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Paternity Leave and Pay Policy

Document Control:

Policy Owner:	Head(s) of Employee Relations, People Team
Policy Author(s):	Employee Relations and Policy Manager(s), People Team
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Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
V1.0	April 2019	Policy launched	Employee Relations and Policy Team
V1.1	April 2022	Reviewed and amended	Employee Relations and Policy Team
V1.2	April 2023	Reviewed and amended	Employee Relations and Policy Team
V1.3	April 2024	Reviewed and amended	Employee Relations and Policy Team
V2	April 2026	Updated to reflect changes in legislation, in particular relating to length of service requirements and the ability to take paternity leave after a period of shared parental leave	Employee Relations and Policy Team

1. Purpose

- 1.1 The University is fully committed to promoting equality of opportunity and enabling working parents to balance work and family responsibilities.
- 1.2 In accordance with UK legislation, parents have the option to take statutory paternity leave and to be paid statutory paternity pay. In line with the University's commitment to support family friendly working, the University will pay this at full pay instead, subject to eligibility criteria being met, which is set out below.

2. Scope

- 2.1 Paternity leave and paternity pay are available to all employees at the University, subject to relevant eligibility requirements.
- 2.2 This policy applies to all employees regardless of their gender identity or the gender identity of their partner.
- 2.3 The policy applies to the birth of a child/ children, (including through surrogacy arrangements) and the adoption of a child / children from within the UK or overseas.
- 2.4 All individuals are responsible for ensuring that University policies and procedures are adhered to and implemented in a consistent and fair way. Where queries or issues arise, the People Partner should be contacted for guidance.

3. Definitions

Parent	An individual with responsibility for the care and upbringing of a child and/or an individual who is in an enduring relationship with the child's primary parent.
Primary Parent	The primary parent is the individual who is expected to take on most caregiving responsibilities. In the context of employment legislation, the primary parent would be eligible for more extensive leave arrangements (subject to meeting eligibility criteria)
Qualifying week	The qualifying week refers to the 15th week before the expected week of childbirth

4. Responsibilities

Role	Responsible for
Head of Department/Line Manager	<ol style="list-style-type: none">I. ensuring colleagues are aware of the policy and procedures.II. ensuring that employees are supported in navigating the available options to them and signposting them to information available in policies and to the relevant People Partner.III. ensuring leave dates are accurately recorded on Success Factors to ensure that employees receive the correct pay. ensuring that any requests submitted are in line with the notice and information requirements detailed in this policy.
People Partnering team	<ol style="list-style-type: none">I. working with employees and departments to provide advice as required.

	II. sharing documentation and guidance as required.
Employees	I. ensuring that they are familiar with the policy. II. submitting any requests for paternity leave in line with the notice and information requirements detailed in this policy.

RACI MATRIX	
Responsible	Employee Relations team
Accountable	Chief People Officer
Consult	Policy Oversight Group
Inform	People Partnering Team Heads of Departments Line Managers Departmental Administrators Payroll Social Inclusion Trade Unions Pensions Team

5. Eligibility

- 5.1 From their first day of employment, parents can take two weeks of paternity leave within 52 weeks after the baby is born, or within 52 weeks of the child's placement for adoption (UK adoption), or entry to the UK (overseas adoption). The leave can be taken as two separate one-week blocks or two consecutive weeks.
- 5.2 In order to qualify for 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.
- 5.3 The duration of paternity leave is not extended for multiple births from one pregnancy, or the adoption of more than one child at the same time.
- 5.4 If any bank holidays fall within the paternity leave period, the bank holidays can be added to the end period of leave (pro-rata entitlement for employees working part time).

6. Notification of paternity leave

- 6.1 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 (the qualifying week), or no later than seven days after the receipt of notification that they have been matched with a child in the case of adoption, or 28 days or as soon as reasonably practicable in surrogacy cases.
- 6.2 The notification must state the expected week of birth. Employees must then provide 28 days' notice in writing, of their intended leave start dates and end dates.

- 6.3 Where a child is adopted, the notification must state the date on which the child is expected to be placed with the adopter¹ (or if the adoption placement has already happened the date of placement), the length of paternity leave, the start date(s) for the leave and formal written notification from the adoption agency.
- 6.4 If colleagues wish to change the dates of their paternity leave, they need to provide 28 days' notice of the new dates, where viable.

7. Paternity pay

- 7.1 The University will pay normal full pay for the two weeks of paternity leave where the employee meets the eligibility requirements for paternity leave.
- 7.2 Terms and conditions of employment, including pension contributions, will continue as normal during paternity leave.

8. Shared parental leave and pay

- 8.1 In addition to paternity leave, up to 50 weeks of shared parental leave and 37 weeks of shared parental pay is available to all employees at the University, subject to a number of eligibility requirements.
- 8.2 There is a two stage eligibility test for shared parental leave (please refer to the University's [Shared Parental Leave Policy](#)). Employees eligible for paternity leave and shared parental leave can take the paternity leave before or after any shared parental leave.

9. Time off to attend antenatal appointments

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

10. Further information

- 10.1 Employees on a career break will not be eligible for University paternity pay. Eligibility for statutory paternity pay may be affected during a career break and advice should be sought from the People Partner.

11. Associated documents

- [Shared Parental Leave policy](#)
- [Adoption Leave policy](#)
- [Maternity Leave and Pay policy](#)
- [Neonatal Care leave policy](#)
- [IVF – Time off for fertility treatment guidelines](#)
- [Parental Bereavement leave Compassionate Leave guidelines](#)
- [Fostering guidelines](#)
- [Flexible working guidelines](#)

¹ The adopter can take paternity leave from the official date of placement as detailed on correspondence from the adoption agency. This may not include the initial "introduction/transition period" and in this instance, the adopter may take some annual leave instead.