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# 1. Introduction

It is the policy of <<Com possible our employees an We recognise that it is imp birth of their children. A se adoptive parents.

#### 2. Aims of the Policy

- 2.1 To provide employe and support their pa
- 2.2 To comply with [an Company's Patern Statutory Paternity the Company by lay

#### 3. Antenatal Appointments

Employees have the right antenatal care appointmen of the pregnant woman. Th can take a maximum of six

#### 4. Paternity Leave

- 4.1 The employee is er to take one) Patern
  - 4.1.1 Have or exp
  - 4.1.2 Are the bic partner; and
  - 4.1.3 Have worke ending with
  - 4.1.4 Can provide been met.
- 4.2 Paternity Leave sho
  - 4.2.1 from the dat or
  - 4.2.2 from << >> be born; or
- 4.3 Paternity Leave car must be completed
  - 4.3.1 within 56 da
  - 4.3.2 if the baby i birth up to 5



(Birth)

>

npany") to ensure that as far as career and family responsibilities. upport their partners following the e in respect of paternity leave for

ed to care for their new-born child

rase can be used if you want your eyond the statutory provision for e 7.5] the obligations imposed on

y a pregnant woman to up to two father of the baby, or the partner for this time off and the employee n appointment.

consecutive weeks (you can elect

for the child's upbringing; and

ild or the mother's husband or

Company for at least 26 weeks baby is due; and

lence that the above criteria have

ther earlier or later than expected;

date that the baby is expected to

week on or following the birth but

e baby's birth; or

period from the actual date of the of the of the expected week of birth.

- 4.4 Only one Paternity whether more than
- 4.5 Employees who wis (see below) must ta

# 5. Provision for Paternity L

- 5.1 If the employee's w is entitled to Pate pregnancy. If the pregnancy, the en discretion of the <<
- 5.2 If the baby is born a Leave.

# 6. Procedure for Paternity L

- 6.1 The employee mus take Paternity Leav unless this is not supply the following
  - 6.1.1 The week th
  - 6.1.2 Whether the
  - 6.1.3 When they
- 6.2 The employee can leave to start provi days in advance.
- 6.3 The employee mu expect Paternity Le
- 6.4 <<Individual/Title>> to confirm the detai
- 6.5 The employee does wish to return early,

#### 7. Statutory Paternity Pay

- 7.1 [Where the employ for Statutory Patern
- 7.2 Statutory Paternity Leave as the emplo Rate (Please check average weekly ear
- 7.3 Employees who re limit for National In: Employees who do able to get income
- 7.4 Further Information Benefits Agency.]

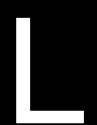
OR













e to the employee irrespective of sult of the same pregnancy.

Leave and Shared Parental Leave first.

# ath of the Baby

to a stillborn baby, the employee irth happens after 24 weeks of e the end of the 24<sup>th</sup> week of or compassionate leave, at the an Resources Manager>>.

nployee is still entitled to Paternity

e>> of the employee's intention to week before the baby is expected, he employee will be required to

weeks leave; and

the date on which they want their idual/Title>> in writing at least 28

tle>> in writing of the date they least 28 days in advance.

ove details, write to the employee

of their return to work unless they give notice to <<Individual/Title>>.

y Leave, they may also be eligible

for up to 2 weeks for Paternity be paid at the Prescribed Weekly ent rate) or 90% of the employee's n the Prescribed Weekly Rate.

arnings below the lower earnings or Statutory Paternity Pay ("SPP"). who are normally low paid may be y Leave.

local Jobcentre Plus Office or

7.5 [The Company's Paper provides full pay fo

# 8. Rights During Paternity

- 8.1 All employees have
  - 8.1.1 The emplo absence for terms and remuneratic
  - 8.1.2 Before the informed of in contact possible su employee, v temporary r
  - 8.1.3 All employe internal me invitations t Where appro responsibilit opportunity absence.
  - 8.1.4 [As far as re the employe
  - 8.1.5 The employ terms and c
- 8.2 [Reasonable paid t

# 9. Shared Parental Leave

- 9.1 Shared Parental L they share time off both Paternity Leav Leave comes first.
- 9.2 Shared Parental Le
- 9.3 Parents who wish relevant eligibility a be brought to an el start date of the firs showing that he o initial, non-binding or she is requesting
- 9.4 Full details are set Leave.

# 10. Post-Paternity Leave

10.1 On the employee's with the opportuni flexible working.

beyond the statutory provision and tate Period e.g. 2 weeks>>.]

st absent on Paternity Leave:

yment subsists throughout their y will continue to benefit from their ment, except for the right to

rnity Leave the employee will be vering their work and for remaining st they are on leave. As far as finalised in consultation with the volved in decisions relating to the cover their Paternity Leave.

will remain on circulation lists for cuments and will be included in ents as if they were still at work. executive/managerial/supervisory e that the employee is given the t key decisions taken in their

Il seek to defer key decisions until Leave.]

urn to the same job on the same nity Leave.

attendance at antenatal classes.]

and their partners to choose how been born. An employee can take Leave, provided that the Paternity

lock of at least one week.

tal Leave must comply with the The mother's maternity leave must st, at least eight weeks before the ital Leave, provide a written notice ed Parental Leave and giving an of Shared Parental Leave that he

eparate policy on Shared Paternal

ernity Leave, they will be provided they wish to be considered for

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- 10.2 The opportunities business but we re reducing their work We will make rea working and other employee's duties o
- 10.3 [Where the demand of its managerial corpossible for two su on a job-share bar accordance with st arrangements can to working on a p adjusted contracts Their continuity of e
- 10.4 [Employees who c Paternity Leave fo request a career duration. Details of

This	policy	has	been	approved
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Name:	< <insert< th=""></insert<>
Position:	< <insert< th=""></insert<>

Date:

<<Date>

Signature:



I depend on the needs of the king parents will be interested in r their return from Paternity Leave. mmodate requests for part-time arrangements, provided that the ried out on such a basis.

-time cover, for example because eavy workload, then it may still be fied people to carry out the duties requests for flexible working in quirements and consider whether te them. Employees who change asis will be offered appropriately g their new terms and conditions. d rights will be preserved.]

brefer to postpone a return from ay qualify for Parental Leave or Number of Months or Years>> ovided upon request.]

sources Manager>>