

# PATERNITY LEAVE

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Section B – Non Contractual Policy

# Paternity Leave

Paternity leave entitles husbands, partners, civil partners, biological fathers and adoptive parents who qualify to take two weeks paid time off work to be with their new born baby.

If you are adopting, either adoptive parent may take paternity leave where the *other* adoptive parent has elected to take adoption leave. A separate policy is available in respect of adoption leave.

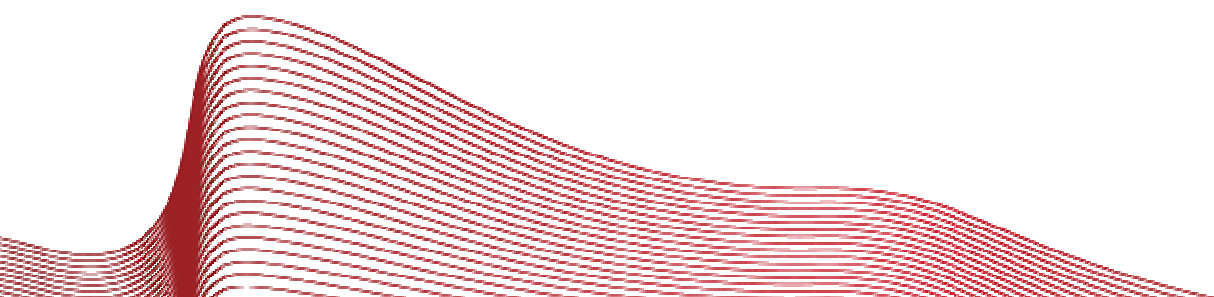
Employees who wish to take both paternity leave and shared parental leave must take their period of paternity leave first. You cannot take paternity leave if you have already taken a period of shared parental leave in relation to the same child.

## **Benefit**

You can take up to two weeks' paid Paternity leave. However, this must be taken in either one or two week blocks. You cannot take odd days here and there to make up an aggregate of one or two weeks' leave.

Paternity leave must be taken from the date of the child's birth or adoption placement; but must end within 56 days of the; child's birth, Expected Week of Childbirth or; in adoption cases, within 56 days of the child's placement.

All your terms and conditions, except those relating to salary or remuneration, will continue. You will therefore, for example, continue to accrue your normal holiday entitlement while you are on paternity leave.



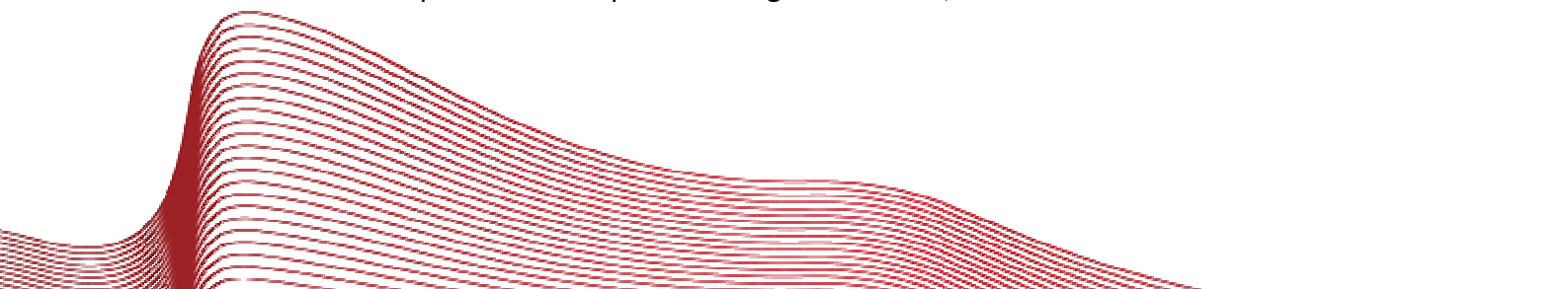
## Eligibility

If you are expecting to be a father or parent to a new born baby, you are entitled to paternity leave if:

- you are the biological father of the child or the mother's husband, partner or civil partner; and
- you have or expect to have main responsibility (with the child's mother) for the child's upbringing or you are the child's biological father and you expect to have some responsibility for the child's upbringing; and
- you have continuously been employed by us for 26 weeks by the end of the 15th week before the EWC; and
- you intend to take leave for the purpose of caring for the child, or supporting the child's mother in caring for the child.

