

Paternity Leave and Pay

Eligibility

Employees must satisfy the following conditions in order to qualify for paternity leave. They must:

- have or expect to have responsibility for the child's upbringing
- be the biological father of the child or the mother's husband or partner
- have worked continuously for the University for 26 weeks ending with the 15th week before the baby is due

The partner of an individual, who adopts may be entitled to paternity leave and paternity pay (see section 6 of the Adoption Leave and Pay policy available on the intranet or from the Personnel department).

Length of paternity leave

Eligible employees can choose to take either one week or two consecutive weeks' paternity leave (not odd days).

They can choose to start their leave:

- from the date of the child's birth (whether this is earlier or later than expected), or
- from a chosen number of days or weeks after the date of the child's birth (whether this is earlier or later than expected), or
- from a chosen date later than the first day of the week in which the baby is expected to be born.

Leave can start on any day of the week on or following the child's birth but must be completed:

- within 56 days of the actual date of birth of the child, or
- if the child is born early, within the period from the actual date of birth up to 56 days after the first day of the expected week of birth.

Only one period of leave is available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

Statutory Paternity Pay

During their paternity leave, most employees are entitled to Statutory Paternity Pay (SPP) from the University.

Statutory Paternity Pay is paid by the University for either one or two consecutive weeks as the employee has chosen, the current rate from 1 April 2012 £135.45 per week or 90% of average weekly earnings (if this is less than £135.45 per week).

Employees who have average weekly earnings below the Lower Earnings Limit for National Insurance purposes (£107 a week from 5 April 2012) do not qualify for SPP. Employees who do not qualify for SPP, or who are normally low-paid, may be able to get Income Support while on paternity leave. Additional financial support may be available through Housing Benefit, Council Tax Benefit, Tax Credits or a Sure Start Maternity Grant. Further information is available from your local Jobcentre Plus office or Social Security office.

Notice of intention to take paternity leave

Employees must inform the University of their intention to take paternity leave by the end of the fifteenth week before the baby is expected, unless this is not reasonably practicable. They must tell the University:

- the week the baby is due
- whether they wish to take one or two weeks' leave
- when they want their leave to start.

Employees can change their mind about the date on which they want their leave to start providing they tell the University at least 28 days in advance (unless this is not reasonably practicable). Employees must tell the University the date they expect any payments of SPP to start at least 28 days in advance, unless this is not reasonably practicable.

Self certificate

Employees must give the University a completed self-certificate as evidence of their entitlement to SPP (available from the Human Resources Department).

The self certificate includes a declaration that the employee meets certain eligibility conditions and provides the information specified above as part of the notice requirements.

By providing a completed self certificate, employees will be able to satisfy both the notice and evidence conditions for paternity leave and pay.

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