



University of
St Andrews

Paternity leave policy

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School / unit	Human Resources
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Key terms	Staff/Annual leave and other absence/Family friendly leave
Purpose	This policy provides information on eligible time off for employees whose partner's having a baby or adopting a child.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Change to review date	Published	Lisa Stewart HR	01/04/2021

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1. Introduction

- 1.1 The University recognises the importance of supporting all staff in their obligations to their families. This policy has been designed to explain how the paternity leave scheme operates and sets out your obligations under it.
- 1.2 If you have any queries regarding the information in this document or would like further advice please contact [Human Resources](#) or via telephone on extension 3096.

2. Statutory entitlement

- 2.1 All employees are eligible for two weeks paternity leave if the following conditions are satisfied:
- You have worked continuously for the University for 26 weeks leading into the 15th week before the Expected Week of Childbirth (EWC) or Expected Day of Placement (EDP) if adopted;
 - You have or expect to have responsibility for the child's upbringing (born or adopted);
 - You are the biological father of the child or the mother's husband or partner (including same-sex relationships);
 - You are the adopter's spouse or partner.
- 2.2 If you are eligible for paternity leave this period covers single and multiple births; therefore if twins are involved you are still only eligible for two weeks paternity leave.
- 2.3 Paternity leave can be taken at any period from the day the baby is born or placed (adoption) up to 56 days from that date. Leave can be taken in the following ways:
- Block of two weeks;
 - Two separate blocks of one week.
- 2.4 If the baby is born early you can choose to take your pay and leave in the 56 days following the child's birth or in the 56 days starting from the Sunday of the week the baby was due to be born.

3. Paternity pay

- 3.1 Depending on your length of service with the University you will be entitled to either option one or option two.
- 3.2 Option 1 - Less than 26 weeks continuous service at the 15th week before the expected week of childbirth or expected date of placement**
- 3.2.1 You will not be entitled to paternity pay.
- 3.3 Option 2 - 26 weeks continuous service at the 15th week before the expected week of childbirth or expected date of placement**
- 3.3.1 You will be entitled to the University's enhanced paternity pay package, which equates to 2 weeks at full pay. This payment will include elements of Statutory Paternity Pay (SPP).

3.3.2 There is no distinction drawn between live and still births (where a child is stillborn after 24 weeks) therefore you will still be eligible for paternity leave if you meet the appropriate criteria.

4. Going on paternity leave

4.1 Paternity leave

4.1.1 You must notify your Head of School/Unit in writing using the [paternity leave notification form](#) of the due date; when you want your leave to commence and how you are going to take the leave. Notification must be given by the end of 15th week before the Expected Week of Childbirth (EWC) at the latest. **A word version of this form can be downloaded from the [HR policy page](#) or via the following [link](#).**

4.1.2 You must give your Head of School/Unit at least 28 days' notice' if you want to request to change the start date of your paternity leave.

4.1.3 You do not have to give a precise date when you want to take leave if you do not know this; instead you can give a general time such as the day of the birth or 1 week after the birth.

4.2 Adoptive paternity leave

4.2.1 You must notify your Head of School/Unit in writing using the [paternity leave notification form](#) of the date you wish to commence your adoptive paternity leave and how you are going to take the leave. This must be undertaken within **seven days** of having been notified that you have been matched with a child for the purposes of adoption.

4.2.2 If requested to do so, you should provide a "matching certificate" confirming the Expected Date of Placement (EDP) of the child, which should be available from the Adoption Agency.

4.2.3 You must give your Head of School/Unit at least 28 days' notice' if you want to request to change the start date of your adoptive paternity leave.

4.3 Effect of paternity leave on conditions of service

4.3.1 Your employment rights are protected while on paternity leave.

4.4 Failure to return to work from paternity leave

4.4.1 If you fail to return to work after the maximum period of absence, and fail to notify the University of your absence, then disciplinary action may be taken.

5. Shared Parental Leave

5.1 You may also be eligible for [Shared Parental Leave \(SPL\)](#). You cannot take paternity leave after you take SPL.

6. Version control

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policy to the Governance Zone.	Published	Lisa Stewart, Human Resources	18/06/2019
1.1	Change to review date	Published	Lisa Stewart HR	01/04/2021

Appendix A: Paternity Leave notification form

Please note: A word version of this form can be downloaded from the [HR policy page](#) or via the following [link](#).

Once completed, please send the form to your Head of School/Unit for authorisation.

You must submit this form at least 15 weeks before your baby's due date. If you are adopting, please make sure you submit the form within 7 days of your partner receiving formal notification of being matched with a child.

Full Name	
School/Unit	
Employee Number	

Section 1	
If you are adopting a child, please provide the date:	
The adoption agency told the person adopting that they had been matched with a child:	XX/XX/XXXX
The child is expected to be placed or if the child has already been placed, please confirm this date.	XX/XX/XXXX

If you are the biological father of the child or the mother's husband or partner (including same-sex relationships);				
Has the baby been born yet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes:	Please provide the baby's date of birth:	XX/XX/XXXX		
If no:	Please provide the EWC (date shown on MATB1 form).	XX/XX/XXXX		

Section 2				
Amount of leave requesting:	1 week	<input type="checkbox"/>	2 weeks	<input type="checkbox"/>
I would like my paternity leave to start on the date the baby is born/placed:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If No: I would like my paternity leave to start within 8 weeks of the date the baby was born/placed starting on (or approximately):				
Paternity leave start date:	XX/XX/XXXX			
Paternity leave end date:	XX/XX/XXXX			

Section 3	
Eligibility declaration	
<ul style="list-style-type: none">You have worked continuously for the University for 26 weeks leading into the 15th week before the Expected Week of Childbirth (EWC) or Expected Day of Placement (EDP) if adopted; <i>(if no, you will not be entitled to paternity pay.)</i>I am the child's biological father, or spouse or partner of the child's mother, or spouse or partner of the primary carer in an adoption or surrogacy arrangement.I have responsibility for the child's upbringing and I will take time off work to support my partner following the birth/adoption of our child.	
Sign to confirm agreement:	Date:

To be signed by Head of School/Unit:

Head of School/Unit authorisation	
I confirm I have discussed the employee's plans and arrangements for leave, including giving consideration to cover while they are on leave.	
Signed:	Date:

Completed forms should be submitted to Human Resources for processing.