

# Paternity Leave Application for Paid Time Off

Employee Name

Enter your full name

Employee ID

Enter your employee ID

Department

Enter your department

Supervisor/Manager Name

Enter supervisor's name

Paternity Leave Dates

e.g., June 10, 2024 – June 24, 2024

Reason for Leave

State the reason for your paternity leave

Contact During Leave (optional)

Phone/email during leave

Additional Notes (optional)

Any additional information

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Employee Signature / Date

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Supervisor Signature / Date