



PATERNITY POLICY

March 2011
Updated January 2016
Updated June 2017

PATERNITY 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 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.

From 1st December 2014, Shared Parental Leave enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed. This could mean that the mother or adopter shares some of the leave with her partner, perhaps returning to work for part of the time and then resuming leave at a later date.

The Shared Parental Leave regulations mean that additional paternity leave and pay will no longer be available for babies due after 5th April 2015.

2. PATERNITY LEAVE (PL)

- (a) An eligible employee for PL is one who has 26 weeks' continuous service by the 15th week before EWC (Expected week of childbirth)
- (b) The employee must be the child's father or the spouse, and partner 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). In addition to this the University Paternity 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 are not eligible for Statutory Paternity Pay or Paternity Leave. However, the university will consider applications for a period of unpaid leave, up to 2 weeks.
- (f) Paternity leave 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 paternity leave 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.

3. PROCEDURE FOR TAKING PATERNITY LEAVE (OPL)

- (a) The statutory paternity leave must be taken in one block either as one week's leave or two consecutive weeks' leave. There is no provision for paternity leave to be taken in instalments.
- (b) Statutory paternity leave 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 EWC.
- (c) Where an employee wishes to request PL, they must give his/her line manager 15 weeks' written notice of:
 - the EWC of the baby
 - the length of paternity leave they wish to take;
 - the date on which they wish the leave to commence.
- (d) If an employee wishes to change the timing of their paternity leave, they must give 28 days' notice, or as soon as is reasonably practicable, of the new dates.

- (e) The employee must also provide a self-certificate declaring that they are entitled to paternity leave and SPP. An example pro-forma is available at Appendix A. If the birth and/or paternity dates subsequently change then an updated form should be completed.

4. LENGTH OF PATERNITY LEAVE (PL)

- (a) Eligible employees can choose to take either one week or two consecutive weeks' paternity leave (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

- (a) SPP is available to eligible employees for a period of up to 2 weeks.
- (b) An eligible employee is one who satisfies the conditions with regard to their relationship with the child and the child's mother has 26 weeks continuous service by the end of the 15th week before the Expected Week of Childbirth (EWC) and whose average earnings are more than the Lower Earnings Limit for National Insurance Purposes. SPP is paid at the rate of 90% of average weekly earnings or the current statutory limit, whichever is the less.
- (c) From the 1st August 2017 the University will extend the benefit of paying University Paternity Pay from one week of Paternity Leave to two consecutive weeks of Paternity Leave. The SPP is inclusive of the University Paternity Pay Scheme. Employees can elect to take one week's paternity leave or two consecutive weeks. During the Paternity Leave 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.

7. Contact during Paternity Leave

- (a) Reasonable contact is permitted from time to time between an employee and his 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).

8. Rights on and after return to work

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

APPENDIX A –PATERNITY 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 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 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

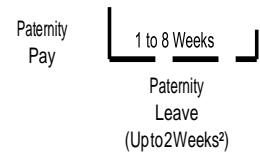
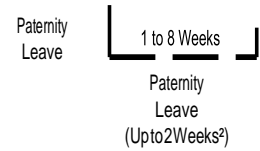
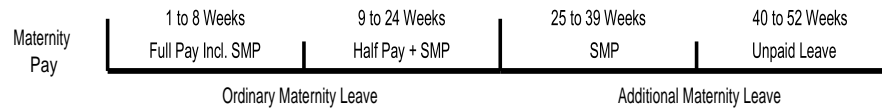
3. I will take time off work to support the mother or care for the child

Signature (Father):

Signature (Mother):

Date:

Comparative chart of Maternity and Paternity¹



¹ For staff with at least 52 weeks service at the 15th week before the expected week of childbirth

² Week 1 and Week 2 at Full Pay (plus Salary Protection Pay)