................................................................. Date..................................................................................

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

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