Appendix 1

Summary Flowchart of Paternity Leave and Pay

Submit letter to Head of School/Unit confirming dates of paternity leave

Ensure copy of letter passed to Human Resources

Do you qualify for Statutory Paternity Pay?

less than 26 weeks service at 15th week before the Expected Week of Childbirth or Expected Date of Placement

No entitlement

26 weeks service at the 15th week before the Expected Week of Childbirth or Expected Date of Placement

Entitled to 2 weeks leave, full pay

Ensure copy of letter passed to Human Resources