

Scope: All Staff	Effective Date: Nov 2014	Responsible Dept: Human Resources	Equality Impact Assessment: Completed 22 Jan 2015
Last updated by/date: HR/ Apr 2017	Next review date: Apr 2020	Associated links & web pages: Available on HR web pages	



PATERNITY (PARTNER) LEAVE POLICY & PROCEDURE

1. Introduction

This policy relates to those supporting a pregnant partner at the time of a child's birth or when the employee is the partner of an individual who adopts, or the other member of a couple who are adopting jointly. This includes spouses, civil partners and partners of either sex who meet the eligibility criteria outlined in this policy.

2. Scope

This policy sets out the right and responsibilities applied to all University employees, full and part-time, permanent and temporary. The Scheme provides for leave and pay, where eligible, to enable an employee to support their partner around the time of a child's birth or adoption.

Where certain eligibility criteria are met, fathers/ partners will also be entitled to Shared Parental Leave (SPL). Please see the Shared Parental Leave Policy for further information.

3. Paternity Leave

Paternity leave is available to all staff who meet the eligibility criteria providing a period of shared parental leave (SPL) has not already been taken. Once shared parental leave (see separate policy) has been taken, there is no longer an entitlement to paternity leave.

You can choose to take either one week or two consecutive weeks' paternity leave. Leave cannot be taken in odd days.

You can choose to start your leave:

- from the date of the child's birth (whether this is earlier or later than expected), or the placement of the child , **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 the placement of the child, **or**
- from a chosen date later than the first day of the week in which the baby is expected to be born or the placement of the child.

Leave can start on any day of the week but must be completed:

- within 56 days of the actual date of birth or placement of the child, or

- if the child is born early or the placement begins earlier than expected, within the period from the actual date of birth up to 56 days after the first day of the expected week of birth or the placement of the child.

Only one period of leave is available to you irrespective of whether more than one child is born as a result of the same pregnancy or more than one child is placed for adoption.

4. Eligibility

In order to qualify for paternity leave you must satisfy the following conditions:

- have, or expect to have, responsibility for the child's upbringing
- be the biological father of the child, the spouse or civil partner, or same sex partner, or be living with the mother or adopter in an enduring family relationship (but not be an immediate relative),
- have worked continuously for the University for 26 weeks by the 15th week before the baby is due or the end of the week in which the adopter is notified of being matched with the child

You should provide a copy of the MatB1 certificate, given to the expectant mother 14 weeks before the Expected Week of Confinement (EWC) or in the case of adoption a copy of the matching certificate, given to the adopter with their notice.

5. Time off to attend antenatal appointments

From 1 October 2014, fathers, partners or same sex partners are also entitled to attend up to two ante-natal appointments.

You should provide your line manager with as much notice as possible of the appointment dates and times, as well as proof of the appointment.

There is no additional entitlement to paid leave to cover these appointments. However in most cases working arrangements are sufficiently flexible to allow work to be picked up at an alternative time e.g. the flexi scheme. Managers should ensure that wherever possible alternative arrangements are made to ensure that partners are able to attend such appointments.

Where the time cannot be made up elsewhere and it is not possible to take annual leave, then time off will be unpaid.

6. Notice of intention to take Paternity Leave

You must inform the University of your intention to take paternity leave by the end of the 15th week before the baby is expected, or within 7 days of being notified by the adoption agency that you have been matched with a child, unless this is not reasonably practicable. You must tell the University:

- the week the baby is due, or the date the child is expected to be placed
- whether you wish to take one or two weeks' leave

- when you want your leave to start

You should complete the [PatL1 - Application for Paternity Leave /Self Certificate Form](#).

You can change your mind about the date on which you want your leave to start providing you give the University at least 28 days' notice in advance (unless this is not reasonably practicable).

Where you are entitled to paternity and adoption leave you cannot exercise rights to both schemes.

7. Paternity Pay

The University operates an enhanced paternity pay entitlement and therefore where eligible, you will be entitled to up to two weeks' full contractual weekly pay. This entitlement is inclusive of Statutory Paternity Pay.

Paternity Pay is only payable when you are absent from work.

8. Terms and conditions of employment

All normal terms and conditions apply while on paternity leave. Continuous service continues to accrue while on paternity leave.