

Date:/...../20....

[Company name]
Human Resources

PATERNITY LEAVE REQUEST

I work in the [Department] department as [Job title]. My spouse, [Spouse's full name], gave birth on [Date of birth]. Under Additional Article 2 of Labour Law No. 4857, I would like to take my 10 days of paid paternity leave between [Start date] and [End date]. I will return to work on [Return date].

Attachment: Birth certificate or civil registry record

I kindly ask for your approval.

Full name:
Employee number (if any):
Signature:

Manager approval

Name:

Signature:

Date:

Human Resources

Name:

Signature:

Date:

If the mother dies at or after the birth, the remaining postnatal maternity leave is granted to the father (Art. 74); submit a separate request in that case.