Information required:

a. What is the declared number of working days per week of the father?
b. How many ‘Continuous’ paternity leave days have you claimed previously?

Step 1
Please calculate your maximum paternity leave entitlement:

Multiply number of working days per week by 2 weeks*, rounded down to the nearest half day (0.5)

Examples

- 5 days X 2 weeks = 10 days
- 5.25 days X 2 weeks = 10.5 days
- 5.125 days X 2 weeks = 10.25 days, rounded down to 10 days
- 5.5 days X 2 weeks = 11 days
- 5.875 days X 2 weeks = 11.75 days, rounded down to 11.5 days

*For child born before 1 January 2015, the maximum paternity leave entitlement remains as 1 week.

Step 2
Please determine the group you belong to:

Group 1
Continuous leave days claimed is less than or equal to Number of working days per week

Group 2
Continuous leave days claimed is more than Number of working days per week, but less than or equal to 7 calendar days

Group 3
Continuous leave days claimed is more than 7 calendar days
(i.e. 1st week of paternity leave is fully claimed)

Step 3
Please calculate your paternity leave balance:

Group 1
Deduct the continuous leave days previously claimed from the maximum leave entitlement.

E.g.
Number of working days per week : 5
Maximum leave entitlement : 10 days
Leave days claimed : 4 days
Leave Balance : 10 days - 4 days = 6 days

Group 2
Deduct the number of working days per week from the maximum leave entitlement, and round down the result to the nearest half day (0.5).

E.g.
Number of working days per week : 5.125
Maximum leave entitlement : 10 days
Leave Balance : 10 days - 5.125 days = 4.875 days, rounded down to 4.5 days

Note: Leave days claimed would be equivalent to the number of working days per week.

Group 3
i) Calculate the excess leave days by deducting 7 days from the 1st block of paternity leave days claimed.

E.g.
9 continuous leave days taken
Excess leave days : 9 days – 7 days = 2 days

ii) Deduct the number of working days per week & the excess leave days from the maximum leave entitlement, and round down the result to the nearest half day (0.5).

Number of working days per week : 5.125
Maximum leave entitlement : 10 days
Leave Balance : 10 days - 5.125 days - 2 days = 2.875 days, rounded down to 2.5 days