



Paternalty Leave

About this policy

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

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

Entitlement to paternity leave

Paternalty 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:

- You are the biological father and will have some responsibility for the child's upbringing; or
- 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.

Paternalty 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. However, adoption leave may only be taken by one adoptive parent. Paternalty leave is available to the other adoptive parent (of either sex).

Ordinary paternity leave (OPL)

Ordinary paternity leave (**OPL**) 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.)

To take OPL 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:

- The Expected Week of Childbirth;
- Whether you intend to take one week or two weeks' leave; and
- When you would like your leave to start,

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.

Additional paternity leave (APL)

Additional paternity leave (APL) is a further period of leave that is only available if the child's mother or co-adopter has returned to work after taking maternity or adoption leave, or after a period of entitlement to statutory maternity or adoption pay or maternity allowance in respect of the child. APL cannot start until at least 20 weeks after the birth or placement; it cannot last more than 26 weeks in total and must end within 12 months of the birth or placement.

To take APL you must provide us with the following at least eight weeks before the date you would like your leave to start:

A written "leave notice" stating:

- in the case of birth, the Expected Week of Childbirth and the child's actual date of birth;
 - in the case of adoption, the date the adoption agency notified you that you had been matched with the child and the date the child was actually placed with you;
 - the dates you would like your APL to start and finish.
1. A signed "employee declaration" confirming that you satisfy the eligibility conditions set out above for APL and wish to take the leave to care for the child.
 2. A written "mother declaration" from the child's mother or "adopter declaration" from the co-adopter stating:
 - their name, address and National Insurance number;
 - the date they intend to return to work;
 - in the case of birth, confirmation that you are the child's biological father or the mother's partner, and that you have or expect to have responsibility for the child's upbringing;
 - in the case of adoption, confirmation that you are their spouse, civil partner or cohabiting partner;
 - that, to his or her knowledge, you are the only person exercising an entitlement to APL in respect of the child; and
 - that they consent to us processing the information they have provided.

Once we receive the above we will write to you within 28 days to confirm the APL start date and your expected return date.

In birth cases, we may require you to provide a copy of the child's birth certificate and the name and address of the mother's employer or, if she is self-employed, her business address.

In adoption cases, we may require you to provide the name and address of the co-adopter's employer or, if they are self-employed, their business address. We may also require documentary evidence such as a

matching certificate issued by the adoption agency confirming the agency's name and address, the date you were notified of the match, and the expected placement date.

You can cancel APL or change the start or end dates by giving us at least six weeks' written notice. If this is not possible, give as much written notice as you can, but if we are unable to accommodate the change on such short notice we may still require you to start APL as previously notified and/or finish APL six weeks after your written notice (or on the date previously notified, if earlier).

Paternity pay

Ordinary statutory paternity pay (OSPP) is payable during OPL 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.

Additional statutory paternity pay (ASPP) may be payable during APL if you qualified for OSPP and the child's mother or co-adopter has returned to work with at least two weeks of their 39-week maternity allowance, maternity pay or adoption pay period remaining. ASPP is payable to you for the unexpired remainder of that period.

The rate of OSPP and ASPP is set by the government each tax year.

During paternity leave:

All the terms and conditions of your employment remain in force during OPL and APL, except for the terms relating to pay. Annual leave entitlement will continue to accrue during OPL and APL at the rate provided under your contract. If you are taking a period of APL which will continue into the next holiday year, any holiday entitlement that cannot reasonably be taken before starting APL can be carried over and must be taken immediately before returning to work unless the Principal agrees otherwise. You should try to limit carry over to one week's holiday or less. Carryover of more than one week is at the Principal's discretion. Please discuss your holiday plans with the Principal in good time before starting APL. All holiday dates are subject to approval by the Principal.

If you are a member of the pension scheme, we shall make employer pension contributions during OPL and any period of paid APL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving, unless you inform us that you wish to make up any shortfall.

Keeping in touch during APL

We may make reasonable contact with you from time to time during APL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

You may work (including attending training) on up to ten "keeping-in-touch" days during your APL. This is not compulsory and must be discussed and agreed with the Principal.

You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any paternity pay entitlement.

Returning to work

You must return to work after APL on the expected return date unless you tell us otherwise. If you wish to return to work early, you must give us at least six weeks' notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the expected return date if you request annual leave or parental leave, which will be at our discretion.

You are normally entitled to return to work following either OPL or APL to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent.

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