

## Paternity Leave Policy and Procedures

### 1. Purpose and aims

- 1.1 To provide Paternity Leave for staff in order to:
  - i. Enable them to provide care after the birth or adoption of a child
  - ii. Support staff to balance work and family life

### 2. Scope

- 2.1 Paternity Leave may be provided for UMC Ltd employees in the following circumstances:
  - i. For fathers or same sex partners following the birth of a child
  - ii. For either the adoptive father or the adoptive mother following the placement of a child for adoption, where the other adoptive parent has elected to take adoption leave
  - iii. For parental order parents in a surrogacy situation where the child's expected date of birth is on or after 5 April
  - iv. For approved prospective adopters who look after a child as part of a "fostering to adopt" arrangement, where they are have been notified of a child's placement on or after 5 April. (See Adoption Leave Policy for details).
- 2.2 This policy should be read in conjunction with the Adoption Leave Policy and Shared Parental Leave Policy.
- 2.3 This policy does not form part of any employee's contract of employment and the company may amend it at any time.

### 3. Paternity Leave with Pay

- 3.1 Employees may take up to two weeks' leave at full pay which will include statutory paternity pay when applicable.

### 4. Eligibility

- 4.1 Paternity Leave may be taken by employees who meet the criteria below
- 4.2 To qualify for Paternity Leave an employee must:

- i. Have worked continuously for the company for 26 weeks by the end of the 15<sup>th</sup> week before the week in which the child is expected, or in the case of adoption, for 26 weeks before the week in which the adopter is formally notified of being matched with a child from the UK, or receives official notification if the child is from overseas
- ii. Have, or expect to have, responsibility for the upbringing of the child and be requesting leave to help care for the child or to support the child's mother / the adopter
- iii. Be the biological father of the child or be the husband, partner or civil partner of the child's mother, or in the case of adoption, be an adoptive parent or the adopters spouse or partner
- iv. Comply with the company's application process (see 6. How to Apply)

## **5. Amount of Paternity Leave**

- 5.1 Paternity Leave is granted in addition to an employee's normal annual holiday entitlement, where employees may take up to two weeks' paternity leave.
- 5.2 Paternity Leave must be taken in one block.
- 5.3 Leave can start on any day of the week on or following the child's birth/placement but must be completed:
  - i. Within 8 weeks of the actual date of birth; if the child is born early, within the period from the actual date of birth and up to 8 weeks after the expected week of birth.
  - ii. In the case of adoption, leave must be completed within 8 weeks of the child's placement (whether this is earlier or later than expected), or within 8 weeks of a child from overseas entering Great Britain.
- 5.4 Paternity leave must be taken before the start of any shared parental leave (see 7. below), or the entitlement to paternity leave will be lost.
- 5.5 An employee may take just one period of ordinary paternity leave per pregnancy or adoption, regardless of the number of children born as a result of the pregnancy or the number of children placed under the same adoption arrangement.

## **6. Ante-natal / pre-adoption Appointments**

- 6.1 Since 1 October 2014 the father or partner\* of a pregnant woman has a right to unpaid time off to accompany the mother to two antenatal appointments, such as a

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\* Partner means a person who the mother/adopter is married to, or in a civil partnership with, or living with in an enduring family relationship, who will share with her the main caring responsibility for the child.

scan, test or routine check-up, although the appointment must be on the advice of a registered medical practitioner.

- 6.2 Since 5 April 2015 the main adopter's partner (where he or she is adopting the child jointly with the main adopter) has a right to unpaid time off for up to two adoption appointments, where these are arranged by, or at the request of, the adoption agency for the purpose of having contact with the child or for any other purpose connected with the adoption.
- 6.3 Employees who intend to apply for a parental order and expect to become the child's legal parents in a surrogacy situation have the right to unpaid time off work to accompany the birth mother to up to two antenatal appointments.
- 6.4 To apply for a parental order, one of the intended parents must be the biological parent to the child, the child must live with the intended parents and the parental order application must be made when the child is between 6 weeks and 6 months old.
- 6.5 The employee must produce documentation giving details of the appointment date and time and discuss their request with their line manager.

## **7. Shared Parental Leave**

- 7.1 Since April 2015, fathers/partners\* wishing to take more time off to care for their child may be eligible to Shared Parental Leave (SPL).
- 7.2 SPL enables a mother/adopter to opt to end her maternity/adoption leave early and to share the remaining leave and pay entitlement with the child's father or her partner.
- 7.3 Couples may decide to be off work at the same time and/or take it in turns to have periods of leave to look after their child.
- 7.4 Details are contained within the Shared Parental Leave Policy.

## **8. How to apply for Paternity Leave**

- 8.1 Employees must complete form PATL01 Part A: 'Notice of intention to take paternity leave', and send copies to their line manager and HR Services by the end of the 15<sup>th</sup> week before the week in which the baby is expected.
- 8.2 In the case of adoption from within the UK, employees must complete form PATL(A) Part A: 'Notice of intention to take paternity leave for adoption' and send copies to their line manager and HR Services within seven days of the adopter being notified by their adoption agency that they have been matched with a child.
- 8.3 In the case of adoption from overseas, employees must complete form PATL(A) Part A: 'Notice of intention to take paternity leave for adoption' and send copies to their Line Manager and their Human Resources team within 28 days of receiving their

official notification (or within 28 days of the date on which they complete 26 weeks' continuous service with the company, whichever is later).

- 8.4 Employees will be able to change their mind about the date on which they want their leave to start, providing they inform their line manager and HR Services at least 28 days in advance (unless this is not reasonably practicable).

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