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**Informatics Graduate School**

**Application form for Ordinary Paternity Leave**

**Please the form along with your supporting evidence to the** **IGS@inf.ed.ac.uk** **at least six weeks in advance of the planned AIS start date.**

Stipend payments will not be paid until IGS is in receipt of all the required information. It is the student’s responsibility to ensure this form is completed and submitted with the supporting evidence and the Authorised Interruption of Studies (AIS) request prior to the period of leave commencing.

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| **UUN** |  |
| **Surname** |  |
| **Forename** |  |
| **University email address** |  |
| **Programme of study** |  |
| **Name of primary Supervisor** |  |
| **Please select your current stipend funding source:** | UKRI funded [ ] EPSRC (DTP/iCASE/CASE) funded [ ] School of Informatics funded [ ] Other School funded [ ] Industry funded [ ] Other [ ] I don’t know [ ] *If you are unsure of the source of your stipend funding, or eligibility, please email* *IGS@inf.ed.ac.uk* *for help.*  |
| **End of current funded period** | *If you are unsure of your current funding end date, please email* *IGS@inf.ed.ac.uk* *for help.* |
| **Statement of intent** | In respect of my request to take paid Ordinary Paternity Leave, I confirm that I am the mother’s/primary carer’s husband, wife, civil partner or partner, or the biological father of the child [ ] *This written request and confirmation counts as a signed declaration of intent to take paid paternity 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 for the period from………………………………..……… to …………….…………………………. (a maximum of 2 weeks paid leave is allowed). |
| **Declaration**[ ] I confirm that I have spoken to my supervisor (and where applicable, my CDT Director) and they are aware of this request.**I understand:** [ ]  That an application for Ordinary paternity leave must be submitted at least six weeks in advance of when the leave is due to be taken. Ordinary paternity leave cannot be applied for retrospectively or backdated (excluding exceptional circumstance i.e. premature birth of the child that make this impossible).[ ]  That because the period of paid parental leave is less than 4 weeks, that an Authorised Interruption of Studies (AIS) will not be processed, however, my funding end date will be extended by 2 weeks. **Signature:** *Electronic signatures will only be accepted where the required forms/evidence is sent to the IGS from your University email address.* **Date:** |

***Privacy notice:*** *The data on this form will be used to verify your identity and used to process your claimed period of absence. It will be held securely for the duration of your studies. We will send you the outcome of the request to your University of Edinburgh email account only (we will not communicate via personal email addresses). We will store the fact that you have requested this period of leave to ensure our records are correct. We will not use the data for any other purpose.*

*The University of Edinburgh is the Data Controller of any information you have entered on this form and is committed to protecting the rights of individuals in line with Data Protection Legislation. The University’s Data Protection webpages provide further information on your rights and how the University processes personal data*

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| For IGS office use only |

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| Date request received |  |
| Lead administrator overseeing the request |  |
| Confirm details of request added to the IGS tracker |  |

**Eligibility check**

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| Confirmation of stipend funding source(s) |  |
| Confirmation of stipend funding end date (at point request is submitted) |  |
| Confirmation the student is eligible (i.e. the student is eligible to receive paid ordinary paternity leave) | Yes / No*If no, email the student with explanation and proceed with AIS request only.*  |

**Budget holder approval**

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| --- | --- |
| Budget holder / approver of funding source(s) |  |
| Paid leave period (date to date) |  |
| Funding extension period (date to date) |  |
| Budget holder has approved the payment of ordinary paternity pay, including the required funding extension. |  |

**Admin tasks**

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| Student informed by IGS that paid leave has been approved. |  |
| IGS Finance administrator informed; adjustments to payment schedule requested; Theon updated; IGS tracker updated and student emailed. |  |
| CDT Finance administrator informed (if applicable) |  |
| JeS updated (where applicable) by CDT admin or IGS Admin.  |  |