Pa Pa (Birth)

## PATE

## 1. Introduction

- 1.1 It is the policy of << as possible our er responsibilities. We their partners follow
- 1.2 Please note that a babies due before Leave will apply in the separate Share

## 2. Aims of the Policy

- 2.1 To provide employ child and support th
- 2.2 To comply with [and Company's Paterni Statutory Paternity the Company by lav

## 3. Antenatal Appointmen

3.1 Employees have the to two antenatal car baby, or the partne this time off and the for each appointment.

# 4. Ordinary Paternity Lea

- 4.1 The employee is en employees can elect
  - 4.1.1 Have or and
  - 4.1.2 Are the b partner; a
  - 4.1.3 Have wor ending wi
  - 4.1.4 Can prov
- 4.2 Ordinary Paternity L

## BIRTH)

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

is available only in respect of in respect of Shared Parental n or after that date. Please see for full details.

need to care for their new-born

ase can be used if you want your yond the statutory provision for 7]] the obligations imposed on

mpany a pregnant woman to up apployee is the father of the . There is no right to be paid for naximum of six and a half hours

2 consecutive weeks' (although aternity Leave if they:

ibility for the child's upbringing;

hild or the mother's husband or

Company for at least 26 weeks ne baby is due; and

evidence that the above criteria

1

ve Only

# 4.2.1 from the expected;

- 4.2.2 from a ch baby is bo
- 4.3 **Ordinary Paternity** the birth but must be
  - 4.3.1 within 56
  - 4.3.2 if the bab the birth birth.
- Only one Ordinary 4.4 irrespective of whet pregnancy.

## 5. **Provision for Ordinary**

- 5.1 If the employee's wi is entitled to Ordinal of pregnancy. If the pregnancy, the emp discretion of the <<I
- 5.2 If the baby is born a Ordinary Paternity L

## 6. **Procedure for Ordinary**

- 6.1 The employee must take Ordinary Pater expected, unless the required to supply th
  - 6.1.1 The week
  - 6.1.2 Whether t
  - 6.1.3 When the
- 6.2 The employee can their leave to start p 28 days in advance.
- 6.3 The employee mus expect Ordinary Page 1 advance.
- 6.4 <<Individual/title>> to confirm the detail
- The employee does 6.5 they wish to retu <<individual/title>>.

h whether earlier or later than

r weeks after the date that the

day of the week on or following

the baby's birth; or

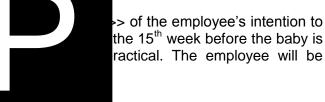
e period from the actual date of rst day of the expected week of

is available to the employee is born as a result of the same

event of death of the baby

b a stillborn baby, the employee tillbirth happens after 24 weeks the end of the 24<sup>th</sup> week of mpassionate leave, at the n Resources Manager>>.

ployee is still entitled to



ractical. The employee will be

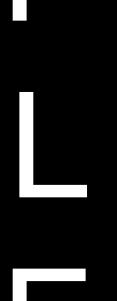
wo weeks' leave: and

It the date on which they want dividual/title>> in writing at least

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

ve details, write to the employee

e of their return to work unless se they must give notice to



# inary

## **Provisions covering Ordinary**

# 7. Ordinary Paternity Pay

- 7.1 [Where the employ be eligible for Statut
- 7.2 Ordinary Statutory
  Ordinary Paternity L
  Prescribed Weekly
  90% of the employ
  Prescribed Weekly
- 7.3 Employees who red limit for National I ("SPP"). Employees paid may be able to Paternity Leave. A Housing Benefit, Co Grant. Further Infor Benefits Agency.]

OR

7.4 [The Company's Pa and provides full p Leave.]

# 8. Rights during Ordinary

- 8.1 All employees have Leave:
  - 8.1.1 The empl absence benefit fro the right to
  - 8.1.2 Before the employee work and are on lefinalised involved arrangem
  - 8.1.3 All emplo circulation will be in they were executive.

Paternity Leave they may also

II be paid for up to 2 weeks for as chosen and will be paid at the IRC website for current rate) or rnings if they are less than the

rnings below the lower earnings fy for Statutory Paternity Pay SPP, or who are normally low le on Ordinary and/or Additional ort may be available through redits or a Sure Start Maternity a local Jobcentre Plus Office or

beyond the statutory provision absence for Ordinary Paternity

st absent on Ordinary Paternity

yment subsists throughout their eave and they will continue to tions of employment, except for

Ordinary Paternity Leave the arrangements for covering their t with the Company whilst they le such arrangements will be mployee, who will be reasonably to the temporary reporting nity Leave.

ternity Leave will remain on anda and other documents and work-related social events as if opropriate, if the employee has responsibilities we will try to ensure th about key

- 8.1.4 [As far as until the e
- 8.1.5 The empl same terr
- 8.2 [Reasonable paid classes.1

### 9. **Shared Parental Leave**

- 9.1 Shared Parental after 5 April 201 Shared Parental their maternity le balance of leave partner.
- 9.2 Employees can parental leave, b An employee ca taken a period of
- SPL must be take 9.3
- 9.4 In order to take S eliaibility reauire notice and evide maternity leave.

## 10. [Post-Paternity Leave/S

- 10.1 On the employe they will be provi to be considered
- 10.2 The opportunitie business, but we in reducing their Paternity Leave requests for pa arrangements, pl carried out on sul
- 10.3 Where the dem because of its ma may still be pos carry out the dut flexible working and consider who Employees who

the opportunity for consultation absence.

will seek to defer key decisions dinary Paternity Leave.

return to the same job on the ng Ordinary Paternity Leave.

d for attendance at antenatal

in respect of babies due on or see the Company's separate les mothers to commit to ending date, and to share the untaken rental leave and pay with their

nary paternity leave and shared paternity leave must come first. nity leave if he/she has already relation to the same child.

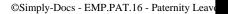
e week.

is/her partner must meet various d with the relevant curtailment. iding the mother curtailing her

Ordinary Paternity Leave/SPL, of indicating whether they wish

II depend on the needs of the orking parents will be interested e after their return from Ordinary sonable efforts to accommodate other forms of flexible work e's duties can still be effectively

re full-time cover, for example use of a heavy workload, then it atched and qualified people to . We will review all requests for tory guidance and requirements be made to accommodate them. part-time or job-share basis will



be offered appr their new terms related rights will

10.4 [Employees who Ordinary Paternic Leave and/or re Months or Years upon request.]

Tł

acts of employment containing ontinuity of employment and all

prefer to postpone a return from period may qualify for Parental of up to <<Specify number of these schemes will be provided

roved & authorised by:

Resources Manager>>

A

Name: << Inse

**Position:** << Inse

Date: <<Dat

Signature:

