



Paternity Guidance

1. Policy Statement

We know that spending time with your children whilst they're growing up is an important part of us enjoying life's everyday moments. If you've just found out about your new addition to your family – congratulations!

This guidance tells you all about paternity, which is for fathers or partners. It's non contractual and may be changed in the future. If you have any questions about family leave, please contact HR Services.

2. Policy Owner

The policy is owned by the Director of Reward & HR Services, Kevin Blake.

3. Who does it apply to?

This guidance applies to anyone with a GB contract of employment.

4. Policy Detail - What do I need to know or do?

This guidance tells you about planned time off work to be with your family on paternity, which is for fathers or partners.

We've put the guidance into 3 sections:

- Before your Leave
- During your Leave
- After your Leave

Before your Leave

What do I need to know or do?	Paternity
When should I tell you about my news?	Please tell us as soon as possible and in writing so that we can ensure we put in place any support that you might need. You'll need to give us formal notice to take leave.
Can I take time off for appointments whilst my partner and I are expecting a baby or organising adoption?	<p>If your partner would like you to support them at their antenatal or adoption appointment, you can take reasonable unpaid time off to go to 2 appointments.</p> <p>Please try and minimise your time away from work by organising your appointments at the start or end of the day.</p> <p>You need to let your manager know so that it can be recorded. You may need to give them a declaration.</p>
My partner and I are having IVF treatment, are these appointments classed as antenatal appointments?	<p>No, they're not during the investigation and pre-implantation stage of your treatment. You'll need to agree with your manager about what time off you're likely to need and over what time period and manage this around your work commitments.</p> <p>They may ask you to take holiday or make the time up. If you're feeling unwell and not able to work, then our normal sickness absence process needs to be followed.</p> <p>You'll need to let us know in writing when you're at the implantation stage of your treatment as paternity rules apply at this point.</p>
Am I eligible to take paternity leave for the birth or adoption?	You need to have 26 weeks continuous service with us by the qualifying week, which is the 15th week before the baby is due; or matching week, this is either the end of the week you're matched with the child (UK adoptions) or for overseas adoptions the date the child enters the UK or when you want your pay to start.
I'm having a child through surrogacy, what am I entitled to?	If you're genetically related to the child (i.e. egg or sperm donor), you can choose to take paternity (if eligible) instead of adoption, but you can't get both.

What do I need to know or do?	Paternity
How much time off can I take?	Up to 2 weeks.
Can I decide how much time off to take?	Yes, you can either take 1 or 2 weeks, but it must all be taken in one go.
Can I decide when to start my leave?	<p>You need to start your leave within 56 days of the birth or adoption.</p> <p>You don't have to give an exact date, but you need to tell us when you want your leave to start e.g. the day after the birth or adoption.</p>
What notice do I need to give to take leave?	<p>Please talk to your manager as early as possible about your plans.</p> <p>You need to give notice within the same timeframes and give the same information as the mum to be, which is at least 15 weeks before due date; or the primary adopter, which is within 7 days of being matched (UK adoptions) or for overseas adoptions within 28 days of your official notification.</p> <p>We have a form to help you do this which you need to attach to your time off request on myHR.</p>
Will I receive a reply?	We'll usually write to you within 28 days to confirm your leave dates.
What evidence do I need to provide?	You don't need to provide any evidence.
Can I change the start date of my leave?	<p>You can but you'll need to give us 28 days of notice before your original start date.</p> <p>If your baby arrives early you need to let us know straight away.</p>

What do I need to know or do?	Paternity
Will I get paid when I'm on paternity leave?	<p>We'll pay you if at the qualifying week, which is the 15th week before the baby is due; or matching week, this is either the end of the week you're matched with the child (UK adoptions) or for overseas adoptions, the date the child enters the UK or when you want your pay to start:</p> <ul style="list-style-type: none"> • You've got more than 26 weeks service • Your average earnings (over 8 weeks) are above the National Insurance limit
What are my entitlements if I am a bereaved parent?	<p>If you're a bereaved parent (including foster parents, adopters and guardians), following the loss of a child below the age of 18 (including a still-birth after 24 weeks), you're entitled to an additional week of statutory bereavement leave on top of the 1 week of fully paid bereavement leave given in our Time Off Policy.</p> <p>This must be taken within 56 weeks of the child's death. If you have at least 26 weeks of service, you will be eligible for statutory bereavement pay at the lower of the statutory rate or 90% of your average earnings.</p> <p>Your bereavement leave will need to be recorded on your myHR time off record by your manager or yourself. For payroll purposes, if a bereaved parent is taking statutory bereavement leave, this also must be notified to HR Services via askHR.</p> <p>On our intranet, you have access to the myLife Wellbeing portal which is a resource to support you. Through myLife, counselling is available to you on a 24/7 basis. You have the option of talking to a trained professional over the phone or via the on-line chat facility. This service is free and any advice and support you receive is private and totally confidential.</p>

During your Leave

What do I need to know or do?	Paternity
I'm eligible for pay, what will I get?	<p>You'll receive Statutory Paternity Pay (SPP). This is paid at the lower of:</p> <ul style="list-style-type: none"> • SPP rate • 90% of your normally weekly earnings
Do you enhance statutory pay?	Yes, we'll enhance the first week of your leave to full pay (basic salary).
What happens to my allowances?	We'll need to review if you receive any allowances, depending on the reason for payment your allowances may stop.
When will I be paid?	You'll be paid as normal which may be subject to your usual deductions.
What will happen to my benefits during leave?	<p>All contractual benefits, apart from your pay, will normally stay in place during your leave. If you take leave with statutory pay you need to be aware that this changes your bonusable pay.</p> <p>We'll continue to pay into your pension whilst you have contractual or statutory pay. Company pension contributions will only be made if you make up your individual contributions before or after any period of unpaid leave.</p> <p>You'll need to look at the benefit scheme rules for any benefits that you have e.g. if in shareplan, deductions (full/partial) will only be taken if you have enough earnings. It's important that you review your flexible benefit selections. If you take leave with statutory or no pay, you'll need to talk to us about how you'll make up your contributions.</p>

What do I need to know or do?	Paternity
Do I continue to accrue holiday during my leave?	You'll continue to accrue your holiday (contractual and bank holidays) in the normal way during all your leave.
What contact can I expect during my leave?	You'll only be away for a short amount of time, so if we don't have contact during your leave you can let us know about your new addition when you're back at work.

After your Leave

What do I need to know or do?	Paternity
What's my return to work date?	It'll be 1 or 2 weeks after you started your leave. If you're eligible you could also take parental leave. You'll need to provide the necessary notice of your request.
Can I have a more flexible return to work?	<p>It's up to you how you plan your time off with your holiday entitlement. Please discuss this with your manager as you will need their approval.</p> <p>If you're looking for a permanent change to your terms and conditions, then you'll need to put in a flexible working request.</p>
What role will I come back to?	You'll only be on leave for a week or two, so you'll come back to the same job.

5. Policy breach and consequences - What happens if I don't follow it?

If you don't follow the requirements you may lose your entitlement to family leave or pay. If you give us false information to support your leave request, then this will be treated as alleged fraud and may be a serious disciplinary matter.

6. Related Documents

- [Family Leave Policy](#)
- [Parental Leave Guidance](#)
- [Shared Parental Leave Guidance](#)
- [Sickness Absence Policy](#)
- [Time Off Policy](#)
- [Pay & Benefits Policy](#)
- [Lifestyle Events Guide](#)
- [Flexible Working Guidance](#)