



Paternity Leave Policy

1.0 Introduction

- 1.1 This policy sets out the rights and responsibilities of employees who wish to take paternity leave. Paternity leave is for employees who have, or expect to have, responsibility for the upbringing of the new child, and the purpose is to help to care for the child or to support the child's mother.
- 1.2 An employee whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child, is entitled to two weeks' paternity leave, subject to eligibility criteria. Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption.
- 1.3 Eligible employees are entitled to time off to attend up to two ante-natal appointments or pre-adoption meetings, as appropriate.
- 1.4 Shared parental leave replaced additional paternity leave from 5th April 2015 and references are made to the separate shared parental leave policy where relevant.

2.0 Definitions

The following abbreviations are used in this policy:

- OPP - Occupational paternity Pay
- SPP - Statutory paternity pay
- ShPP - Shared Parental Pay - the term for shared maternity and paternity pay
- EWC - Expected Week of Childbirth – the week, starting on a Sunday, in which the doctor or midwife expects the mother to give birth.
- QW - The Qualifying Week – the 15th week before the EWC
- MW - Matching week - the week when the child adopters are notified of being matched with a child/children for adoption
- KIT - Keeping in Touch days
- PL- Paternity Leave
- SPL - Shared Parental Leave

3.0 Eligibility for Paternity Leave after the Baby's Birth

An employee will be eligible for paternity leave if they meet the following requirements:

- They are the father of the child or the husband/partner of the mother or the husband/partner of the child's adopter and not taking adoption leave. In all cases partner includes same-sex partner.
- They have worked for the Union for a minimum of 26 weeks by the 'notification week' (i.e. the end of the 15th week before the expected week of childbirth (EWC))

or, for adoption paternity leave, by the end of the week in which the child's adopter is notified of matching.

- PL is available for employees who have or expect to have responsibility for the upbringing of the child, and will help care for the child or support the child's mother or adopter.
- The employee has given the correct notice to take the leave and has complied with any requirements to produce evidence
- The employee has not already taken a period of SPL in respect of the child.

4.0 Amount and Timing of Paternity Leave

- 4.1 The employee can take up to two weeks' paternity leave in a single block. Either one week or two consecutive weeks is allowed but not two separate weeks. PL must be taken within 56 days (8 weeks) of the birth.
- 4.2 If the baby is born early, you can choose to take your leave any time between the actual date of birth and the end of an 8 week period running from the Sunday of the week the baby was originally due. You cannot take odd days off work, but the weeks can start on any day of the week.
- 4.3 One period of leave only is allowed irrespective of whether it is a multiple birth.
- 4.4 Shared parental leave and pay came into effect for babies born after 5 April 2015. Under the SPL scheme, working couples who meet the eligibility criteria are able to share the any maternity leave and pay not taken by the mother or adopter (and not including the two weeks compulsory maternity leave). Shared parental leave can be taken by each parent consecutively or at the same time.
- 4.5 An employee can choose to take both paternity leave and shared parental leave, but the period of paternity leave must come first.
- 4.6 Information regarding eligibility, notice requirements and options regarding leave are given in the separate Shared Parental Leave Policy.

5.0 Rights during Paternity Leave

- 5.1 You are entitled to the benefit of all your terms and conditions of employment and to return to the same job following paternity leave. Additional protection against unfair treatment, discrimination or dismissal as provided by the Equality Act 2010.

6.0 How to apply for Paternity Leave

- 6.1 You must complete an application for PL and submit this to the Finance & Resources Manager no later than the fifteenth week before the expected week of childbirth.
- 6.2 If you wish to change the commencement date of your PL you must give the Students' Union at least 28 days' notice of the new dates.
- 6.3 If the baby is born sooner or later than expected please inform the Finance & Resources Manager as soon as reasonably practicable, in order that your dates for PL can be agreed.

7.0 Eligibility for Occupational Paternity Pay

7.1 In order to qualify for full normal pay during your PL you must meet the following criteria:

- Be eligible for paternity leave (see section 3 above)
- Have average weekly earnings at or above the lower earnings limit for National Insurance as at the fifteenth week before the EWC.

8.0 Time Off for Ante-Natal Care

8.1 An expectant father or the partner (including same sex) of a pregnant woman has the right to take paid time off work to accompany expectant mothers to 2 antenatal appointments. 'Partner' includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long term relationship with her.

8.2 The employee should try to give their manager as much notice as possible of these appointments. If requested to, they should also provide their manager/the Finance and Resources Manager with an email or letter giving the date and time of the appointment and confirm that they qualify for the paid time off through their relationship with the pregnant mother or child.

9. Time off to attend Adoption Pre-placement Meetings

9.1. Where a couple are adopting a child, the co-adopter will be entitled to paid time off to attend up to two pre-adoption appointments. The co-adopter includes a spouse or civil partner and a person (of either sex) in a long term relationship with the primary adopter.

9.2. Employees must try to give their manager as much advance notice as possible of pre-placement adoption appointments. If requested to, they should also provide their manager/the Finance and Resources Manager with an email or giving the date and time of the appointment and confirm that the time off is for the purpose of attending a pre-placement adoption meeting.

10.0 Further Help and Advice

10.1 Employees are able to access help, advice and support through the (Employee Assistance Programme) provider, Lifeworks. Details are available from the Finance & Resources Manager.

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