



University of
St Andrews

Paternity leave

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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
2.2	Minor change to wording at 4.1 and footnote added.	Published	Lisa Stewart HR	23/10/2023

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- British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>
 - This document and forms associated with this document are available in an alternative format upon request.
 - We encourage employees to review the [Paternity webpage](#) to access FAQs about the paternity process.

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. [Appendix A](#) provides further internal support contact details.
- 1.2 Additional guidance can be accessed on the University's [Paternity webpage](#), including a list of frequently asked questions "FAQs" for the employee and the line manager.
- 1.3 It is encouraged that employees and line managers use the [Family Leave Checklist](#) to ensure that they can plan effectively for a period of family leave.

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 "qualifying week". The qualifying week is the end of the:**
 - **Childbirth (or surrogacy arrangement):** 15th week before the Expected Week of Childbirth (EWC).
 - **UK adoption:** week in which they are formally notified that they have been matched with the child.
 - **Overseas adoption:** week in which they receive official notification of the adoption.
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 cannot start before the birth/placement of a child.
- 3.3 An eligible employee can take either one week or two consecutive weeks of statutory paternity leave. Employees cannot take paternity leave in instalments (e.g. part weeks or individual days).
- 3.4 Statutory paternity leave must be taken within 56 days of the:
 - **Childbirth (or surrogacy arrangement):** Child's birth or, if the child is born earlier than the EWC, within 56 days of the first day of the EWC.

- **UK adoption:** Child's placement with the employee.
- **Overseas adoption:** Date the child entered the UK.

- 3.5 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.
- 3.6 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](#).
- 3.7 All terms and conditions remain the same during paternity leave.

4. Paternity leave and pay

- 4.1 The University offers an enhanced paternity leave and pay package to employees who meet the length of service criteria as outlined in [section 2](#). **With effect from 11 September 2023**, this is calculated as:

- **3 weeks of full salary (inclusive of Statutory Paternity Pay “SPP”)¹**
 - 2 weeks must be taken by 56 days of the child's birth/placement as per the statutory restrictions outlined in section 3.4. This is driven by statute.
 - The 3rd week (known as the “additional week”) can be taken at the same time or at a later date providing the leave is taken by the child's first birthday/first anniversary of the placement. The additional week can be taken as one block of leave, or intermittent days.

5. Procedures

5.1 Notifying the University

- 5.1.1 Employees must notify their line manager and Human Resources of their intention to take paternity leave using the paternity leave notification form located in [HR Self-Service](#) (under My Forms).
- 5.1.2 The employee must confirm in the notification if they will be taking the full entitlement (3 weeks) in one block, or if they will take the additional week at a later date.
- 5.1.3 If the employee is taking the additional week at a later date, they must complete the “**Additional Paternity Leave Notification Form**” located in [HR Self-Service](#) (under My Forms) to notify the line manager and HR when they are taking this leave.

Note: Where an employee is taking the additional week (week 3) at a later date, employees should give their line manager reasonable, advanced notice of when they wish to take this leave. There may be exceptional situations where the line manager may have to refuse a request due to operational demands. Where requests to take the additional

¹ *Paternity pay will be paid at 100% of your normal contractual hours at the time of taking the leave (inclusive of statutory paternity pay).*

leave are declined, the line manager should provide the employee with a reason for declining the request and ensure that the employee is given appropriate opportunity to take the leave at the earliest possible opportunity.

5.1.4 The line manager will then submit the form(s) to [Pay and Pensions](#), which will instruct them to process the paternity leave dates.

5.1.5 The notification (to take the first 2 weeks of paternity leave) must be submitted by no later than:

- **Childbirth (or surrogacy arrangement):** 15 weeks before the EWC.
- **UK adoption:** 7 days of being notified that they have been matched with a child.
- **Overseas adoption:** 28 days of receiving the official notification (or within 28 days of completing 26 weeks continuous service if this is later). Official notification definition is confirmed in the [Adoption Leave Policy](#).

Note: Wherever possible, it is encouraged that employees inform their line manager of their intention to take family leave as early as practicable in order to provide appropriate time for the line manager to organise and plan how they will cover the workload during the period of leave.

5.2 Evidence

5.2.1 If requested to do so, employees should provide the MATB1 which confirms the EWC (or in the cases of adoption, a matching certificate/official notification/statutory declaration, which should be available from the Adoption Agency).

5.3 Time off for antenatal and adoption appointments

5.3.1 Employees who are eligible to request paternity leave will be eligible to take paid time off to accompany the pregnant person or primary adopter to up to two hospital/antenatal appointments or adoption appointments.

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

5.4 Going on paternity leave

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

5.4.2 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).

5.4.3 If paternity leave commences unexpectedly because of earlier placement/birth of the child, then the employee must notify their line manager and [Human Resources](#) of the date as soon as is reasonably practicable to allow the paternity leave start date to be changed.

