

PATERNITY SCHEME



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CONTENTS

| | |
|---|---|
| What is ordinary paternity leave entitlement? | 3 |
| When can paternity leave be taken? | 3 |
| How can paternity leave be taken? | 4 |
| How do employees apply for statutory paternity leave? | 4 |
| Time off for Antenatal Clinics | 4 |
| Time off for Adoption Appointments | 4 |
| Shared Parental Leave | 5 |
| Paternity Leave Request Form | 6 |

PATERNITY LEAVE SCHEME

1. The Council's Paternity Scheme is designed to enable the mother's partner (including those in same sex relationships) to assist at crucial times during pregnancy and childbirth. There is no qualifying service for this leave.
2. Paternity leave is available to parents (regardless of sex) of adopted children if they have not taken their entitlement to adoption leave (see adoption policy).
3. Paternity leave is available to employees (regardless of sex) in surrogate arrangements if the baby is due on or after 5 April 2015, if they have not taken their entitlement to adoption leave (see adoption policy).
4. This leave differs from maternity support leave and is not in addition to it. If maternity support leave has been taken, then there is no entitlement to paternity leave or vice versa.
5. What is ordinary paternity leave entitlement?
 - 5.1. Employees can choose to take one working week or two consecutive working weeks' paid ordinary paternity leave. Therefore the maximum amount of paid paternity leave is 10 working days; this is for those who work full-time on a standard 5-day week work pattern. For part time staff, the working week will be the contracted hours e.g. if you work Monday to Wednesday this equates to your working week.
 - 5.2. Ordinary paternity leave is paid at employee's full pay.
6. When can paternity leave be taken?
 - 6.1. The leave is to be taken by the employee after the birth of the baby or placement of child and can commence on either:
 - 6.1.1. The actual date of birth, date of placement or date child arrives in the UK (overseas adoptions)
 - 6.1.2. An agreed number of days after the birth or after the date of placement
 - 6.1.3. An agreed number of days after the expected week of childbirth
 - 6.2. Leave must finish within 56 days of the birth (or due date if the baby is early) or placement date.
 - 6.3. The employee can choose how much leave they wish to take, and when, but this must be agreed with the manager. While the requirements of the section must always be considered, a measure of flexibility should be applied, to ensure that the needs of both parties are met wherever possible.
 - 6.4. No payment will be made for any untaken paternity leave.

- 6.5. If an employee subsequently wishes to change the timing of the ordinary paternity leave, they must give 28 days' notice (unless this is not reasonably practicable).
- 6.6. If the baby is stillborn after 24 weeks of pregnancy or born alive at any time but then dies, the right to take paternity leave still exists.

7. How can paternity leave be taken?

- 7.1. Only one period of leave is available per pregnancy or adoption, irrespective of whether more than one child is born or adopted at a time.
- 7.2. Paternity leave must be taken in blocks of at least one working week.
- 7.3. Where the employee is taking two working weeks of paternity leave there can be no break between the two weeks.
- 7.4. Leave can start on any day of the week.

8. How do employees apply for statutory paternity leave?

- 8.1. An employee who wishes to take paternity leave will be required to give reasonable notice to their line manager to allow cover arrangements to be put in place. The paternity leave has not been agreed until the request has been authorised by the manager.
- 8.2. An employee should request paternity leave by using the application form provided within this policy. When this formal request is submitted, a copy of the mother's form MATB1 should be attached or a copy of the matching certificate which confirms the expected placement date.
- 8.3. In the case of a surrogacy arrangement, a parental statutory agreement which confirms that you have applied or intend to apply for a parental order in the 6 months after the baby's birth should be attached to the form.

9. Time off for Antenatal Appointments

- 9.1. Employees will receive paid time off to accompany a pregnant woman attending up to 2 antenatal clinics if they are:
 - 9.1.1. the baby's father
 - 9.1.2. the expectant mother's spouse or civil partner
 - 9.1.3. in a long term relationship with the expectant mother
 - 9.1.4. the intended parent (if they're having a baby through a surrogacy arrangement)

10. Time off for Adoption Appointments

- 10.1. Employees will receive paid time off to attend up to 2 adoption appointments after they have been matched with a child.

11. Shared Parental Leave

- 11.1. Shared Parental Leave (SPL) is a new legal entitlement for parents of babies due, or children placed for adoption, on or after 5th April 2015. It is also available to surrogate parents.
- 11.2. Shared Parental Leave and pay replaces additional paternity leave and pay. It enables mothers / adopters to end their maternity / adoption leave and pay and to share the untaken balance of leave and pay as shared parental leave and pay with their partner.
- 11.3. You and your partner may be eligible to take shared parental leave. Please refer to the Council's Shared Parental Leave Scheme for more information.
- 11.4. Paternity leave must be taken before any period of shared parental leave can commence.

PATERNITY LEAVE REQUEST FORM

Name:

Directorate:

Payroll reference no: Position:.....

Location:

Paternity leave dates: From: To:

I request paid paternity leave of working weeks

I am the *husband/partner (*delete as appropriate*) of
whose MATB1 maternity certificate is attached

Additional comments in support of your application:

Signed: Date:

Authorised by:

Signed:

Name:

Position:
(*manager*)

Dated:

Please forward to your Directorate HR Team