Paternity Leave P



1. Introduction

- It is the policy of < as possible our e responsibilities. We partners following t
- 1.2 This policy applies policy is not applica
- 1.3 In this policy referent child for adoption a child and reference matched with the cl take a period of pat

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 Company by law.

3. Ordinary Paternity Leave

- 3.1 The employee is e elect to take one) C
 - 3.1.1. Have or e upbringing (
 - 3.1.2. Are either m and;
 - 3.1.3. Have worke ending with been match
 - 3.1.4. On the Con employee th the purpose child or to su
- 3.2 Ordinary Paternity
 - 3.2.1 From the da









thin Great Britain)

Company") to ensure that as far combine their career and family al for employees to support their ren.

oted within Great Britain and the ns.

a person who is matched with the ake adoption leave to care for the the employee who has also been ot the adopter) and who wishes to e with this policy.

ed to care for their adopted child

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

f 2 consecutive weeks (they can f they:

in responsibility for the child's lity of the adopter); and

ner or civil partner of the adopter;

Company for at least 26 weeks yee receives notification of having

vide a declaration signed by the ve been met and confirming that Paternity Leave is to care for the

laced with the adopter; or

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- 3.2.2 From a chose to be placed
- 3.2.3 Ordinary Pa date that the

4. Procedure for Ordinary F

- 4.1 The employee mus take Ordinary Pate been notified of h reasonably practica information:
 - 4.1.1 The date or with the child
 - 4.1.2 The date on and
 - 4.1.3 Whether the
 - 4.1.4 When they
- 4.2 The employee can leave to start provi days in advance.
- 4.3 The employee muse expect Ordinary P advance.
- 4.4 <<Individual/Title>> to confirm the detai
- 4.5 The employee mus soon as reasonably The employee does wish to return early,

5. Ordinary Paternity Leave

- 5.1 [Where the employ be eligible for Statu
- 5.2 SPP will be paid fo paid at the Prescrit rate) or 90% of the the Prescribed Wee
- 5.3 Employees who re limit for National Ir qualify for SPP, or support while on C be available throug

S











ate on which the child is expected

completed within 56 days of the adopter.

e>> of the employee's intention to an 7 days after the adopter has ith the child, unless this is not required to supply the following

notified of having been matched

ted to be placed with the adopter;

weeks leave; and

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

tle>> in writing of the date they ts to start at least 28 days in

ove details, write to the employee

of placement to the employer as has been placed with the adopter. of their return to work unless they give notice to <<Individual/Title>>.

ry Paternity Leave they may also

hary Paternity Leave. SPP will be check HMRC website for current ekly earnings if they are less than

arnings below the lower earnings for SPP. Employees who do not paid may be able to get income Additional financial support may ncil Tax Benefit, Tax Credits or a Sure Start Materni Jobcentre Plus Offi

OR

5.4 [The Company's F and provides full Leave.]

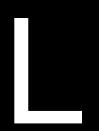
6. Rights during Ordinary P

- 6.1. All employees have Leave:
 - 6.1.1 The employ absence for from their te remuneratio
 - 6.1.2 Before the o will be infor remaining in as possible employee, v temporary re
 - 6.1.3 All employe lists for inter in invitations Where appro responsibilit opportunity absence.
 - 6.1.4 [As far as re the employe
 - 6.1.5 The employ Ordinary Pa

7. Shared Parental Leave

- 7.1. Shared Parental L maternity leave and leave and pay as sh
- 7.2. Employees can ch parental leave, but employee cannot ta period of shared pa
- 7.3. SPL must be taken







ation is available from your local

s beyond the statutory provision absence for Ordinary Paternity

ilst absent on Ordinary Paternity

yment subsists throughout their e and they will continue to benefit mployment, except for the right to

ary Paternity Leave the employee is for covering their work and for ny whilst they are on leave. As far e finalised in consultation with the volved in decisions relating to the cover their Paternity Leave.

Leave will remain on circulation
er documents and will be included
vents as if they were still at work.
executive/managerial/supervisory
that the employee is given the
key decisions taken in their

Il seek to defer key decisions until Paternity Leave.]

eturn to the same job following

others to commit to ending their d to share the untaken balance of pay with their partner.

nary paternity leave and shared aternity leave must come first. An ave if he/she has already taken a the same child.

week.

- 7.4. In order to take SI eligibility requireme and evidence requireme leave.
- 7.5. [For further details Policy].

8. [Post-Paternity Leave

- 8.1. On the employee's provided with the or for flexible working.
- 8.2. The opportunities business but we re reducing their wor Paternity Leave or requests for part-tir provided that the er a basis.]
- 8.3. [Where the demand of its managerial co possible for two sui on a job-share ba accordance with st arrangements can to working on a p adjusted contracts Their continuity of e
- 8.4. [Employees who c Ordinary Paternity Leave and/or reque Years>> duration. [

<<Date>>

This policy has been approved

| Name: | < <insert fu<="" th=""></insert> |
|-------|----------------------------------|
| | |

Position: <<Insert Po

Date:

Signature:









is/her partner must meet various ith the relevant curtailment, notice mother curtailing her maternity

separate Shared Parental Leave

nary Paternity Leave, they will be hether they wish to be considered

I depend on the needs of the king parents will be interested in after their return from Ordinary asonable efforts to accommodate ms of flexible work arrangements, be effectively carried out on such

-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.]

prefer to postpone a return from period may qualify for Parental o <<Specify number of Months or will be provided upon request.]

urces Manager>>