



University of
St Andrews

Paternity leave

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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
1.3	Amend broken link to notification form.	Published	Lisa Stewart HR	13/01/2022

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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 developed to provide information regarding the University's paternity leave offering. Any queries regarding the information outlined in this document should be directed to [HR Support](#) in the first instance.

2. Statutory entitlement

- 2.1 Employees must meet specific criteria to be eligible to paternity leave. The employee must:

1. **have worked continuously for the University for at least 26 weeks by the end of the:**
 - 15th week before the Expected Week of Childbirth (EWC), or;
 - if adopting, week in which the adoption agency formally notifies the adopter that they have been matched with the child, known as the Expected Day of Placement (EDP).
2. **have or expect to have the main responsibility (apart from any responsibility of the mother) for the child's upbringing (born and adopted).**
3. **be the biological father of the child, or the spouse, civil partner or partner of the child's mother or are the adopter's spouse, civil partner or partner.**

- 2.2 If an employee does not meet the criteria as outlined above, they can discuss with their line manager the option to take annual or unpaid leave. All leave requests must be approved in advance by the line manager.

3. Key information

- 3.1 Employees are eligible for one period of paternity leave per pregnancy or adoption, regardless of the number of children born as a result of pregnancy or the number of children placed under the same adoption arrangement.

- 3.2 Paternity leave must be taken within 56 days of the:

- child's birth or, if the child is born earlier than the expected week of birth, within 56 days of the first day of the expected week of birth, or;
- (for an adopted child) child's placement for adoption with you (or in the case of a child adopted from overseas, within a period of 56 days beginning with the date the child entered the UK).

- 3.3 An eligible employee can take either **one weeks leave or two consecutive weeks leave**. Employees cannot take paternity leave in instalments e.g. part weeks or individual days.

- 3.4 Employees who wish to take Shared Parental Leave (SPL) must take their paternity leave first. Paternity leave cannot be taken if the employee has already taken a period of SPL in relation to the same child. Refer to the [SPL policy](#) for further information.

- 3.5 There is no distinction between live and still births after 24 weeks of pregnancy, or the child is born alive at any time but lives only for a short time, therefore the employee will still be

eligible for paternity leave and pay providing they met the eligible criteria outlined in [section 2](#).

3.6 All terms and conditions remain the same during paternity leave.

4. Paternity pay

4.1 The University offers an enhanced paternity pay package of **100% pay for full paternity leave duration (2 weeks)**. This payment is inclusive of Statutory Paternity Pay (SPP).

5. Procedures

5.1 Notifying the University

5.1.1 Notification to take paternity leave must be given by no later than:

- 15 weeks before the EWC at the latest or;
- (In adoption cases), 7 days after the date on which notification of the match with the child was given by the adoption agency.

5.1.2 Employees should notify their line manager and HR of their paternity leave request using the [paternity leave notification form](#).

5.1.3 Employees must give their line manager and HR at least **28 days' notice'** if they want to revise their paternity leave dates.

5.1.4 Employees are not required to give a precise date when they want to take their leave e.g. instead they can confirm that they wish to commence paternity leave from the day of the birth.

5.1.5 If requested to do so, employees should provide the MATB1 which confirms the EWC or in the cases of adoption, a "matching certificate" confirming the EDP of the child, which should be available from the Adoption Agency.

5.2 Time off for antenatal and adoption appointments

5.2.1 In addition to paternity leave, employees have the right to take time off to attend up to two antenatal/adoption appointments. Further information can be read in the [Antenatal Appointment Policy](#).

5.3 Returning to work after paternity leave

5.3.1 Employees have the right to resume working in the same job as before on terms and conditions that are no less favourable prior to your paternity leave.

5.3.2 If employees do not return to work after a period of paternity leave, and fail to notify the University of your absence, then disciplinary action may be taken.

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
1.2	Minor changes to the policy including confirming the process if employee does not meet the eligibility. Removed Head of School/Unit from the process. Added link to antenatal appointment policy.	Published	Lisa Stewart HR	15/12/2021
1.3	Amend broken link to notification form.	Published	Lisa Stewart HR	13/01/2022