



Family Leave Policies

Paternity Leave & Ordinary Parental Leave

Manager Approval Checklist

Purpose:

To help managers handle paternity leave and ordinary parental leave requests fairly, consistently and in line with statutory requirements following the **April 2026 changes**.

This checklist should be completed once a request has been received from the employee.

Employee Details:

Employee name:

Job title/team:

Manager name:

Type of leave requested:

Paternity Leave

Ordinary Parental Leave (unpaid)

1. Eligibility Checks (April 2026)

Paternity Leave

- Confirmed as a **day one right** (no service requirement)
- Relationship to child confirmed
- Expected week of childbirth / placement confirmed
- Notice provided in line with updated requirements (**minimum 28 days**)
- Leave requested within statutory timeframes

Ordinary Parental Leave

- Confirmed as a **day one right**
 - Parental responsibility confirmed
 - Child's age within allowable limit
 - Requested leave does not exceed statutory entitlement
 - Previous parental leave for this child reviewed
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2. Leave Details Confirmed

- Start and end dates reviewed
 - Leave block complies with policy
 - Impact on team/workload considered
 - Any operational constraints identified and discussed
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3. Conversation With Employee

- Request discussed openly and respectfully
 - Notice requirements explained
 - Expectations during leave clarified
 - Return-to-work arrangements discussed
 - Employee signposted to HR support if needed
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4. Pay & Benefits Considerations

- Statutory Paternity Pay confirmed (if applicable)
 - Employee informed that ordinary parental leave is unpaid
 - Impact on holiday accrual explained
 - Payroll/HR notified where required
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5. Prepare for Policy Roll-Out and Internal Updates

- Employee request form completed and signed
 - Supporting documents requested (if required)
 - Leave logged in HR system / personnel file
 - Written confirmation issued to employee
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6. Return to Work Planning

- Right to return to same role (or suitable alternative) confirmed
 - Any flexible or phased return options discussed
 - Team informed appropriately (confidentiality respected)
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7. Final Decision

Leave approved:

Yes

No

Alternative dates agreed

Approved leave dates:

From:

To:

Manager Declaration:

I confirm that this request has been considered fairly, consistently and in line with company policy and statutory requirements.

Manager signature:

Date:

Need Help?

Our HR experts can help you review your family leave policies, update documentation, and deliver manager training, HR Surgeries or Q&A's in relation to the Employment Rights Act 2026.



Contact HR:4UK today to stay ahead of the changes and protect your business.



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