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1. Introduction

It is the policy of <<Company>> to ensure that as far as possible our employees are able to balance their career and family responsibilities. We recognise that it is important to support their partners following the birth of their children. A set of paternity leave is provided in respect of paternity leave for adoptive parents.

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2. Aims of the Policy

- 2.1 To provide employees with the opportunity to care for their new-born child and support their partner.
- 2.2 To comply with [and to exceed the minimum requirements of the Company’s Paternity Leave Policy and the Statutory Paternity Leave Regulations] the obligations imposed on the Company by law.

employees are able to care for their new-born child and support their partner. This policy can be used if you want your partner to take paternity leave beyond the statutory provision for paternity leave [section 7.5] the obligations imposed on the Company by law.

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3. Antenatal Appointments

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4. Paternity Leave

- 4.1 The employee is entitled to take one) Paternity Leave. This leave can be taken in one of the following ways:
 - 4.1.1 Have or expect to have a child;
 - 4.1.2 Are the biological father of the child or the partner of the biological father of the child;
 - 4.1.3 Have worked for the Company for at least 26 weeks ending with the week in which the baby is due; and
 - 4.1.4 Can provide evidence that the above criteria have been met.
- 4.2 Paternity Leave should be taken:
 - 4.2.1 from the date of the birth of the child or
 - 4.2.2 from << >> the date that the baby is expected to be born; or
- 4.3 Paternity Leave cannot be taken more than one week on or following the birth but must be completed:
 - 4.3.1 within 56 days of the date of the baby’s birth; or
 - 4.3.2 if the baby is born before the expected date, within the period from the actual date of the birth up to 56 days of the expected week of birth.

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- 4.4 Only one Paternity Leave entitlement applies to the employee irrespective of whether more than one child is born as a result of the same pregnancy.
- 4.5 Employees who wish to take Paternity Leave and Shared Parental Leave (see below) must take Paternity Leave first.

5. Provision for Paternity Leave in the event of the Death of the Baby

- 5.1 If the employee's wife dies or a stillborn baby, the employee is entitled to Paternity Leave if the birth happens after 24 weeks of pregnancy. If the death of the baby occurs before the end of the 24th week of pregnancy, the employee is entitled to Paternity Leave or compassionate leave, at the discretion of the <<Individual/Title>> or the Human Resources Manager>>.
- 5.2 If the baby is born alive and then dies, the employee is still entitled to Paternity Leave.

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6. Procedure for Paternity Leave

- 6.1 The employee must notify <<Individual/Title>> of the employee's intention to take Paternity Leave at least 4 weeks before the baby is expected, unless this is not possible. If necessary, the employee will be required to supply the following information:
 - 6.1.1 The week that the baby is expected to be born;
 - 6.1.2 Whether the employee wishes to take 2 weeks leave; and
 - 6.1.3 When they wish to return to work.
- 6.2 The employee can request to start their leave to start providing at least 28 days in advance. <<Individual/Title>> will confirm the date on which they want their leave to start providing at least 28 days in advance.
- 6.3 The employee must notify <<Individual/Title>> in writing of the date they expect Paternity Leave to start providing at least 28 days in advance.
- 6.4 <<Individual/Title>> will, in writing, provide details, write to the employee to confirm the details of the leave to be taken.
- 6.5 The employee does not have to give notice of their return to work unless they wish to return early, in which case they must give notice to <<Individual/Title>>.

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7. Statutory Paternity Pay

- 7.1 [Where the employee is eligible for Paternity Leave, they may also be eligible for Statutory Paternity Pay.]
- 7.2 Statutory Paternity Pay is payable for up to 2 weeks for Paternity Leave. It will be paid at the Prescribed Weekly Rate (Please check the current rate) or 90% of the employee's average weekly earnings, whichever is the lower. If the employee's average weekly earnings are below the lower earnings limit for National Insurance, then the employee will be able to get income support or Jobseeker's Allowance.
- 7.3 Employees who are normally low paid may be able to get income support or Jobseeker's Allowance.
- 7.4 Further Information on Statutory Paternity Pay can be found on the local Jobcentre Plus Office or the Benefits Agency.]

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7.5 [The Company's Paternity Leave Policy provides full pay for the period beyond the statutory provision and the Maternity Leave Period e.g. 2 weeks>>.]

8. Rights During Paternity Leave

8.1 All employees have the right to be absent on Paternity Leave:

8.1.1 The employee's employment subsists throughout their absence for the purpose that they will continue to benefit from their terms and conditions of employment, except for the right to remuneration.

8.1.2 Before the start of Paternity Leave the employee will be informed of their responsibilities for covering their work and for remaining in contact with the Company. As far as possible suitable arrangements will be finalised in consultation with the employee, who will be involved in decisions relating to the cover of their Paternity Leave.

8.1.3 All employees will remain on circulation lists for internal meetings, documents and will be included in invitations to meetings and events as if they were still at work. Where appropriate, employees with executive/managerial/supervisory responsibilities will be given the opportunity to be involved in key decisions taken in their absence.

8.1.4 [As far as reasonable, the employee will seek to defer key decisions until after their Paternity Leave.]

8.1.5 The employee will return to the same job on the same terms and conditions after their Paternity Leave.

8.2 [Reasonable paid time off will be given for attendance at antenatal classes.]

9. Shared Parental Leave

9.1 Shared Parental Leave allows employees and their partners to choose how they share time off work after their child has been born. An employee can take Shared Parental Leave, provided that the Paternity Leave comes first.

9.2 Shared Parental Leave requires a block of at least one week.

9.3 Parents who wish to take Shared Parental Leave must comply with the relevant eligibility and notice requirements. The mother's maternity leave must be completed first, at least eight weeks before the start date of the first Shared Parental Leave, provide a written notice of Shared Parental Leave and giving an initial, non-binding indication of Shared Parental Leave that he or she is requesting.

9.4 Full details are set out in the separate policy on Shared Paternal Leave.

10. Post-Paternity Leave

10.1 On the employee's return from Paternity Leave, they will be provided with the opportunity to discuss flexible working if they wish to be considered for it.

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10.2 The opportunities of the business but we reduce their workload. We will make reasonable working and other arrangements for the employee's duties of

will depend on the needs of the business. Working parents will be interested in their return from Paternity Leave. We will accommodate requests for part-time working arrangements, provided that the duties are carried out on such a basis.

10.3 [Where the demand of its managerial capacity is such that it is possible for two suitable employees to work on a job-share basis in accordance with statutory requirements, arrangements can be made for employees to working on a part-time basis or adjusted contracts. Their continuity of employment will be preserved.]

part-time cover, for example because of a heavy workload, then it may still be possible to find suitable people to carry out the duties of the employee. Requests for flexible working in accordance with statutory requirements and consider whether they can be met. Employees who change their terms of employment will be offered appropriately adjusted contracts. Their continuity of employment and rights will be preserved.]

10.4 [Employees who do not return from Paternity Leave for a period of more than 12 months may request a career break for a period of up to 12 months. Details of the arrangements will be provided upon request.]

Employees who prefer to postpone a return from Paternity Leave may qualify for Parental Leave or a Career Break. The number of months or years will be provided upon request.]

This policy has been approved

Name: <<Insert Name>>

Position: <<Insert Position>>

Date: <<Date>>

Signature:

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Human Resources Manager>>