

FAQs – Paternity Leave and Pay

This document should be read in conjunction with the Paternity Leave and Pay Policy.

The policy applies to all employees regardless of the gender identity of their partner.

Am I entitled to time off to go to ante-natal appointments?

Employees who are the prospective parent or whose partner/other parent is pregnant are entitled to take unpaid time off work to attend **two** ante-natal appointments.

How much paternity leave am I entitled to?

From their first day of employment, parents are able to take two weeks of paternity leave within the first 52 weeks after the baby is born or within 52 weeks of the adoption.

Do I need to take paternity leave in consecutive weeks?

Paternity leave may be taken in a single block of two weeks or two separate periods of one week at a time.

Do I qualify for paternity pay?

In order to qualify for paternity pay, the University uses the same criteria required for eligibility of paternity leave.

Employees will need to:

- a. Have, or expect to have, responsibility for the child's upbringing
- b. Be the biological parent, adoptive parent or intended parent (in the case of surrogacy), or the primary parent's partner
- c. Be making the request to help care for the child.

How much paternity pay am I entitled to?

Where the employee meets the eligibility requirements for paternity leave, the University offers enhanced paternity pay of normal full pay for the two weeks of paternity leave. This exceeds the statutory provision.

How do I request paternity leave?

Employees must inform their line manager/Head of Department of their intention to take paternity leave by the end of the 15th week before the week the baby is expected (i.e. the 25th week of pregnancy), or no later than seven days after notification of an adoption match with a child. Employees must then provide 28 days' notice in writing, of their intended leave start and end dates.

The request for paternity leave should also be made on Success Factors using the following [guide](#).



How long do I have to take paternity leave?

Paternity leave must be taken within the 52 weeks after the baby is born or within 52 weeks of the child's placement for adoption.

When can I start paternity leave?

Employees may commence their paternity leave any time from the date of the birth and from day one of employment.

What happens if my baby is born early?

It is recognised that the timing of paternity leave cannot always be fully predicted. If leave must start earlier than expected, for example due to an earlier birth, then the line manager/Head of Department should be informed as soon as reasonably practicable.

Are there any implications on my terms and conditions or pension contributions during paternity leave?

Terms and conditions of employment, including pension contributions, will continue as normal during paternity leave.

Will I still accrue holidays whilst I am on paternity leave?

Annual leave and statutory/customary days will continue to accrue whilst you are on paternity leave.

Can I take any additional leave?

Individuals can also use their annual leave to take additional time off if desired.

In addition, parents are able to share up to 50 weeks of shared parental leave by ending maternity leave early and may decide to be off work at the same time and/or to take it in turns to take leave to care for the child.

Further information can be found [here](#).

Who can I contact if I require further information on paternity leave?

If you have any further queries please discuss these with your line manager or contact your [People Partner](#).



Worked examples of Paternity Leave in Practice

Example 1 – Paternity Leave

Jamie's partner is expecting a baby on 10 August 2026. Jamie wants to take one week of paternity leave at the birth, and another week later when family visit.

- Jamie must notify their line manager of their intention to take paternity leave by the qualifying week — the 15th week before the expected week of childbirth.
- Jamie gives written notice confirming:
 - the expected week of birth
 - that they are the partner with responsibility for the child
 - the two separate one-week blocks of leave (week 1 in August, week 2 in October).
- Jamie receives full pay for both weeks, as the University enhances statutory pay providing the individual is employed as has confirmed they hold parental responsibility.
- All normal terms and conditions (including pension) continue.

Example 2 — Bank holiday falling during paternity leave

Priyesh takes two consecutive weeks of paternity leave starting 23 December 2026. The Christmas Day and Boxing Day bank holidays fall during that period.

- Bank holidays occurring during paternity leave are added onto the end of the leave, pro-rata for part-time staff.
- Priyesh's paternity leave therefore ends two working days later than it otherwise would.
- Priyesh remains on full pay during the original leave and receives normal pay for the added bank holiday days (not paternity pay).

Example 3 — Adoption (UK) with leave starting at placement

Alex is adopting a child within the UK.

They receive notice they have been matched on 4 March 2027, and the child will be placed on 20 April 2027.

- Alex must notify their line manager within 7 days of receiving the matching notification.
- They confirm:



- the date of placement (20 April)
- the total length of paternity leave (1 or 2 weeks)
- the intended start date (20 April).
- Introductions/transition visits are not covered by paternity leave, so Alex uses annual leave for these.
- Alex receives full pay for their one or two weeks of paternity leave.

Example 4 — Surrogacy: taking paternity leave after the baby arrives

Taylor and their partner are having a baby through surrogacy, expected 5 September 2026. Taylor wants to start paternity leave *once they bring the baby home*, rather than at the birth.

- Taylor gives notification 28 days before the intended leave date or as soon as reasonably practicable (as per surrogacy rules).
- Paternity leave must still be taken within 52 weeks of the birth.
- Taylor chooses to start leave on 10 September 2026 and takes two consecutive weeks.
- They receive full pay for both weeks.

Example 5 — Employee wants to take Shared Parental Leave *after* paternity leave

Chris's partner gives birth on 2 November 2026. Chris wants to take their two weeks of paternity leave immediately and later take Shared Parental Leave (SPL).

- Chris gives notice of paternity leave following the standard rules.
- After completing paternity leave, Chris submits the SPL notice forms in line with the University's Shared Parental Leave Policy.
- The policy allows paternity leave to be taken before or after any SPL.
- Chris receives:
 - full pay for the two weeks of paternity leave
 - statutory pay for SPL as his partner does not also work at the University

Example 6 — Changing the paternity leave dates after the baby arrives early

Rowan planned to take paternity leave starting 21 June 2026, but the baby arrives early on 10 June 2026.



- Rowan wishes to move the start date earlier.
- The policy requires 28 days' notice to change dates "where viable".
- Because the change is due to an early birth, it is *not reasonably practicable* to provide 28 days' notice.
- The line manager records the revised leave date, and Rowan begins leave on 10 June 2026.
- Rowan receives full pay as normal.

Example 7 — Multiple births (twins) with no additional entitlement

Jordan's partner is expecting twins. They want to know whether this increases paternity leave entitlement.

- The policy states that duration is not extended for multiple births.
- Jordan is entitled to a maximum of two weeks' paternity leave, taken as one block of 2 weeks or two blocks of 1 week.
- Jordan still receives the University's full pay for those weeks.

