

## **Paternity and Partners' Leave Policy**

### **Change History**

<b>Version</b>	<b>Reviewed by</b>	<b>Date</b>
1.0		March 2011
2.0		January 2016
3.0		June 2017
4.0	Ops Committee	April 2023
	JNCC	July 2023

# Paternity and Partners' Leave Policy

## 1. INTRODUCTION

This document is designed to assist individuals by confirming their entitlement and setting out the procedure that needs to be followed if a period of paternity and partners' leave is required.

This policy and procedure does not form part of any employee's contract of employment. It may be amended from time to time with appropriate consultation with recognised trade union representatives.

## 2. PATERNITY AND PARTNERS' LEAVE (PPL)

- (a) An employee will be eligible for PPL from the first day of employment at the University.
- (b) The employee must be the child's father or the spouse or partner of the child's mother and expect to have responsibility for the upbringing of the child.
- (c) During this two week period eligible employees may receive Statutory Paternity Pay (SPP<sup>1</sup>). In addition to this the University Paternity and Partners' Pay Scheme (UPP) allows an eligible employee's salary to be supplemented up to full pay for both weeks.
- (d) The leave is given to allow the partner time off to help care for the mother (or carer), and the baby, and should be taken within 8 weeks of the child's birth.
- (e) Employees with less than 26 weeks' continuous service by the 15th week before EWC (Expected Week of Childbirth) are not eligible for Statutory Paternity Pay. However, in these circumstances the University will cover the associated payment.
- (f) PPL is also granted to adoptive parents where a child is matched or newly placed with them for adoption. Either the adoptive mother or father may take PPL where the other adoptive parent has elected to take adoption leave. A separate policy is available on the University web site in respect of adoption leave.
- (g) The University recognises the impact on the father or partner if the pregnancy ends in miscarriage before the 24th week or the baby is stillborn after the 24th week of pregnancy, or if the baby is born alive at any stage of the pregnancy but subsequently does not survive. In this circumstance the University will support the colleague and propose assistance, including Occupational Health and Wellbeing support. Any subsequent time away from work will be deemed as sick leave but will be viewed compassionately when considered as part of any sickness trigger.

## 3. PROCEDURE FOR TAKING PATERNITY AND PARTNERS' LEAVE (PPL)

- (a) The statutory PPL must be taken in one block either as one week's leave or two consecutive weeks' leave. There is no provision for PPL to be taken in instalments.
- (b) PPL must be taken in full within the period of 56 days (8 weeks) beginning on the date of the child's birth. It cannot be taken before the child is born. If the child is born early, it must be taken between the day of the birth and 56 days from the first day of the expected week of childbirth (EWC).
- (c) Where an employee wishes to request PPL, they must give their line manager 15 weeks' written notice or as soon as reasonably possible if joining the University after this point.
- (d) Notification is to include:
  - the EWC of the baby
  - the length of paternity and partners' leave they wish to take;
  - the date on which they wish the leave to commence.

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<sup>1</sup> So called to correspond with [UK Government's definition and terminology](#)

- (e) If an employee wishes to change the timing of their PPL, they must give 28 days' notice, or as soon as is reasonably practicable, of the new dates.
- (f) The employee must also provide a self-certificate declaring that they are entitled to PPL and SPP. An example pro-forma is available at Appendix A. If the birth and/or PPL dates subsequently change then an updated form should be completed.

#### **4. LENGTH OF PATERNITY AND PARTNERS' LEAVE (PPL)**

- (a) Employees can choose to take either one week or two consecutive weeks' PPL (not odd days).
- (b) Leave may be taken:
  - from the date of the child's birth (whether this is earlier or later than expected. In these circumstances, the line manager must be kept fully informed); or
  - from a chosen number of days or weeks after the date of the child's birth (whether this is earlier or later than expected); or
  - from a chosen date later than the first day of the week of EWC.
- (c) Leave can start on any day of the week on or following the child's birth but must be completed:
  - within 56 days of the actual date of birth of the child; or
  - if the child is born early, between the day of the birth and 56 days from the first day of the EWC.
- (d) Only one period of statutory/University leave is available to employees even if more than one child is born as the result of the same pregnancy.

#### **5. STATUTORY PATERNITY PAY (SPP)**

- (a) SPP is available to eligible employees for a period of up to 2 weeks.
- (b) An eligible employee is defined under section 2.
- (c) The University will extend the benefit of paying University Paternity and Partners' Pay from one week of PPL to two consecutive weeks of PPL. The SPP is inclusive of the University Paternity and Partners' Pay Scheme. Employees can elect to take one week's PPL or two consecutive weeks. During the PPL period, SPP will be paid and the salary will be supplemented up to full pay. At no point will the employee receive more than their normal full weekly rate of pay.

#### **6. Contact during Paternity and Partners' Leave**

- (a) Reasonable contact is permitted from time to time between an employee and their employer (for example, for departmental updates or to discuss an employee's return to work).
- (b) The contact between employer and employee can be made in any way that best suits them both (for example, it could be by email, by letter, or involving the employee making a visit to the workplace).

#### **7. Rights on and after return to work**

On resuming work after PPL the employee is entitled to return to the same job as they occupied before commencing PPL on the same terms and conditions of employment as if they had not been absent.

**APPENDIX A –PATERNITY AND PARTNERS’ LEAVE REQUEST FORM**

**Your dates for pay and leave**

The baby is due on:

If the baby has been born, please also give the actual date of birth:

I would like to be away from work on Paternity and Partners’ leave:

From:

To:

**Your declaration**

Surname

First Name

National Insurance No

You must tick one box in each of the three number sections below to qualify for Statutory Paternity (and Partners’) Pay

1. I am

- the baby’s biological father, or
- married to or the civil partner of the mother, or
- living with the mother in an enduring family relationship, but am not an immediate relative

2. I have responsibility for the child’s upbringing

3. I will take time off work to support the mother or care for the child

Signature (Father/Partner):

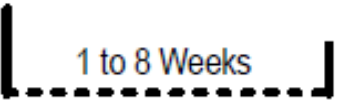
Signature (Mother):

Date:

**Appendix B – Chart of Paternity & Partners' Leave and Pay**

Chart of Paternity & Partners' Leave and Pay

Paternity  
&  
Partners'  
Leave



1 to 8 Weeks

Ordinary Paternity & Partners'  
Leave  
(Up to 2 Weeks )

Paternity  
&  
Partners'  
Pay



1 to 8 Weeks

Ordinary Paternity & Partners'  
Leave  
(Up to 2 Weeks Full Pay)