

Paternity Leave Policy

1. Statement

This policy sets out the rights of employees to paternity leave and pay.

We are committed to supporting a positive work-life balance for all our employees and recognise that time with your children is important. The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

2. Definitions

The following definitions are used in this policy:

"Adopter" means the person with whom the child has been or is to be placed for adoption, or where two people have been matched jointly, whoever has elected to be the child's adopter for the purposes of adoption leave.

"Expected week of childbirth" means the week, starting on a Sunday, during which the mother's doctor or midwife expects them to give birth.

"Matched for adoption" means an adoption agency deciding that a person would be a suitable adoptive parent for a child either individually or jointly with another person. A person is notified of having been "matched for adoption" with a child on the date on which the person receives notification of the adoption agency's decision.

"Official notification" means written notification, issued by or on behalf of the relevant domestic authority, that it is prepared to issue, or has already issued, a certificate to the overseas authority concerned with the adoption of the child, confirming that the adopter is eligible to adopt and has been assessed and approved as being a suitable adoptive parent.

"Partner" includes someone, of whatever sex, who lives with the mother, expectant mother or adopter of the child in an enduring family relationship but who is not the mother's or adopter's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

"Placed for adoption" means placed for adoption under UK adoption laws, including placement with a local authority foster parent who is also a prospective adopter ("foster to adopt").

3. Scope

This policy applies to direct employees. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

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4. Entitlement to Paternity Leave (birth)

You can take paternity leave for the purpose of caring for the child or supporting the child's mother if:

- you have at least 26 weeks' continuous employment with us at the end of the 15th week before the expected week of childbirth;
- you are the child's biological father and have or expect to have responsibility for the child's upbringing; or
- you are the spouse, civil partner, or partner of the child's mother and have or expect to have the main responsibility (apart from the mother) for the child's upbringing.

To exercise your right to take paternity leave in a birth situation, you must comply with the notification procedure set out below (see *Notice to take Paternity Leave (birth)*).

5. Entitlement to Paternity Leave (adoption)

You can take paternity leave for the purpose of caring for the adopted child or supporting the child's adopter if:

- you have at least 26 weeks' continuous employment with us at the end of the week in which the child's adopter is notified of being matched for adoption (or received the official notification for adoptions from overseas); and
- you are the spouse, civil partner, or partner of the child's adopter, and have or expect to have the main responsibility (apart from the adopter) for the child's upbringing.

If you are one of a couple jointly adopting a child, only one of you will be entitled to take adoption leave and the other parent may elect to take a period of paternity leave, provided that the relevant qualifying conditions are met.

To exercise your right to take paternity leave in an adoption situation, you must comply with the notification procedure set out below (see *Notice to take Paternity Leave (adoption)*).

6. Amount of Paternity Leave

You can take up to two weeks' paternity leave. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

This means that you can take the leave in one single block of one week, one single block of two weeks, or two separate blocks of a week each.

A week of paternity leave is the same duration as your normal working week, meaning that if you are a full-time employee, one week is [five] days. If you are contracted to work four days per week, one week is four days and so on.

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You can take only two weeks' paternity leave per pregnancy or adoption, even if more than one child is born as a result of the pregnancy or more than one child is placed under the same adoption arrangement.

7. Timing of Paternity Leave

You can start your paternity leave on any day for the child's birth (or the expected week of childbirth if the child is born early).

In the case of an adopted child, the 52-week period runs from the date on which the child was placed for adoption with the adopter (or the child's entry into Great Britain for adoptions from overseas).

If you wish to take shared parental leave, you must take your paternity leave first. You cannot take paternity leave if you have already taken a period of shared parental leave in relation to the same child.

8. Notice to take Paternity Leave (birth)

Before you can take paternity leave, you will need to give your line manager (or HR department if applicable) notice in writing, at least 15 weeks before the expected week of childbirth, of:

- the expected week of childbirth; and
- your declaration confirming that you meet the eligibility requirements to take paternity leave.

