**Paternity Leave Application Form**

*For fathers requesting time off after the birth of a child*

1. **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Carter | Employee ID | 4582 |
| Position/Job Title | Senior Technician | Department | Maintenance |
| Contact Number | (555) 789-3321 | Email Address | john.carter@company.com |
| Supervisor/Manager Name | Michael Brown |  |  |

1. **Leave Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for Leave | Paternity Leave | Expected Date of Childbirth | 14-Feb-2026 |
| Actual Date of Birth (if applicable) | 15-Feb-2026 | Requested Start Date | 16-Feb-2026 |
| Requested End Date | 01-Mar-2026 | Total Number of Days Requested | 14 |

1. **Child & Family Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Name (if known) | — | Mother’s Name | Emily Carter |
| Relationship to Employee | Spouse | Additional Comments | I will remain available in emergencies. |

**D. Supporting Documents**

✔ Birth certificate (if available)  
✔ Doctor’s note (optional, if required by company)  
✔ Any additional required HR documents

**E. Employee Declaration**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, hereby request paternity leave for the dates stated above. I confirm that the information provided is true and accurate, and I agree to comply with all company leave policies.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**F. Supervisor/Manager Review**

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Comments |  | | |
|  | | |
| Approved / Not Approved |  | Signature & Date: |  |

**G. HR Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Leave Recorded in System | Yes / No | HR Staff Name |  |
| Notes |  | Signature |  |
| Date |  |  |  |