

Specialty Registrar Paternity/Adoption Guidelines

Process

1. GP Specialty Registrar notifies Educational Supervisor/host organisation of Paternity intentions.
 - i. GP Specialty Registrar must give as much notice as possible of absence dates proposed (28 days as a minimum), or as is reasonably practicable.

2. GP Specialty Registrar completes Request for Paternity Leave form Appendix F of the Maternity, Paternity, Adoption and Parental Leave Policy which is given to Practice Manager.
 1. Host Organisation to advise NWSSP of any paternity leave requests.
 2. In respect of Paternity leave Appendix F form should be returned to NWSSP Medical Workforce the end of the 15th week before EWC;
 3. In respect of Adoptive paternity leave Appendix F form must be returned within 7 days of being notified of a match with a child or as soon as reasonably practicable;
 4. GP Specialty Registrar submits MATB1 form to NWSSP Medical Workforce with Appendix 1 form;

3. NWSSP Medical Workforce team to send a confirmation letter to GP Specialty Registrar. Copy sent to the host organisation and payroll
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