Paternity leave

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Scope (applies to) | All staff
Applicability date | 10/09/2023
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Document owner | Human Resources Officer
School / unit | Human Resources
Document status | Published
Information classification | Public
Equality impact assessment | None
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.

<table>
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<tr>
<th>Version number</th>
<th>Purpose / changes</th>
<th>Document status</th>
<th>Author of changes, role and school / unit</th>
<th>Date</th>
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<tbody>
<tr>
<td>1.4</td>
<td>Note added in recognition of the updated occupational paternity pay provisions which impact staff going on paternity leave from 11/09/2023 onwards.</td>
<td>Published</td>
<td>Lisa Stewart HR</td>
<td>11/09/2023</td>
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This policy applies to existing employees who are currently on paternity leave, or due to go on paternity leave prior to 11 September 2023. Employees who are due to go on paternity leave on or after this date should refer to the updated policy.
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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).

Note: Employees commencing paternity leave on or after 11/09/2023 should refer to the revised paternity leave policy for details of the University’s new paternity leave provision.

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 which is located in HR Self-Service (under My Forms).

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.

Note: If the baby arrives earlier than the planned paternity leave start date then employees must notify Pay & Pensions as soon as is reasonably practical to allow the paternity leave start date to be changed.

5.2 Time off for antenatal and adoption appointments

5.2.1 Employees who are eligible to request paternity leave will be eligible to take unpaid time off to accompany the pregnant person to up to two hospital/antenatal appointments.

5.2.2 Employees must endeavour to give as much notice as possible to their line manager when requesting time off to attend such appointments.

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**

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<tr>
<td>1.0</td>
<td>Migration of policy to the Governance Zone.</td>
<td>Published</td>
<td>Lisa Stewart, Human Resources</td>
<td>18/06/2019</td>
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<tr>
<td>1.1</td>
<td>Change to review date</td>
<td>Published</td>
<td>Lisa Stewart HR</td>
<td>01/04/2021</td>
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<td>1.2</td>
<td>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.</td>
<td>Published</td>
<td>Lisa Stewart HR</td>
<td>15/12/2021</td>
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<td>1.3</td>
<td>Amend broken link to notification form.</td>
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