

GOVERNMENT OF SAINT LUCIA
Paternity Leave Application Form

1. Applicant's Details

Ministry/Department: _____

Surname: _____ First Name: _____

Other name(s): _____ NIC Number: _____

Present Position/Grade _____

Home Address: _____

Contact Telephone No: _____

I would like my Paternity Leave to start on: _____ and end on: _____

2. Declaration

2A. To be Completed by Applicant

I declare that I am the child's **biological/adopted father**, I have responsibility for the child's upbringing; and I will take the time off to provide support to the mother and assist in caring for the child.

Signature: _____ Date: _____

2B. To be completed by Spouse/Mother

Surname: _____ First Name: _____

Telephone No: _____ NIC Number: _____

Home Address: _____

I declare that Mras stated in **Section 2A** above is the father of my unborn child /adopted child. *(Please attach a copy of the Expected/Actual Date of Confinement Certificate/Final Adoption Letter)*

Signature _____ Date _____

3. FOR OFFICIAL USE ONLY

Head of Department/Unit _____ Date _____

Permanent Secretary of the Ministry _____ Date _____

Permanent Secretary, Ministry of Public Service _____ Date _____

Actual Date of Birth

DD/ MM/ YYYY

Actual Date Paternity Leave Commenced

DD/ MM/ YYYY

Approved on:

DD/ MM/ YYYY

Additional Information:-

In addition to the Collective Agreements signed between the Government of Saint Lucia and the respective Bargaining Unions/Associations, which guide **Paternity Leave Application**, the following should also be considered:-

1. Only one instance of Paternity Leave of five (5) days duration will be granted in any calendar year.
2. Application for paternity leave must be submitted to Head of Section/Permanent Secretary with a copy of the **Mother's Expected/Actual Date of Confinement Certificate** at least four weeks before the expected date of confinement, and in the case of an adoption, four weeks before the commencement of the Paternity Leave.

Exceptions:-

Exceptions may be granted in instances where the birth of the child is premature or there is a miscarriage. In such instances documentation from the attending physician or hospital must accompany the application; and the timeframe quoted in 2 above may be different for submission purposes.