

## **PATERNITY LEAVE AND PAY PROCEDURE**

### **1. INTRODUCTION**

The University recognises the importance of ensuring that our employees enjoy a healthy balance between their work and family life. We will support this by offering a range of family friendly rights to our employees including the right to paternity leave and pay for new parents.

A flowchart of the procedure is available at Appendix 1.

This procedure has been developed in conjunction with, and agreed by the recognised trade unions.

### **2. OBJECTIVES**

The objectives of this procedure are to:

- Help employees to understand their entitlements in relation to paternity leave and pay;
- Inform employees of their rights and responsibilities during paternity leave;
- Ensure that employees are treated fairly and consistently during paternity leave and their return to work.

### **3. ENTITLEMENTS AND ELIGIBILITY**

#### **3.1 Paternity Leave**

Individuals may qualify for paternity leave if they meet the following criteria:

- They are the biological father of the baby; or
- Their partner<sup>1</sup>, spouse or civil partner has a baby;
- Their partner, spouse or civil partner adopts a child and is classified as the 'primary adopter'; or
- Their partner, spouse or civil partner becomes a parent through surrogacy and has applied for a parental order or intends to do so within 6 months of the child's birth; and
- They expect to have responsibility for the child's upbringing.

The individual must also have worked for the University for at least 26 weeks at:

- The 15<sup>th</sup> week before the expected week of childbirth (birth or surrogacy); or
- The end of the week that their partner spouse or civil partner is notified that they have been matched with a child for adoption (UK adoptions);
- The date the child enters the UK (overseas adoptions).

Individuals who meet the above eligibility criteria will be entitled to up to two weeks of paternity leave following the birth of a child or placement of a child for adoption. This leave can be taken in blocks of one or two weeks. Leave can start on the day the child is born and must be taken within 56 days of this date.

Paternity leave can start when adopting a child:

- On the date of placement (UK adoptions);
- Within 2 months of the child's placement (UK adoptions);
- On the date the child arrives in the UK or an agreed number of days after that (overseas adoptions).

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<sup>1</sup> Partner includes a person of a different sex or the same sex who lives with the mother or primary adopter in an enduring family relationship but who is not an immediate family relative.

### 3.2 Paternity Pay – Statutory Paternity Pay

Individuals may be entitled to receive up to two weeks of Statutory Paternity Pay (SPP), subject to meeting the following requirements:

- They qualify for paternity leave; and
- Have average earnings at or above the lower earnings limit for payment of National Insurance Contributions – calculated over the eight weeks leading up to the 15<sup>th</sup> week before EWC (birth or surrogacy) or the week that their partner, spouse or civil partner is notified that they have been matched with a child for adoption.

The Government sets the lower earnings limit and SPP rates on a yearly basis. These figures can be found on the [Government's website](#).

### 3.3 Paternity Pay – University Enhanced Paternity Pay

We offer enhanced paternity pay for employees who qualify for SPP. This enhanced benefit is as follows:

- First week of paternity leave – full normal pay (inclusive of SSP);
- Second week of paternity leave – SPP only.

### 3.4 Time Off to Attend Appointments

Individuals are entitled to take paid time off to attend up to two ante-natal, adoption or surrogacy appointments. We reserve the right to request evidence of these appointments.

## 4. PROCEDURE

Individuals are encouraged to advise their line manager and HR Business Partner of their intention to take paternity leave at the earliest opportunity. This should be done in writing using **Form SPL1**.

Individuals must notify the University no later than the 15<sup>th</sup> week before the expected week of childbirth, within 7 days of an adoption match, or within 28 days if it is an overseas adoption.

Individuals must also complete one of one of the following forms and return to their line manager and POD within this timeframe:

