



PATERNITY LEAVE POLICY

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non written format.

PATERNITY LEAVE

GENERAL PRINCIPLES

The aim of this policy is to inform all eligible employees of their entitlement to contractual and/or statutory paternity rights and to ensure that those rights are understood by employees who qualify.

Paternity leave and pay in relation to adoption differs. The qualifying and other criteria are different for people adopting a child from overseas and adopting a child from the UK. Please contact your Line Manager for further information.

PATERNITY LEAVE - QUALIFYING CONDITIONS

In order to qualify for Paternity Leave, employees must satisfy the following conditions:

- They must have or expect to have responsibility for the child's upbringing.
- They must be the child's biological father or the mother's partner.
- They must have worked continuously for the organisation for 26 weeks leading into the 15th week before the baby is due.
- Notified the organisation of their intention to take paternity leave.

A "partner" is defined in the context of eligibility for paternity leave, as someone who lives with the mother of the child in an "enduring family relationship", but who is not an immediate relative. A "partner" may include a female/male in a same sex couple.

If the baby is born earlier than the 14th week before it is due and, but for the birth occurring early, the employee would have been employed continuously for the 26 weeks, then they will be deemed to have the necessary length of service. A qualifying employee will also be entitled to paid leave if the baby is stillborn after 24 weeks of pregnancy. If the baby is born alive at any point in the pregnancy but later dies, then the employee will be entitled to paid paternity leave in the usual way.

NOTIFICATION AND EVIDENCE TO TAKE PATERNITY LEAVE

In order to qualify for Paternity Leave and Pay, employees must inform their Line Manager of their intention to take Paternity Leave by the 15th week before the baby is expected, unless this is not reasonably practical. This must be in writing to the employee's manager and a copy of the Certificate of Expected Date of birth (or MATB1 form) should be enclosed as documentary evidence. The Line Manager will respond in writing and the leave will be recorded on the flexi time system or holiday card.

A completed Maternity Support Leave Form (available on the intranet) must be completed as evidence of the employee's entitlement to SPP, which includes a declaration that they meet the eligibility criteria (include copy of MATB1 form if available)

The Line Manager must forward the original request from the employee, the completed self-certificate, their approval and the copy of documentary evidence (if available) to the Payroll team.

They must advise their employer:

- The expected week the baby is due
- Whether they wish to take one or two weeks leave
- When they want their leave to start

Employees can change their mind about the date in which they want their leave to start, providing they advise their employer of this at least 28 days in advance (unless this is not reasonably practical).

LENGTH OF PATERNITY LEAVE

Eligible employees are entitled to take either one or two consecutive week's paternity leave (not odd days).

Leave cannot start until the birth of the baby.

Eligible employees can choose to start their leave:

- On the actual date of the child's birth (whether this is earlier or later than expected)
- From a chosen number of days or weeks after the date of the child's birth (whether this is earlier or later than expected)
- From a chosen date later than the first day of the week in which the baby is expected to be born.

Leave can start on any day of the week on or following the child's birth but must be completed:

- Within 56 weeks of the birth of the child
- If the child is born early, within a period from the actual date of birth up to 56 days after the first day of the expected birth.

Only one period of leave is available to employees irrespective of whether more than one child is born as a result of the same pregnancy.

The Line Manager will ensure that payroll are advised of any periods of paternity leave being taken.

SHARED PARENTAL LEAVE

Employees may also be entitled to Shared Parental Leave. This policy is available on the intranet.

STATUTORY PATERNITY PAY (SPP)

Entitlement to Statutory Paternity Pay (SPP) is dependent upon the qualifying conditions and that an employee has average weekly earnings that are at or above the lower earnings level for National Insurance contributions.

Employees who have average weekly earnings below the Lower Earnings Limit for National Insurance purposes do not qualify for SPP. However, the employee may be able to get Income Support whilst on paternity leave.

OCCUPATIONAL PATERNITY PAY

Employees who have at least 26 weeks service leading into the 15th week before the baby is due and who comply with the notification procedure will be entitled to the organisation's Paternity Pay of two weeks full pay (inclusive of SPP). This is regardless of the number of children born at one time.

CONTRACTUAL BENEFITS

Employees are entitled to normal benefits during paternity leave, except for terms relating to wages or salary

Employees are entitled to return to the same job following their paternity leave.

Employees who qualify for parental leave may take this immediately after paternity leave.

Taking four weeks or less parental leave has no impact on an employee's right to return to work.

An employee who takes more than four weeks parental leave immediately after paternity leave is entitled to return to the same job on the same terms and conditions unless this is not reasonably practicable. If this is the case, the employee is entitled to be offered a suitable alternative position.

If an employee wishes to amend their hours of work on their return to work, the employee put their request in writing to their Line Manager, stating the reasons for the request and the hours/days, which they wish to work in the future. Please refer to the Flexible Working Procedure for further information.

The organisation will give a thorough and fair consideration to any request in line with the flexible working procedures.

APPOINTMENTS

Employees may also be granted unpaid time off to accompany their wife or partner to appropriate ante-natal classes prior to the birth, where these are held during the working day and not in the evening, or to child-care clinics after the birth, subject to a maximum of two attendances. Requests for time off should be accompanied by proof of the clinic date and time.

FURTHER INFORMATION

If an employee has any queries, they should speak with their Line Manager in the first instance.