You should submit your notice and declaration using ***Paternity Leave – Notice of Entitlement Form*** (see below).

Period of leave notice (birth)

For each occasion that you wish to take a period of paternity leave, you must give you manager (or the HR department if applicable) further notice in writing of:

- when you want to start your leave (you can choose to take this in one single block or two separate blocks);
- whether you wish to take one or two weeks' leave; and
- your declaration that the purpose of the leave is to care for the child or support the child's mother.

You have three options for when to start a period of paternity leave:

- **On the date of your child's birth:** Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth.

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- **A set number of days after your child's birth:** Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth.
- **On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth):** Your period of leave notice should be received by us at least 28 days before that predetermined date.

You should submit your notice of leave and declaration using ***Paternalty Leave – Period of Leave Notice Form*** (see below).

9. Notice to take Paternalty Leave (adoption)

Before you can take paternalty leave, you will need to give your line manager (or HR department if applicable) notice in writing, within seven days after the date on which the child's adopter is notified that they have been matched for adoption, of:

- the date on which the adopter was notified that they have been matched for adoption;
- the date on which the child is expected to be placed for adoption with the adopter (or, if they have already been placed for adoption, the date of the placement); and
- your declaration confirming that you meet the eligibility requirements to take paternalty leave.

You should submit your notice and declaration using ***Paternalty Leave – Notice of Entitlement Form*** (see below).

Period of leave notice (adoption within the UK)

For each occasion that you wish to take a period of paternalty leave, you must give your manager further notice in writing within seven days after the date on which the child's adopter is notified of having been matched for adoption, of:

- when you want to start your leave (you can choose to take this in one single block or two separate blocks);
- whether you wish to take one or two weeks' leave; and
- your declaration that the purpose of the leave is to care for the child or support the child's adopter.

You have three options for when to start a period of paternalty leave. You can start the leave:

- on the date on which the child is placed for adoption;
- a set number of days after the child is placed for adoption; or
- on a predetermined date, which has to be no earlier than the first day of the child's placement for adoption.

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You should submit your notice of leave and declaration *Paternity Leave – Period of Leave Notice Form* (see below).

10. Late Notice

If extenuating circumstances mean that it is not possible for you to meet the deadlines for giving notice as set out in this policy, we will accept later notice than this. Examples of extenuating circumstances include if you have been absent from work on sick leave or if a pregnancy is discovered very late.

In these circumstances, you should let us know that you would like to take paternity leave as soon as you reasonably can.

If there are no extenuating circumstances, you will be unable to take paternity leave. However, we will discuss other options with you, including you and your partner switching to shared parental leave, you taking annual leave, or you taking unpaid ordinary parental leave.

11. Changing Paternity Leave Plans

If you have submitted a period of leave notice but wish to cancel or vary the timing of your paternity leave, you must inform your (or HR department if applicable) at least 28 days before the original date stated in your period of leave notice, or the revised start date, whichever is earlier.

12. Pay during Paternity Leave Plans

Statutory paternity pay is payable during your paternity leave period provided that you are entitled to it.

The rate of statutory paternity pay is set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

You will qualify for statutory paternity pay if:

- you are entitled to take paternity leave;
- your average weekly earnings are not less than the lower earnings limit for national insurance contributions.
- you remain in continuous employment with us on the date the child is born (in a birth situation), is placed for adoption (for adoptions within the UK) or entered Great Britain (for adoptions from overseas);
- you have complied with the relevant notice and evidential requirements and are able to provide the declarations as set out in this policy; and

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- you confirm when you wish to start receiving statutory paternity pay within the relevant Form to provide period of leave notice to take paternity leave.

13. Rights during Paternity Leave

During your leave, all the terms and conditions of your contract except normal pay will continue. Your salary will be replaced by statutory paternity pay if you are eligible for it.

This means that while sums payable by way of salary will cease, all other benefits will remain in place. For example, holiday entitlement continues to accrue and pension contributions will continue to be paid.