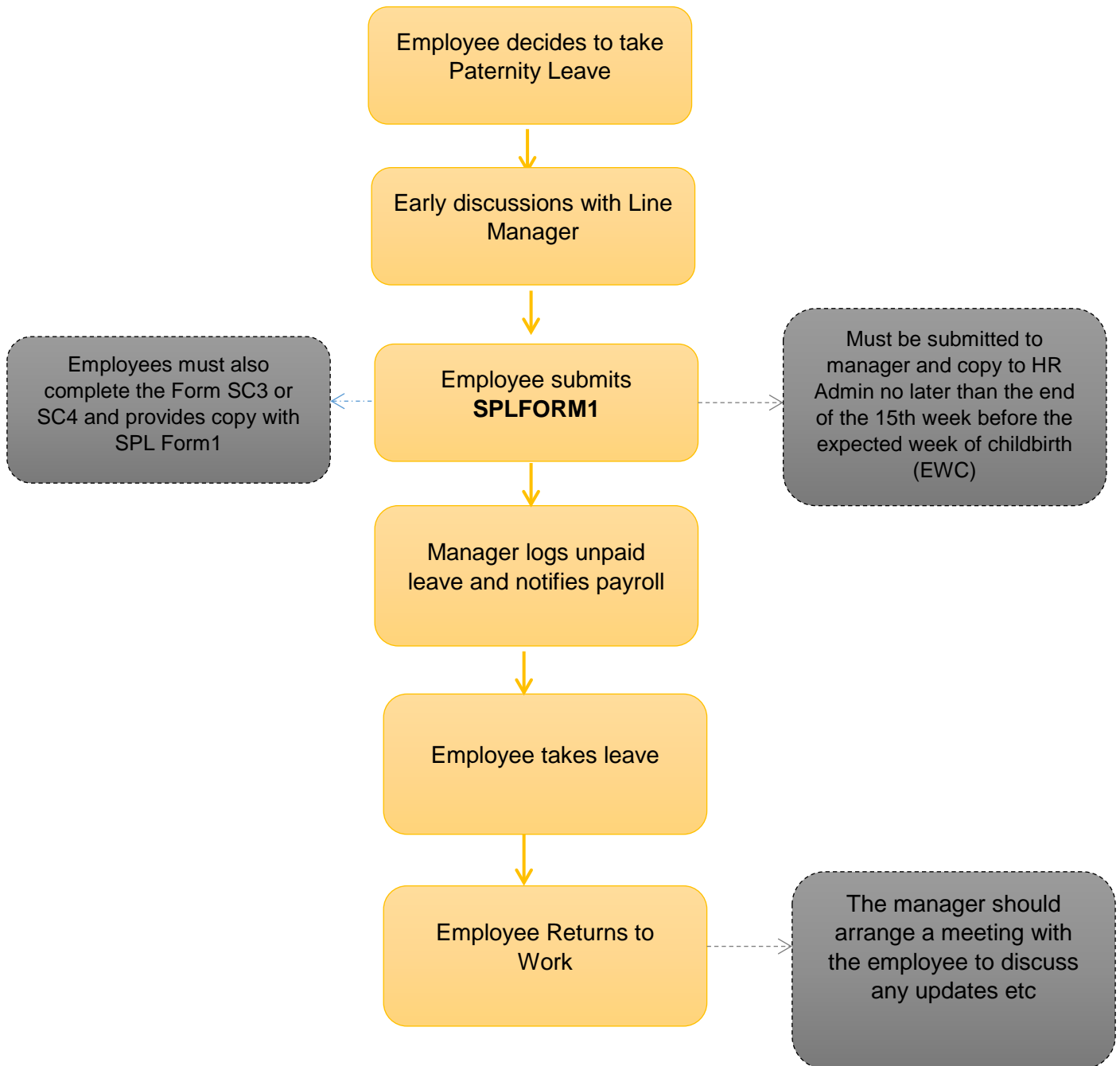
- [Form SC3](#) – where an individual is becoming a birth parent; or
- [Form SC4](#) – where an individual is becoming a parent through adoption.

To attend ante-natal, adoption or surrogacy appointments, individuals are required to seek approval from their line manager, who will agree to a minimum of 2 appointments.

All paternity leave should be recorded to ensure appropriate and accurate records are kept.

Procedure Author – Employee Relations & Performance Adviser	Procedure Owner – Director of People and Organisational Development
Parent Policy Statement - People and Organisational Development	Public Access or Staff Only Access – Public
Version 5 – Approved June 2018	Changes and Reason for Changes – POD Policy Review

**Appendix 1**  
**The Procedure at a Glance**



**Appendix 2**  
**Form SPL1 : Application for Paternity Leave**

**APPLICATION FOR PATERNITY LEAVE**  
**FORM SPL1**

<b>Paternity Leave: Application</b>	
Name:	
Job Title:	
School/Department:	
<b>Section A: Your Dates for Leave &amp; Pay</b>	
The baby is due on:	
If the baby has been born, what is the baby's date of birth:	
I wish my paternity leave to start on:	
Please indicate if you would like 1 or 2 weeks' leave:	
<b>Section B: Declaration</b>	
<p>I declare that:</p> <ul style="list-style-type: none"> <li>• I am the baby's biological father; or</li> <li>• or the partner/husband of the mother (partner being a person whether of a different sex or the same sex who lives with the mother in an enduring family relationship but not an immediate family relative); and</li> <li>• Expect to have responsibility for the baby's upbringing; and</li> <li>• I will take the time off work to support the mother care for the child.</li> </ul>	
Signed:	Date:

***Please give a copy of this form to your Line Manger & HR Service Support Team***