

# Paternity Leave Policy

Document Reference	PT01
Title of document	Paternity Leave Policy
Owner	HR
Publication/issue date	October 2019
Review date	April 2019
Reviewed by	Natasha Johnson - HR Manager
Distribution	Email / Intranet

## Contents

Section	Page
1. About this procedure	3
2. Entitlement to paternity leave	3
3. Paternity leave	3
4. Paternity pay	3
5. During paternity leave	3
6. Returning to work	4
7. Shared parental leave	4

# Paternity policy

---

## 1. ABOUT THIS POLICY

**1.1** This policy outlines when an employee may be entitled to paternity leave and paternity pay, and sets out the arrangements for taking it.

**1.2** This policy does not form part of any employee's contract of employment and we may amend it at any time.

## 2. ENTITLEMENT TO PATERNITY LEAVE

**2.1** Paternity leave is available on the birth of a child if you have been continuously employed by us for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth and either:

**(a)** You are the biological father and will have some responsibility for the child's upbringing; or

**(b)** You are the husband, civil partner or cohabiting partner of the biological mother and will have the main responsibility (with the mother) for the child's upbringing.

**2.2** Paternity leave is available where a child is placed with you for adoption by an adoption agency, if you have been continuously employed by us for at least 26 weeks ending with the week in which the agency notifies you that you have been matched with a child. In such cases you may be entitled to take adoption leave instead (see our Adoption Policy). However, adoption leave may only be taken by one adoptive parent. Paternity leave is available to the other adoptive parent (of either sex).

## 3. PATERNITY LEAVE

**3.1** Paternity Leave is a period of one or two weeks' consecutive leave taken when a child is born or placed with you for adoption. You can start your leave on the date of birth or placement, or later, provided it is taken within eight weeks (56 days) of the birth or placement. (If the baby is premature the period ends eight weeks after the start of the Expected Week of Childbirth.)

**3.2** To take Paternity Leave you must give us written notice by the end of the 15th week before the Expected Week of Childbirth (or no more than seven days after the adoption agency notified of being matched with a child), or as soon as you reasonably can, stating:

**(a)** The Expected Week of Childbirth;

**(b)** Whether you intend to take one week or two weeks' leave; and

**(c)** When you would like your leave to start.

**3.3** You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

**3.4** As soon as reasonable practicable after the birth, you must notify us of the actual date of birth in writing

**3.5** When notifying us of an adoption you must do so within 7 days receiving the matching notification. You must inform us of the date the matching notification was received, the expected date of placement, whether you intend to use one or two weeks leave, the date you wish the leave to start

## 4. PATERNITY PAY

**4.1** Statutory Paternity Pay (SPP) is payable during Paternity leave provided you have at least 26 weeks' continuous employment ending with the Qualifying Week (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match) and your average earnings are not less than the lower earnings limit set by the government each tax year.

**4.2** Contractual Paternity Pay is payable for two weeks provided you have at least 52 weeks' continuous employment before the Expected Week of childbirth and have met the notification requirements in 3.2.

**4.3** The rate of SPP is set by the government each tax year. For further information, please contact Human Resources.

## 5. DURING PATERNITY LEAVE

**5.1** All the terms and conditions of your employment remain in force during Paternity Leave, except for the terms relating to pay.

**5.2** Annual leave entitlement will continue to accrue during Paternity Leave at the rate provided under your contract.

**5.3** If you are a member of the pension scheme, we shall make employer pension contributions during Paternity leave, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the

# Paternity policy

amount of any paternity pay you are receiving, unless you inform the Pensions Administrator that you wish to make up any shortfall.

## **6. RETURNING TO WORK**

**6.1** Following paternity leave you have the right to come back to the same job role.

**6.2** However, if you have combined paternity leave with Shared parental leave or another type of family-related leave please see the relevant policy as the position may be slightly different

**6.3** If you want to change your hours or other working arrangements, you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

**6.4** If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

## **7. Shared Parental leave**

**7.1** Following paternity leave, you may be entitled to take further periods of leave under the shared parental leave scheme. Full details on shared parental leave including how to apply are in the shared parental leave policy or can be requested from HR

**7.2** Once a period of shared parental leave has been taken in respect of a child, paternity leave cannot be taken for the same child.