14. Time off for Antenatal Care

In addition to your paternity leave, you have the right to take time off to accompany a pregnant woman with whom you are having a child at up to two antenatal appointments. This time off will be unpaid.

This could be if you are the husband or civil partner of the pregnant woman, or you could be living with the pregnant woman in an enduring family relationship. In addition, you will be eligible for the time off if you are the biological father of the expected child.

To make a request for time off to accompany someone at an antenatal appointment, you should contact your line manager.

The antenatal appointment must be made on the advice of a registered medical practitioner, midwife or nurse. We expect that normally no more than half a day is needed for an antenatal appointment, but the leave includes the time needed to travel to the appointment and any waiting time needed at the appointment.

You should endeavour to give as much notice as possible of when you need the time off for the antenatal appointment and, wherever possible, arrange them as near to the start or end of the working day as possible.

15. Time off to attend adoption appointments

If you are adopting a child, you are entitled to take time off to attend adoption appointments, which enable contact with the child (for example, to bond with them before the placement) or for any other purpose connected with the adoption (for example, to meet with the professionals involved in the care of the child).

Where you are part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments. The other can elect to take unpaid time off to attend up to two adoption appointments.

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To make a request for time off for an adoption appointment you should contact your line manager.


The appointment must have been arranged by or at the request of the adoption agency. The time off must be taken before the date of the child's placement for adoption with the employee.

You should endeavour to give as much notice as possible of when you need the time off for the adoption appointment and, wherever possible, arrange them as near to the start or end of the working day as possible.

16. Data Protection

When dealing with paternity leave, we will process any personal data collected in accordance with our data protection policy. We will only record the personal information required and keep the information only for as long as necessary.

17. Policy Review

Policy Issue Date	Director Signature
17 th April 2025	 A handwritten signature in black ink that reads 'John Dayment'.

Paternity Leave – Notice of Entitlement Form

Your Details	
Full Name	

The Child's Details	
Expected Date of Birth / Placement Date	
Actual Date of Birth / Placement Date	

I declare that:	
I am the child's biological father OR	
I am married to the child's mother OR	
I am the civil partner of the child's mother OR	
I am the cohabiting partner of the child's mother	
AND	
I will have responsibility for the child's upbringing	
Signature	
Date	

Notes

This notice must be submitted to your manager (or HR department if applicable] at least 15 weeks before the expected week of childbirth. The purpose of this form is to check that you are entitled to paternity leave.

You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early). You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

For each occasion that you wish to take a period of paternity leave, you must submit further notice using the **Period of Leave – Notice Form**.

Paternity Leave – Period of Leave Notice Form

Your Details	
Full Name	
The Child's Details	
Actual Date of Birth / Placement Date	
I hereby give notice of my intention to take paternity leave and pay starting:	Tick as appropriate
On the date the child is born OR	
[] days after the child is born OR	
On [] (a date later than the child's expected date of birth).	
I understand I can take my leave in one single block or two weeks or split it into two separate blocks of one week. On this occasion I intend to take:	Tick as appropriate
One week's leave	
Two weeks' leave	
I declare that I will be absent for the purpose of caring for the child or supporting the child's mother:	
Signature	
Date	

Notes

This notice is to confirm to the organisation when you intend to take your paternity leave. You must have already submitted a notice of entitlement using **Paternity Leave – Notice of Entitlement Form** before using this form (or you can submit it at the same time).

You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early).

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You can take up to two weeks' paternity leave if you are eligible. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week. You have three options for when to start a period of paternity leave and pay:

- **On the date of your child's birth:** Your period of leave notice should be received by us at least 28 days before the first day of the expected week of childbirth.
- **A set number of days after your child's birth:** Your period of leave notice should be received by us at least 28 days before the date falling that set number of days counted from the first day of the expected week of childbirth.
- **On a predetermined date (which has to be no earlier than the first day of the expected week of childbirth):** Your period of leave notice should be received by us at least 28 days before that predetermined date.