


PATERNITY

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REVIEWED BY	Mariana Philipova	
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Policy Statement

This policy has been developed to provide staff with guidance as to your entitlements and the procedure to follow if requesting paternity leave. No employee will be treated less favourably, suffer detriment or be dismissed because they request or take paternity leave. However, the misuse of paternity leave such as the use of leave for reasons other than to care for the child or support the mother, or failure to follow the correct procedure may result in disciplinary action being taken against you.

Procedure

- ☑ Paternity leave is the right to take paid leave to care for a child or support the mother.
- ☑ In order to qualify for paternity leave in birth situations you must:
 - ☞ Be the child's biological father, and have, or expect to have, the main responsibility for the child's upbringing
 - ☞ Be the spouse or partner of the mother, and have, or expect to have, the main responsibility for the child's upbringing.
- ☑ In order to qualify for paternity leave in adoptive situations you must: Be married to, or be the partner of, the adopter, and have, or expect to have, the main responsibility for the child's upbringing.
- ☑ In both birth and adoptive situations you must:
 - ☞ Have formally informed your manager of your intention to take statutory paternity leave
 - ☞ Have provided documentary evidence supporting your right to take statutory paternity leave, if requested by your manager.
- ☑ Paternity leave is for a maximum of two weeks. Leave may be taken in a block of one or two consecutive weeks. Leave must be taken within 56 days of the birth of the child or, in the case of adoption, within eight weeks of the placement.
- ☑ Additional paternity leave will be available only if your partner has unused maternity or adoption leave and it can now be shared between both parents. From 2015 new plans will allow couples to share all their maternity or adoption leave 8 weeks before it starts.
- ☑ In order to take statutory paternity leave after the birth of a child, you must inform your manager of your intention to take leave by the end of the 15th week before the mother's expected week of childbirth (EWC). You must specify:
 - ☞ The week in which the baby is expected to be born
 - ☞ Whether you intend to take one or two weeks' leave
 - ☞ The date on which you intend to start your leave.
- ☑ In order to take statutory paternity leave after the adoption of a child, you must notify your manager of your intention to take leave no later than seven days after the date on which you received notification from the adoption company of the match with the child. If the child was adopted from abroad you must let your employer know the date on which you received notification of the placement and the date on which the child is expected to enter the UK.
- ☑ Statutory paternity leave may not be taken before the birth or adoption of a child.
- ☑ If you fall ill before starting your period of paternity leave, you should postpone it. The 56-day period within which you should take your leave is not extended under these circumstances.

- 👉 You may be entitled to Statutory Paternity Pay (SPP); your manager will let you know whether you are. If you do not qualify for SPP you may still be able to get Income Support while on paternity leave; your local Social Security Office can advise on this.
- 👉 You are entitled to return to the same job as before, on the same terms and conditions of employment, unless a redundancy situation arises. It is presumed that you will return to work after a period of paternity leave.
- 👉 If you cannot return to work at the end of your paternity leave because of illness, you should follow the normal procedures for sickness absence.
- 👉 If you do not wish to return to work you are required to give your manager notice in accordance with your contractual notice period.
- 👉 On some occasions it may be necessary for your manager to defer your paternity leave. This may occur if, in discussion with your manager, there is a strong organisational reason for deferral. The reasons may include:
 - ❌ A significant number of employees applying for paternity leave at the same time
 - ❌ Your role is such that your absence at a particular time may unduly harm the organisation.

Shared Parental Leave

This was introduced in December 2014 and enables eligible mothers, fathers, partners and adopters to choose how to share time off work after the birth or adoption of a child. It is designed to offer a more flexible way of sharing the care in the first year following birth or adoption. Parents are able to share a pot of leave in a variety of ways. Relevant guidance will be given to all employees who wish to access the scheme. We will use the ACAS information service and its guidance “*A Good Practice Guide for Employers and Employees*”

To keep up to date with any changes this organisation will refer to the following guidance and website. Shared Parental Leave: A good practice guide for employers and employees.

Related Policies
Maternity
Recruitment and Selection