

# GCVS Paternity Leave Form

If you need help completing this form call 0141 332 2444 and select option 2.



Glasgow  
Council  
for the  
Voluntary  
Sector

## EMPLOYER INFORMATION

GCVS Project No:		Employer Name:	
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## EMPLOYEE INFORMATION

Employee Name:		GCVS Employee No:	
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Paternity Leave Start Date:	
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Please send us the MATB1 form that the person who is pregnant received at their 20 week scan.

## PATERNITY PAY INFORMATION

Do you have a paternity pay policy which entitles the employee to more than Statutory Paternity Pay?

YES  NO

If yes, please give details of the enhanced paternity pay below (i.e 2 weeks full/half pay)

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Alternatively you can attach your Paternity Pay Policy with this form when returning to GCVS.

**Paternity pay is paid for 2 weeks. Both weeks at £156.66 per week based on the 2022/23 rates.**

## PENSION INFORMATION

What the employees pension should be when they are on Paternity Leave will depend on the scheme they are currently enrolled in. Please check with your pension company and tick one of the following; (please note if none of the options below are ticked GCVS will apply Option 1 to the employees pension).

- Opt 1 - employer pension will remain at the amount it was before the employee went on Paternity Leave.  
 Opt 2 - Current employer percentage will remain as is which means as earnings are less, pension will be less.

**Any other relevant information:**

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I confirm that the above information is true and accurate:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

This form must be signed by both the employee and employer in order to be actioned by GCVS.

## For Office Use Only

Actioned By:		Date:	
Period:		Checked By:	