EWC stands for the Expected Week of Childbirth which means the week commencing Sunday in which your baby is expected to be born. Your GP will provide you or your partner with a form called a MATB1 which will state the EWC.

If you are adopting a child under the age of 18 through an adoption agency for adoption in the UK or overseas, you are entitled to Paternity leave provided:

- you are married to or the partner or the civil partner of the child's adopter;
  - you have or expect to have main responsibility (with the child's co-adopter or adopter) for the child's upbringing;
  - you have been continuously employed by us for 26 weeks ending with the week in which you are notified of having been matched with a child; and
  - you intend to take leave for the purpose of caring for the child, or supporting the child's adopter or co-adopter in caring for the child; and
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- you are not taking adoption leave (you are not entitled to take paternity leave and adoption leave).

### **Statutory paternity pay / Enhanced Paternity Pay**

Paternity Pay is paid at either the flat statutory weekly rate set by Government each year or 90% of your average weekly earnings, whichever is the lesser amount.

You are only entitled to Statutory Paternity Pay if, during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the government.

Pay during paternity leave will be at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate. However, employees whose average weekly earnings are below the lower earnings limit for national insurance contributions will not be eligible for statutory paternity pay.

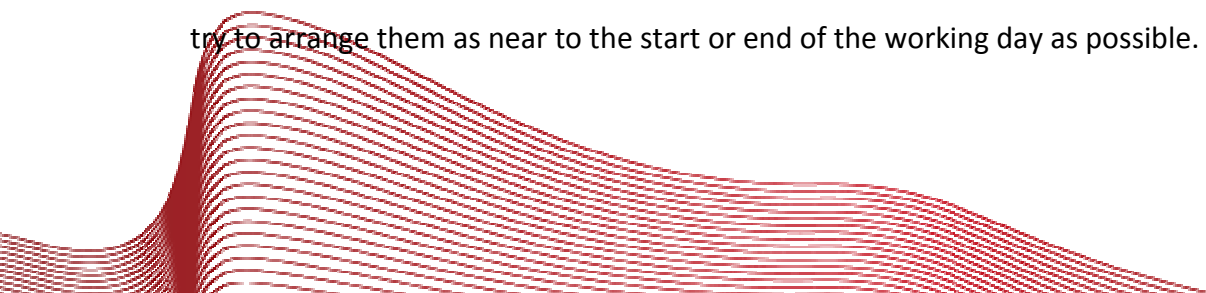
Statutory paternity pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Statutory paternity pay can start from any day of the week in accordance with the date the employee starts his/her paternity leave.

### **Time off for antenatal care**

Employees have the right to take time off to accompany a pregnant woman with whom they are having a child at up to two antenatal appointments, which will be paid.

The employee should endeavour to give his/her line manager as much notice as possible of when he/she needs the time off for the antenatal appointment and, wherever possible, try to arrange them as near to the start or end of the working day as possible.



All ante-natal appointments must be recorded on e-days, and you may be required to provide evidence of your appointments.

