

## Paternity Absences

In relation to Maternity absences, you may need to record periods of Paternity and Adoption leave, along with the appropriate payments. Both of these options are available as absence types within CHRIS and can be used whenever necessary.

Once the basic details are entered you will need to calculate the absence in the same way that Sickness and Maternity are calculated for the relevant values to be applied.

### To enter a period of Paternity leave

1. Go to the employee's Personal Absence List,
2. Click on the New – Absence Details action.
3. Select the Paternity option from the list of absence groups
4. Click on the Create button.

Select Group for New Absence:

Select absence group: Paternity

Create

5. Record the necessary data on the resulting screen
6. Click on the Save button to add the entry to the employee's absence history

**Paternity absence details:** Name: Captain Keith Bridge Job title: Reader  
New Social security number: AB456542A Pay ref: 30000110  
Pers ref: 30000110

Expected birth date: 15/07/2007

Type: Paternity Leave

Paternity absence start date: 16/07/2007

Paternity absence end date: 27/07/2007

Actual date of childbirth:

Stillbirth

Save