# **HR & OD POLICIES**

human resources and organisational development

## **RESOURCE PACK**

## **Paternity Leave**

#### **FORMS**

#### Maternity Support & Ordinary Paternity Leave Application

Form to be completed when applying for ordinary paternity leave.

#### Adoption Support & Ordinary Paternity Leave Application

Form to be completed when applying for ordinary paternity leave following an adoption within the UK

#### Adoption Support & Ordinary Paternity Leave (Adoption from Overseas) Application

Form to be completed when applying for ordinary paternity leave following an adoption from Overseas

### **FACT SHEETS**

#### Family Friendly

Information on Policies and Procedures (Local Government Employees Only)

#### Job Share

Information on Job Share Scheme and Application Form (Teaching Staff Only)



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