5.5 Neonatal Care Leave “NCL”

- 5.5.1 The University has introduced support for parents of babies who require neonatal care (for at least 7 consecutive days) before the baby reaches 28 days of life. Employees will be entitled to an additional period of leave to take after their paternity leave if they meet the neonatal care definition outlined in the [Neonatal Care Leave Policy](#).
- 5.5.2 Employees who were entitled to enhanced paternity leave will be entitled to take NCL on full pay², equivalent to the number of days the baby received neonatal care providing the care lasted at least 7 consecutive days. The leave is capped at 12 weeks. Employees who do not meet the eligibility criteria can take this leave as unpaid.
- 5.5.3 Employees should notify their line manager if their baby has been admitted into neonatal care (for at least 7 consecutive days). Once the baby has been discharged from neonatal care, the employee should confirm this with their line manager.
- 5.5.4 The line manager must inform [HR Support](#) of the start and end date of the neonatal care so that they can record this and discuss this with the employee prior to their return to work.
- 5.5.5 More information on NCL can be read in the policy.

5.6 Returning to work

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

6. Support

- 6.1 Any questions employees have about matters raised in this policy should be raised with their [HRBP](#). Any work-related issues should be addressed directly with their line manager. In addition, employees and line managers can access further information about paternity leave on the Paternity webpage.

7. Version control

- 7.1 This policy is non-contractual and may be amended at any time.
- 7.2 This document will be reviewed periodically in conjunction with the University’s recognised Trade Unions. Any feedback on the policy content should be directed in the first instance to the [HRBP team](#) or via the [HR Feedback Form](#).

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, HR	18/06/2019
1.1	Change to review date	Published	Lisa Stewart HR	01/04/2021

² Note: NCL is prorated to the contracted weekly hours of work and payment will be based on the normal rate of pay (e.g. if the employee normally works 21.75 hours per week, and the baby received neonatal care for 1 calendar week/7 days, the employee would be eligible to take 21.75 hours of neonatal care leave at their normal rate of pay).

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
2.0	<ul style="list-style-type: none"> • Increase to occupational paternity pay provision. • Introduction to neonatal care leave "NCL". • Moved paternity process online. 	Published	Lisa Stewart HR	11/09/2023
2.1	<ul style="list-style-type: none"> • Removed link to previous policy. • Added in link to Paternity leave webpage. • Footnote added at section 4.1 	Published	Lisa Stewart HR	10/10/2023
2.2	Minor change to wording at 4.1 and footnote added.	Published	Lisa Stewart HR	23/10/2023

Appendix A: Internal support

Name of Department	Contact details	Service provided
Chaplaincy	https://www.st-andrews.ac.uk/chaplaincy/ chaplaincy@st-andrews.ac.uk 01334 462866 or 462492	Offers pastoral care and support for any employee, regardless of religion or belief (including non-belief). This includes sympathetic, confidential listening and a safe place to talk to someone about any issues affecting health and wellbeing.
Equality Diversity and Inclusion (EDI)	https://www.st-andrews.ac.uk/hr/edi/ diversity@st-andrews.ac.uk 01334 461649	Provides support to members of the University community (staff, students, visitors) on EDI, in liaison with the HR Business Partner or Student Services as appropriate.
Human Resources	https://www.st-andrews.ac.uk/hr/ hr.general@st-andrews.ac.uk (general email enquiries) 01334 463096	Provides support to employees of University of St Andrews. <ul style="list-style-type: none">• HR web and policy page• Dedicated HR Business Partner team for each School and Unit
Mediation	https://www.st-andrews.ac.uk/hr/edi/mediation/ mediation@st-andrews.ac.uk	The Mediation Service is a service for all staff and students and members of the public who are connected to the University who want to resolve disagreement informally.
Occupational Health	https://www.st-andrews.ac.uk/ehss/occupationalhealth/ 01334 462750/2752 occhealth@st-andrews.ac.uk	Employees can refer themselves to OH for confidential health advice at any time. <ul style="list-style-type: none">• One-to-one consultation/ appointments• Expert support and advice• Recommended adjustments to support the employee• Partnership with external health practitioners i.e., counselling services and Cognitive Behavioural Therapy (CBT).
OSDS	https://www.st-andrews.ac.uk/osds/ 01334 467198 osds@st-andrews.ac.uk	Organisational and Staff Development Services (OSDS) is the University's central provider of professional development for all University staff and is also responsible for a wide range of organisational development projects and initiatives.
Trade Union Representatives	https://www.st-andrews.ac.uk/staff/wellbeing/workplace-wellbeing/	Trade union representatives are trained to deal and support employees with any workplace related matters of concern.
Wellbeing Officer/Director (Schools) Wellbeing Champion (Units)	https://www.st-andrews.ac.uk/staff/wellbeing/wellbeing-officers/ wellbeingforstaff@st-andrews.ac.uk	The Wellbeing Officer/Director, or Champion can signpost available resources, services and activities to colleagues. The role is not intended to act as a health/wellbeing practitioner or to tackle individual health/wellbeing issues.