



## **Paternity Policy**

### **Purpose**

This policy will provide information on the responsibilities employees and the School have towards employees who are expecting the birth of a child.

### **Scope**

The School believes in supporting employees with family and work-life balance. The School aims to provide an environment of respect and does not condone any discrimination or detriment towards an Employee due to their commitments with their new born or adopted child.

Please also see

- Adoption Leave Policy for employees expecting to adopt.
- Pregnancy Maternity and Shared Parental Leave Policy for employees considering shared parental leave.

### **Entitlement**

Employees are entitled to the following time off:

#### **Paternity Leave**

Paternity Leave is either for one or two weeks. The weeks must be taken together, and it is not possible to take the time off as odd days. The time off must be taken within 56 days of the baby's birth.

For employees who do not work a full week then a week's leave is the same amount of days as are usually worked in a week.

#### **Shared Parental Leave**

Eligible parents are also entitled to take Shared Parental Leave. For eligibility criteria and further information please refer to the policy on Pregnancy Maternity and Shared Parental Leave.

#### **Ante natal appointments**

The father or partner of the expectant mother has the right to take unpaid time off work to attend up to two ante natal appointments for a maximum of six and a half hours for each appointment. Employees wishing to take time off must give due notice to the School as soon as possible.



## **Eligibility for Paternity Leave**

The right to have paternity leave is available to the biological father, husband, civil, cohabiting or same sex partner of the baby's mother, providing they

- Are an employee
- Have been in continuous employment for 26 weeks by the end of the 15<sup>th</sup> week before the EWC, or the end of the week in which the child's adopter is notified of being matched with the child
- Will have / is expected to have responsibility towards the child's upbringing
- Have complied with requirements of notification and providing evidence

## **Notification requirements**

Employees must notify the School of their intention to take Paternity leave by the end of the 15<sup>th</sup> week before the child is due. Employees should advise their line manager in writing by completing the HM Revenue & Customs form SC3, available from <http://www.hmrc.gov.uk/forms/sc3.pdf>.

## **Paternity Leave**

Paternity Leave can start from any day of the week and can be taken from

- the date of the child's birth – whether this is earlier or later than expected
- a chosen number of days / weeks after the date of the child's birth – whether this is earlier or later than expected
- a chosen date after the first day of the expected week of confinement

If the employee is at work on the day the child is born and intended the leave to commence from the date of the child's birth, then Paternity Leave will start the next day.

Employees are able to change the date they start Paternity Leave providing they give 28 days' advance notice in writing to the School.

Paternity Leave must be completed within 56 days of the date of childbirth. If a baby's birth is premature, then Ordinary Paternity Leave must be taken within 56 days of the baby's arrival.

Paternity Leave is additional to Parental Leave and time off to deal with family emergencies.

## **Statutory Paternity Pay**

Once the School receives the employee's SC3 form, they will also confirm the employee's entitlement to SPP.

Statutory Paternity Pay will be payable if an employee or worker has been:

- working continuously for one School for at least 26 weeks ending with the 15<sup>th</sup> week before the expected week of childbirth



- has average weekly earnings at least equal to the lower earnings limit for National Insurance contributions.

Contractual paternity pay cannot be lower than the statutory rate.

Being entitled to Statutory Paternity Leave does not automatically entitle an Employee to Statutory Paternity Pay.

### **Shared Parental Leave and Pay**

If a mother proposes to return to work early without using their full 52 week entitlement to maternity or adoption leave, their partner may be eligible to apply for Shared Parental Leave with their partner. For more information on this, please see Pregnancy, Maternity and Shared Parental Leave Policy.

### **Returning to Work**

On resuming work after Ordinary Paternity Leave, the employee is entitled to the same job on the same terms and conditions of employment, as if they had not been absent from work.

### **The Impact of Equal Opportunities**

Employees with new born/s will have equal opportunities for job promotions, vacancies and all other aspects of the employment relationship.

### **Discrimination**

The School will not tolerate any discrimination of the employee on the grounds of their new born commitments; such behaviour will be classed as gross misconduct and could lead to dismissal.

### **Continuing to Work Together**

The School is committed to helping new parents with work-life balance and will provide support to them through this new and exciting time.

For further information please contact the Head Teacher.

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