

Paternity Leave Policy (Employees within Great Britain)

1. Introduction

- 1.1 It is the policy of <... Company> to ensure that as far as possible our employees can combine their career and family responsibilities. We want to support our employees and their partners following the birth of a child.
- 1.2 This policy applies to employees who are employed within Great Britain and the policy is not applicable to employees who are employed outside of Great Britain.
- 1.3 In this policy reference is made to an employee who is matched with the child for adoption and reference is made to the employee who has also been matched with the child (not the adopter) and who wishes to take a period of paternity leave with this policy.

2. Aims of the Policy

- 2.1 To provide employees who are matched with a child for adoption with the opportunity to care for their adopted child and support their partner.
- 2.2 To comply with [and to exceed] the Company's Paternity Leave Policy beyond the statutory provision for Statutory Paternity Leave [and to exceed] the obligations imposed on the Company by law.

3. Ordinary Paternity Leave

- 3.1 The employee is eligible for Ordinary Paternity Leave if 2 consecutive weeks (they can elect to take one) of the following conditions are met:
 - 3.1.1. Have or expect to have sole or joint legal responsibility for the child's upbringing (including the child's financial responsibility of the adopter); and
 - 3.1.2. Are either married to, or in a civil partnership with, the adopter; or
 - 3.1.3. Have worked for the Company for at least 26 weeks immediately preceding the date the employee receives notification of having been matched with the child for adoption;
 - 3.1.4. On the Company's behalf, the employee has provided a declaration signed by the employee that the conditions have been met and confirming that the purpose of the Ordinary Paternity Leave is to care for the child or to support the adopter.
- 3.2 Ordinary Paternity Leave is available to employees who are matched with the adopter; or
- 3.2.1 From the date of the child's placement with the adopter; or

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3.2.2 From a chosen date on which the child is expected to be placed

3.2.3 Ordinary Paternity Leave must be completed within 56 days of the date that the child is placed with the adopter.

4. Procedure for Ordinary Paternity Leave

4.1 The employee must notify <<Individual/Title>> of the employee's intention to take Ordinary Paternity Leave within 7 days after the adopter has been notified of having been matched with the child, unless this is not reasonably practical. The employee is required to supply the following information:

4.1.1 The date on which they want to start providing care with the child

4.1.2 The date on which they want to be placed with the adopter; and

4.1.3 Whether they want to take any other leave; and

4.1.4 When they want to return to work

4.2 The employee cannot start their leave until the date on which they want their care to start. <<Individual/Title>> in writing at least 28 days in advance.

4.3 The employee must notify <<Individual/Title>> in writing of the date they expect Ordinary Paternity Leave to start at least 28 days in advance.

4.4 <<Individual/Title>> must provide details, write to the employee to confirm the details of the leave.

4.5 The employee must return to work as soon as reasonably practicable after their placement to the employer as soon as their child has been placed with the adopter. 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>>.

5. Ordinary Paternity Leave

5.1 Employees who are eligible for Ordinary Paternity Leave they may also be eligible for Statutory Paternity Leave.

5.2 SPP will be paid for Ordinary Paternity Leave. SPP will be paid at the Prescribed Weekly Rate (or 90% of the employee's weekly earnings if they are less than the Prescribed Weekly Rate).

5.3 Employees who receive earnings below the lower earnings limit for National Insurance contributions are not eligible for SPP. Employees who do not qualify for SPP, or whose earnings are not paid may be able to get income support while on Ordinary Paternity Leave. Additional financial support may be available through Child Tax Credit, Working Tax Credit, Council Tax Benefit, Tax Credits or a

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Sure Start Maternity Allowance is available from your local Jobcentre Plus Office.

Information is available from your local

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5.4 [The Company's Policy provides for leave beyond the statutory provision and provides full pay for Ordinary Paternity Leave.]

leave beyond the statutory provision and provides full pay for absence for Ordinary Paternity Leave.]

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6. Rights during Ordinary Paternity Leave

6.1. All employees have the right to be paid whilst absent on Ordinary Paternity Leave:

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

employment subsists throughout their absence and they will continue to benefit from their terms and conditions of employment, except for the right to

6.1.2 Before the end of their Ordinary Paternity Leave the employee will be informed of the arrangements for covering their work and for any remaining in their absence as far as possible. As far as possible, the employee, where appropriate, will be involved in decisions relating to the cover of their Paternity Leave.

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6.1.3 All employees on Ordinary Paternity Leave will remain on circulation lists for internal and external events and will be included in invitations to such events as if they were still at work. Where appropriate, the employee will be given the opportunity to take on executive/managerial/supervisory responsibilities during their absence. It is the Company's policy that the employee is given the opportunity to take on key decisions taken in their absence.

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6.1.4 [As far as reasonable, the Company will seek to defer key decisions until the employee has returned to work on Ordinary Paternity Leave.]

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6.1.5 The employee will return to the same job following Ordinary Paternity Leave.

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7. Shared Parental Leave

7.1. Shared Parental Leave allows employees to share their maternity leave and Ordinary Paternity Leave with their partner. Shared Parental Leave is available to employees who are eligible for Shared Parental Leave and pay as shared Parental Leave.

others to commit to ending their maternity leave and Ordinary Paternity Leave and to share the untaken balance of Shared Parental Leave with their partner.

7.2. Employees can choose to take Ordinary Paternity Leave and Shared Parental Leave, but Ordinary Paternity Leave must come first. An employee cannot take Shared Parental Leave if he/she has already taken a period of shared Parental Leave for the same child.

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7.3. SPL must be taken in 1 week.

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7.4. In order to take Shared Parental Leave, the employee and his/her partner must meet various eligibility requirements. In addition, with the relevant curtailment, notice and evidence requirements, the mother curtailing her maternity leave.

7.5. [For further details see the separate Shared Parental Leave Policy].

8. [Post-Paternity Leave]

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8.1. On the employee's return from Ordinary Paternity Leave, they will be provided with the opportunity to return to their original role or whether they wish to be considered for flexible working.

8.2. The opportunities available will depend on the needs of the business but we recognise that working parents will be interested in reducing their working hours after their return from Ordinary Paternity Leave or making reasonable efforts to accommodate requests for part-time working arrangements, provided that the employee's requests can be effectively carried out on such a basis.]

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8.3. [Where the demands of its managerial commitments make it possible for two suitable employees to carry out the duties on a job-share basis in accordance with statutory requirements and consider whether such arrangements can be made. Employees who change from full-time to working on a part-time basis will be offered appropriately adjusted contracts reflecting their new terms and conditions. Their continuity of employment rights will be preserved.]

8.4. [Employees who do not prefer to postpone a return from Ordinary Paternity Leave and/or request a period may qualify for Parental Leave and/or request a period of <<Specify number of Months or Years>> duration. Details will be provided upon request.]

This policy has been approved by

Name: <<Insert Full Name>>

Position: <<Insert Position Title, e.g. HR Resources Manager>>

Date: <<Date>>

Signature:

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