

Paternity and Partners' Leave	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Colleagues - Chief People Officer - Operations Committee
Is the Procedure for internal use only (Non- disclosable) ?	Disclosable
Associated Policy Statements:	N/A
Authorised Owner:	Human Resources Director
Authorised Co-ordinator:	Head of HR Performance Delivery
Effective date:	05/04/2024
Due date for full review:	05/04/2027
Sub documentation:	N/A

Approval History

Version	Reason for review	Approval Route	Date
1.0	Migration to the POPP structure Legislation Changes introduced on 06 April 2024	Operations Committee – Chairs Approval	05/04/2024

1. Purpose

- 1.1. 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 (PPL) is required.
- 1.2. This 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. Scope and Exceptions to the Procedure

- 2.1. The procedure applies to all staff who are employed by the University and its subsidiaries.
- 2.2. An employee will be eligible for PPL from the first day of employment at the University.
- 2.3. 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.
- 2.4. During this two week period eligible employees may receive Statutory Paternity Pay (SPP). 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.
- 2.5. The leave is given to allow the partner time off to help care for the mother (or carer), and the baby, and can be taken within the first 52 weeks after a child's birth/adoption.
- 2.6. 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.
- 2.7. 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.
- 2.8. 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. Definitions and Terminology

- 3.1 Expected Week of Childbirth (EWC)** is defined as the week beginning midnight between Saturday and Sunday in which it is expected that the child will be born.
- 3.2 Statutory Paternity Pay (SPP)** A statutory weekly rate set by the government or a percentage of your average weekly earnings (whichever is lower) for employees with at least 26 weeks' service at the Qualifying Week are entitled to receive 1 or 2 weeks SPP. The University pays SPP through the payroll and it is subject to tax and National Insurance deductions. Up to date rates can be found on the gov.uk website.
- 3.3 University Paternity and Partners' Pay Scheme (UPP)** allows an eligible employee's salary to be supplemented up to full pay for both weeks.

4. Procedural Principles

4.1 Procedure for taking Paternity and Partners' Leave

The statutory PPL can be taken in two separate one week blocks or two consecutive weeks' leave.

PPL must be taken in the first year of the child's birth, it cannot be taken before the child is born.

Where an employee wishes to request PPL, they must give their line manager 4 weeks' written notice (for domestic adoption cases the notice period for leave will remain within seven days of the adopter having received notice of being matched with a child).

Notification is to include:

- the EWC of the baby
- the length of paternity and partners' leave and how they wish to take it;
- the date on which they wish the leave to commence.

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.

The employee must also provide a self-certificate to HR and the line manager 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 and sent to the line manager and HR.

4.2 Length of Paternity and Partners' Leave (PPL)

Employees can choose to take either one week or two weeks' PPL (taken as separate weeks if applicable but not odd days).

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
- within 52 weeks after the child's birth/adoption.

Leave can start on any day of the week on or following the child's birth but must be completed within one year of the child's birth date

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.

4.3 Statutory Paternity Pay (SPP)

SPP is available to eligible employees for a period of up to 2 weeks.

An eligible employee is defined under section 2.

The University will extend the benefit of paying University Paternity and Partners' Pay from one week of PPL to two weeks of PPL. The SPP is inclusive of the University Paternity and Partners' Pay Scheme. Employees can elect to take one or two week's PPL. 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.

4.4 Contact during Paternity and Partners' Leave

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).

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).

4.5 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.

5 Governance Requirements

5.1 Implementation: Communication Plan

The procedure was embedded when first published, and is available on SurreyNet (HR Policies Page) for all staff to access.

5.2 Implementation: Training Plan

The procedure was embedded when first published. Further support will be provided to colleagues implementing the procedure when required.

5.3 Review

This procedure will be reviewed every 3 years or sooner if required by a change in legislation or practice.

5.4 Legislative Context and Higher Education Sector Guidance or Requirements

5.4.1 Applicable Legislation

This procedure complies with the following legislation.

- Equality Act 2010
- Employment Rights Act 1996
- Employment Relations Act 1999
- Employment Act 2002
- Work and Families Act 2006
- Children and Families Act 2014
- Protection from Redundancy (Pregnancy and Family Leave) Act 2023

5.5 Sustainability

This policy supports the United Nations Sustainable Development Goals (UN SDG's) in the following ways:

- SDG 3 Good Health and Well-Being – enabling a significant work/life balance for staff
- SDG 5 Gender Equality – enabling staff to parent, whilst maintaining their work roles where required or desired
- SDG 8 Decent Work and Economic Growth – supporting parents to take parental leave in various forms and to remain economically active
- SDG 10 Reduced Inequalities – offering opportunities for staff who may find it difficult to work and provide child care.

6 Stakeholder Engagement and Equality Impact Assessment

6.1 An Equality Impact Assessment was completed on 04 April 2024 and is held by the Authorised Co-ordinator.

6.2 Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Review of version 1.0	N	19/02/2024 & 26/03/2024	Kelley Padley, Governance Officer
H&S	Review of version 1.0	N	06/02/2024	Matt Purcell
Sustainability	Review of version 1.0	N	05/04/24	Martin Wiles

Appendices

Appendix 1: Paternity and Partners' Leave Request Form

Your dates for pay and leave	
The baby is due on:	<input type="text"/>
If the baby has been born, please also give the actual date of birth:	<input type="text"/>
I would like to be away from work on Paternity and Partners' leave:	From: <input type="text"/>
	To: <input type="text"/>
	<input type="text"/>

Your declaration	
Surname	<input type="text"/>
First Name	<input type="text"/>
National Insurance No	<input type="text"/>
<p>You must tick one box in each of the three number sections below to qualify for Statutory Paternity (and Partners') Pay</p>	
1. I am	
• the baby's biological father, or	<input type="checkbox"/>
• married to or the civil partner of the mother, or	<input type="checkbox"/>
• living with the mother in an enduring family relationship, but am not an immediate relative	<input type="checkbox"/>
2. I have responsibility for the child's upbringing	<input type="checkbox"/>
3. I will take time off work to support the mother or care for the child	<input type="checkbox"/>
Signature (Father/Partner):	<input type="text"/>
Signature (Mother):	<input type="text"/>
Date:	