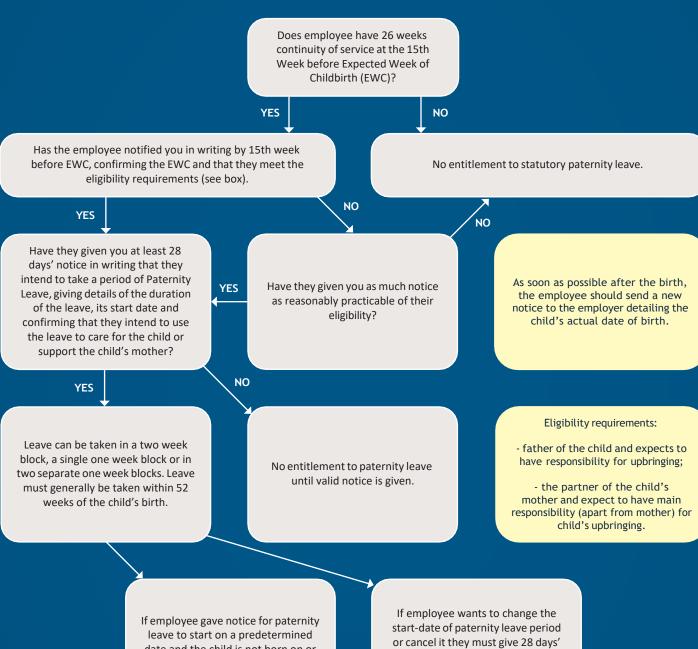
## PATERNITY LEAVE FLOWCHART - BIRTH



If employee gave notice for paternity leave to start on a predetermined date and the child is not born on or before that date the employee must vary the start date to a later date and give notice of this to the employer as soon as possible with confirmation that they intend to use the leave to care for the child or support the child's mother.

If employee wants to change the start-date of paternity leave period or cancel it they must give 28 days' notice from the original start date or varied start date or, if this is not possible, as much notice as they can. If leave is being varied then employee needs to give a new notice confirming they intend to use the leave to care for the child or support the child's mother.