

Paternity Leave Policy

1 Introduction

- 1.1 This policy sets out the provision for Paternity Leave for University of Manchester Conferences Limited (UMC Ltd) (“the company”) employees.

2 Scope

- 2.1 This policy is applicable to all eligible employees, regardless of gender.

3 Roles and Responsibilities

- 3.1 The employee is responsible for applying for paternity leave as set out in this policy, providing the relevant documentation to their manager and People Services via [People Connect](#).
- 3.2 The manager is responsible for liaising with the employee in relation to their period of leave, and where necessary arranging cover for the role.

4 Eligibility

- 4.1 To qualify for Paternity Leave an employee must:
- have, or expect to have, responsibility for the upbringing of the child.
 - be the father of the child or be the spouse, partner or civil partner of the child’s mother or birth parent,
 - or in the case of adoption including “fostering to adopt arrangements”, be an adoptive parent or the adopter’s spouse or partner,

- or, in the case of surrogacy, be the other intended parent and intend to apply for a Parental Order

5 General Principles

- 5.1 Following the placement of a child for adoption, either of the adoptive parents may take paternity leave where the other adoptive parent has elected to take adoption leave.
- 5.2 This policy should be read in conjunction with the Adoption Leave Policy and Shared Parental Leave Policy.
- 5.3 This policy does not form part of any contract of employment and may be amended at any time.

6 Amount of Paternity Leave and Pay

- 6.1 Employees are entitled to take up to two weeks' Paternity Leave from day one of employment.
- 6.2 Eligibility for 2 weeks Occupational Paternity Pay (OPP) which includes statutory paternity pay requires the employee to have 26 weeks' continuous service with the University by the end of the 15th week before the expected week of childbirth, or by the week they are notified of a match for adoption, in line with statutory requirements.
- 6.3 Employees who do not meet the service requirement for 2 weeks OPP may still take Paternity Leave; however, this will be unpaid.
- 6.4 Paternity Leave is granted in addition to the normal annual holiday entitlement.
- 6.5 Leave can either be taken in one block period of two consecutive weeks, or split into two separate one-week periods. It can start on any day of the week on or following the child's birth/placement but must be completed:
- Within the first year of the actual date of birth;
 - If the child is born early, within the period from the actual date of birth and up to 52 weeks after the expected week of birth;

- In the case of adoption, leave must be completed within the first year of the child's placement (whether this is earlier or later than expected), or within the first year of a child from overseas entering Great Britain.

6.6 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.

7 Ante-natal / pre-adoption Appointments

- 7.1 The father or partner of the mother or birth parent has a right to unpaid time off to accompany their partner to two antenatal appointments. The appointments (such as a scan, test or routine checkup) must be on the advice of a registered medical practitioner.
- 7.2 The main adopter's partner (where they are 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.
- 7.3 The other intended parent in a surrogacy arrangement has the right to unpaid time off work to accompany the surrogate to up to two antenatal appointments.
- 7.4 The employee must produce documentation giving details of the appointment date and time and discuss their request with their manager.

8 Shared Parental Leave

- 8.1 Employees wishing to take more time off to care for their child may also be eligible to Shared Parental Leave (SPL). This enables the mother or birth parent/primary adopter to opt to end maternity/adoption leave early and to share the remaining leave and pay entitlement with the child's father or their partner. They 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.
- 8.2 Details are contained in the Shared Parental Leave Policy.

9. Neonatal Care Leave

- 9.1** Neonatal Care Leave provides parents between 1 - 12 weeks additional leave if their baby requires neonatal care within the first 28 days after birth for at least seven consecutive days. Details regarding pay entitlement during Neonatal Leave can be found in the Neonatal Care Leave Policy.

10. Premature Birth

- 10.1** In the event of a premature birth (usually defined as a baby born more than three weeks before the EWC) and the baby does not require neonatal care, or the period of neonatal leave does not create the eligibility for Neonatal Care Leave, the employee will be entitled to take an additional two weeks' unpaid leave, also to be taken within the first year from the date of the child's birth.

11. Bereaved Partner's Paternity Leave

- 11.1** In the very sad circumstance that a child's mother or primary carer dies within 52 week of the child's birth or placement for adoption, an eligible employee is entitled to take up to 52 weeks of unpaid Bereaved Partner's Paternity Leave (BPPL) to care for the child.
- 11.2** An employee will be eligible for BPPL where they meet all of the following conditions:
- They are the child's father, spouse, civil partner, or partner of the mother, birth parent or primary carer who has died.
 - They have, or are expected to have, the main responsibility for the upbringing of the child.
 - They are taking the leave for the purpose of caring for the child.
- 11.3** BPPL must normally be taken within 52 weeks of the child's birth or placement for Adoption. However, where the bereavement occurs within 13 days of the end of that 52-week period, the eligibility period is extended and ends 14 days after the primary carer's death.
- 11.4** If an employee wishes to commence BPPL they can confirm this verbally to their Line Manager. The Line Manager should then liaise with People Services to confirm the dates of leave being taken.

- 11.5 Employees or Line Managers can contact a member of the People Directorate for any further additional support or guidance that we may be able to offer.

12. How to apply for Paternity Leave

- 12.1 Employees should complete the [General Request Form](#) and upload the completed [PL1 'Notice of entitlement to take Paternity Leave'](#) form by the end of the 15th week before the week in which the baby is expected.
- 12.2 Employees are required to provide their manager and People Services with a minimum of 28 days' notice of any intended period of leave they wish to take. Employees can either do this when they initially submit their PL1 form, or at a later date (but within the first year of their child's birth) by submitting a [PL2 'Notice of dates for Paternity Leave'](#) form.
- 12.3 Employees may change their mind about the date on which they want their leave to start, provided they inform their manager and People Services at least 28 days in advance (unless this is not reasonably practicable).
- 12.4 If an employee wishes to change their previously submitted paternity leave dates, then they will need to submit a [PL3 'Request to change dates for Paternity Leave'](#) form, ensuring they are still providing a minimum of 28 days' notice of any intended period of leave they wish to take to their Line Manager and People Services.
- 12.5 In the case of adoption from within the UK, employees must complete form [PL\(A\)1 'Notice of intention to take Paternity Leave - Adoption'](#) and send copies to their manager and People Services **within seven days** of the adopter being notified by their adoption agency that they have been matched with a child.
- 12.6 Employees are required to provide their manager and People Services with a minimum of 28 days' notice of any intended period of leave they wish to take and must complete form ['PATL\(A\)2 'Notice of dates for Paternity Leave for Adoption'](#).
- 12.7 In the case of adoption if an employee wishes to change their previously submitted paternity leave dates, then they will need to submit a

[PATL\(A\)3 'Request to change dates for Paternity Leave for Adoption'](#)

- 12.8 In the case of adoption from overseas, employees must complete [PL\(A\)1 'Notice of intention to take Paternity Leave for Adoption'](#) and send copies to their manager and People Services **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 University, whichever is later).

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