

# PATERNITY POLICY

## About this Policy

This policy outlines when an employee may be entitled to paternity leave and paternity pay and sets out the arrangements for taking it.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Entitlement to Paternity Leave To qualify for the right to take paternity leave, you must meet each of the following eligibility criteria:

You work for the Company.

You have, or expect to have, responsibility for the upbringing of the child.

You are either the biological father of the child; or you are married to, are the civil partner or the cohabiting partner of the child's mother; or you are married to, are the civil partner or the cohabiting partner of the child's adopter; or you are one of a couple jointly adopting a child.

You are taking the leave to care for the child or to support the child's mother or adopter.

In relation to surrogacy, you must be a parental order parent, and must have, or expect to have, the main responsibility (other than that of Parent A) for the child's upbringing.

In the event of a stillbirth (after 24 weeks of pregnancy) or death of a child, you will be treated as having satisfied the above criteria if you would have had the requisite responsibility for the child's upbringing had the child not been stillborn or died.

Paternity leave is available where a child is placed with you for adoption by an adoption agency, if you have been continuously employed by us for at least 26 weeks ending with the week in 0 which the agency notifies you that you have been matched with a child. In such cases you may be entitled to take adoption leave instead. However, adoption leave may only be taken by one adoptive parent. Paternity leave is available to the other adoptive parent (of either sex).

Taking Paternity Leave You may take your paternity leave entitlement as either: a single block of either one whole week or two consecutive whole weeks; or as two separate blocks of one whole week. You can start your leave on the date of birth or placement, or later, provided it is taken within 52 weeks of the birth or placement. (If the baby is premature the period ends eight weeks after the start of the Expected Week of Childbirth.)

To take paternity leave you must give us at least 28 day's written notice (or no more than seven days after the adoption agency notified you of being matched with a child), or as soon as you reasonably can, stating:

the Expected Week of Childbirth;

how you wish to take your leave; and

when you would like your leave to start.

You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

## **Paternity Pay**

Statutory paternity pay (SPP) is payable during paternity leave provided you have at least 26 weeks' continuous employment ending with the Qualifying Week (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match) and your average earnings are not less than the lower earnings limit set by the government each tax year. The rate of SPP is set by the government each tax year.

## **During Paternity Leave**

All the usual terms and conditions of your employment remain in force during paternity leave, except for the terms relating to pay.

Holiday entitlement will continue to accrue during paternity leave. If your paternity leave continues into the next holiday year, any remaining holiday that is not taken before your paternity leave can be carried over to the next holiday year.

If you are a member of our pension scheme, we will, subject to you making employee contributions, make employer pension contributions during paternity leave, based on your normal salary, in accordance with the scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving.

## **Bereaved Partners Paternity Leave**

Should the mother or adoptive parent pass away within the first 52 weeks of a child's life, the father or partner are entitled to take up to 52 weeks of unpaid leave to care for the child.