

Policy Title:	Partners' Leave Policy
Policy Owner:	HR
Audience:	All Staff
Policy Date:	October 2014
Policy Revision Date:	January 2019
Policy Location:	N Drive: HR/AllUsers/Policies and Procedures

1. Overview

- 1.1 This policy covers your rights in relation to time off because your partner is having a baby, adopting a child, or having a baby through a surrogacy arrangement.
- 1.2 It tells you about your rights to statutory paternity leave and pay and provides details of our enhanced pay for eligible employees.
- 1.3 It should be read in conjunction with the Shared Parental Leave Policy, which sets out information regarding the leave entitlements of parents and / or partners during maternity leave.
- 1.4 It also includes procedural information to help guide you through the administration process in relation to any paternity leave.

2. The law

- 2.1 In law, you have the right to take either one or two consecutive weeks' (not odd days) ordinary paternity leave if you meet the following qualifying conditions:
 - You have or expect to have responsibility for the child's upbringing
 - You are the biological father of the child or the mother's husband or partner
 - You are the spouse, civil partner or partner of an individual who has adopted a child (or who is one of a couple who have jointly adopted a child)
 - You have worked continuously for us for 26 weeks ending with the 15th week before the baby is due or
 - You have worked continuously for us for 26 weeks by the 'matching week'. This is either the end of the week you're matched with the child (UK adoptions) or the date the child enters the UK or when you want your pay to start (overseas adoptions).
- 2.2 Where you meet these qualifying conditions you will be entitled to Statutory Paternity Pay (SPP) payable at a rate set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever figure is lower).
- 2.3 You cannot get paternity leave where you take shared parental leave.

3. Enhanced Paternity Leave & Pay

- 3.1 In recognition of the value we place on family-friendly policies, we offer enhanced paternity leave and pay to anyone who meets the following qualifying and eligibility criteria:
 - i. Where you are entitled to SPP and have worked continuously for us for at least 52 weeks by the end of the 15th week before the expected week of childbirth or by the end of the 'matching week'.
- 3.2 Where the above criteria is met your paternity leave and pay will be enhanced to the following:
 - i. Four weeks' paternity leave at full pay to be taken consecutively, immediately following the child's birth or placement with you.

- ii. Two weeks' paternity leave at 50% of your normal weekly pay. These additional weeks may be taken at any point within the 12 month period of the child's birth or placement with you.

4. Employee Responsibilities

- 4.1 For birth babies, at least 15 weeks before the baby is due, you should tell us in writing, the due date, and when you want your paternity leave to start and end. You should also complete Form SC3 and return it to HR to enable SPP to be paid.
- 4.2 For surrogacy babies, at least 15 weeks before the baby is due, you should tell us in writing the due date and when you want your paternity leave to start and end.
- 4.3 Paternity leave cannot start until the birth of the baby but you may be able to take annual leave before if it is operationally feasible.
- 4.4 For adoptions you must complete form SC4 and return it to HR within 7 days of your partner being matched with a child for your leave to start and at least 28 days before for your pay to start.
- 4.5 For overseas adoptions the form and notice period is different and is explained on form SC5.
- 4.6 You will need to provide proof of adoption to qualify for paternity pay. This can be a letter from the adoption agency or the matching certificate.

5. Time off for antenatal care

- 5.1 There is not a legal right to paid time off for antenatal or adoption appointments but if you meet the qualifying conditions set out in 2.1 above, we will allow you to take paid time off to attend up to five such appointments.
- 5.2 Antenatal care appointments may include relaxation and parent craft classes that your doctor, midwife or health visitor has advised you to attend, in addition to medical examinations.
- 5.3 You should give your line manager as much notice as possible for antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day.

6. Contact during paternity leave

- 6.1 We reserve the right to maintain reasonable contact with you during paternity leave. This may be to discuss your plans for return to work or to update you on developments at work during your absence.