### **Time off to attend adoption appointments**

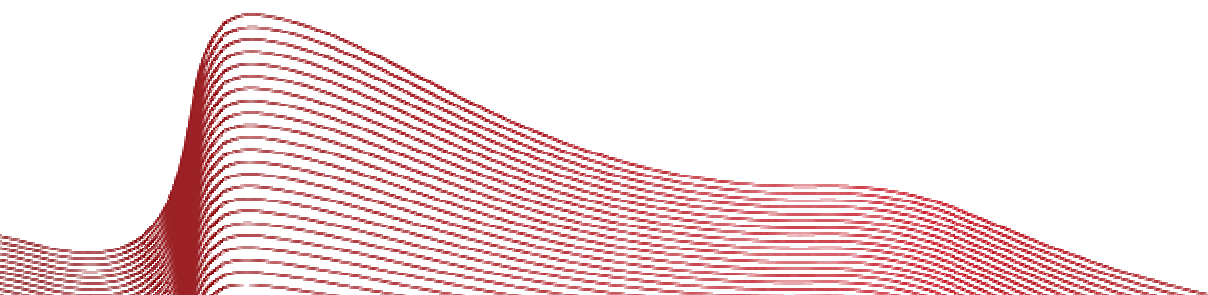
Employees who are adopting a child are entitled to take time off to attend adoption appointments.

Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments (under s.57ZJ of the Employment Rights Act 1996). It is company policy that the other can elect to take paid time off to attend up to two adoption appointments (under s.57ZL of the Employment Rights Act 1996).

The purpose of the appointment is to enable the employee to have contact with the child (for example, to bond with him/her before the placement) or for any other purpose connected with the adoption (for example, to meet with the professionals involved in the care of the child).

The appointment must have been arranged by or at the request of the adoption agency. The time off must be taken before the date of the child's placement for adoption with the employee.

The organisation will ask the individual for proof of the date and time of the appointment and that the appointment has been arranged by or at the request of the adoption agency (for example, a letter or email from the adoption agency).



## Shared parental leave

Shared parental leave enables mothers or adopters to commit to ending their maternity or adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner.

For more information, please see the Shared Parental leave Policy.

## Procedure

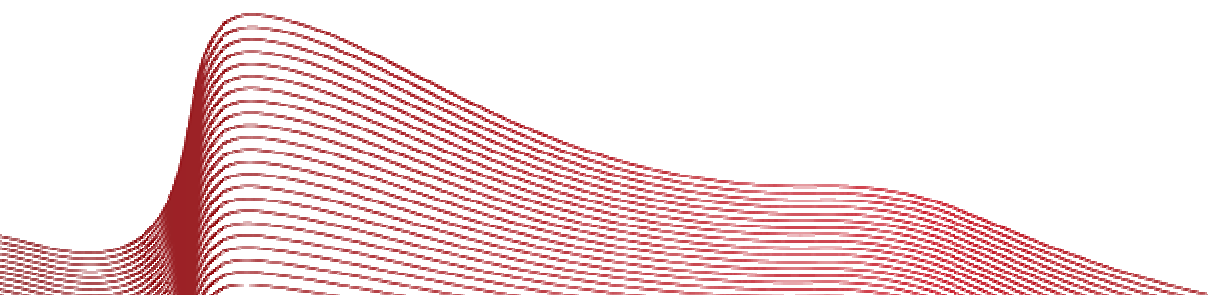
To receive paternity pay, you must;

- Complete the [Paternity Leave request form](#) available on the intranet at least 28 days before you want to begin your paternity leave.
- Send a copy of the baby's birth certificate to HR Operations to confirm the exact date the baby was born

In the case of adoption, you must:

- Complete the [Paternity Leave request form](#) available on the intranet at least 7 days before you want to begin your paternity leave.
- If for some reason you cannot provide this information within 7 days of being notified of having been matched with an adopted child, please provide this information as soon as possible.
- Write to us once your adopted child has actually been placed with you to confirm the exact date of placement or in respect of an overseas adoption, the date the child entered the UK along with evidence of such entry, such as a plane ticket.

Please note that we may at any time request evidence of your eligibility for paternity leave.



If you wish to vary the start of your leave, we ask that you give us written notice of the change as soon as you can.

### **Returning to Work**

Under normal circumstances, you will have the right to return to your old job on the same terms and conditions.

However, if your Paternity Leave has been combined with a period of parental leave of more than four weeks, and it is not reasonably practicable for you to return to the same job, we will try to offer you a suitable and appropriate alternative position.