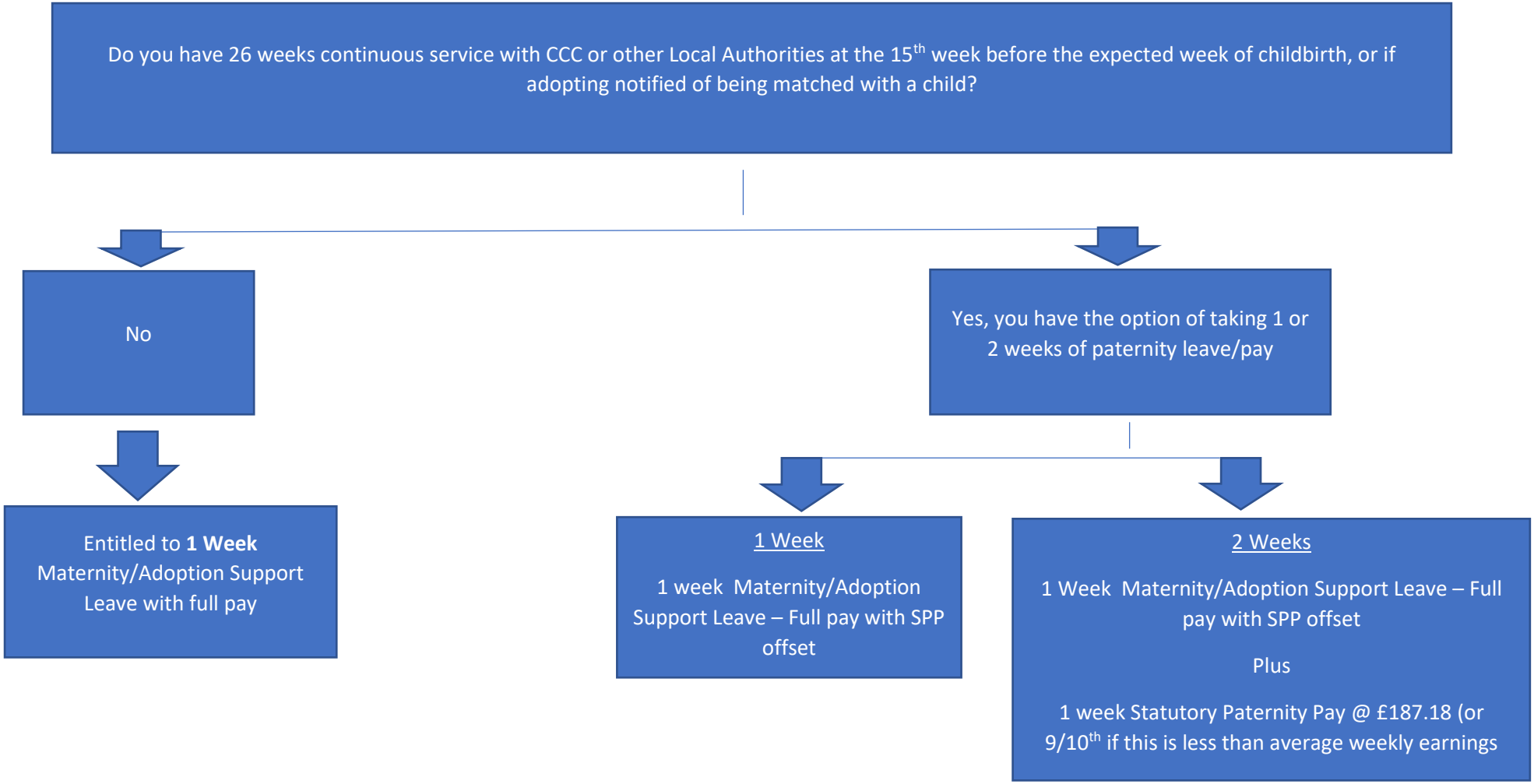Paternity Leave qualification Flowchart – Guidance for employees