

**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 Mr ..... as 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.