



HR: PATERNITY LEAVE POLICY

REVIEW DUE:	SEPTEMBER 2020
LAST REVIEW	September 2017
APPLICABLE TO:	All Trust Schools
REVIEWED BY:	
APPROVED BY:	Trust Board

PLEASE NOTE THAT, SINCE CREATION OF THIS POLICY THE PARTNERSHIP TRUST HAS CHANGED ITS NAME TO THE BATH AND MENDIP PARTNERSHIP TRUST. ALL REFERENCES IN THIS POLICY TO THE PARTNERSHIP TRUST ARE TO BE READ AS THE BATH AND MENDIP PARTNERSHIP TRUST

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1. Policy Statement

- 1.1 This policy applies to all employees of The Partnership Trust and outlines when an employee may be entitled to paternity leave and paternity pay, and sets out the arrangements for taking it.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time, ensuring it is in line with statutory requirements.

2. Policy Procedures

2.1 Paternity leave

- 2.1.1 Paternity leave is granted for the purposes of caring for a child or supporting the child's mother, or for the purposes of caring for an adopted child or supporting the child's adopter.
- 2.1.2 Fathers (or co-parents in the case of same sex relationships) are eligible for a period of two weeks' paid paternity leave providing he/she meets the criteria.
- 2.1.3 In some cases you and your partner may be eligible to opt into the shared parental leave (SPL) scheme which gives you more flexibility to share the leave and pay available in the first year. This does not affect your right to take two weeks' paternity leave around the time of birth or placement.

2.2 Who qualifies for paternity leave?

- 2.2.1 To qualify for paternity leave an employee will have 26 weeks' continuous service by the end of the 15th week before the expected week of childbirth (EWC). He or she must be the biological father with some responsibility for the child's upbringing or be the spouse, civil partner or cohabiting partner of the biological mother and will have the main responsibility (with the mother) for the child's upbringing.
- 2.2.2 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 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 (see our Adoption Policy). However, adoption leave may only be taken by one adoptive parent. Paternity leave is available to the other adoptive parent (of either sex).

2.3 Who qualifies for paternity pay?

- 2.3.1 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. 3 of 3

2.4 Statutory paternity leave and pay

- 2.4.1 Eligible employees will be entitled to one or two consecutive weeks' leave which will be paid at Statutory Paternity Pay (SPP) which is equivalent to the

basic rate of Statutory Maternity Pay (SMP). The rate of SPP is set by the government each tax year. The leave cannot be taken as odd days.

2.5 What the employee must do

2.5.1 To receive SPP and take paternity leave the employee must provide the following information in writing to the headteacher * by the end of the 15th week before the EWC (or no more than seven days after the adoption agency notified you of being matched with a child) :

- the date of the EWC
- the length of leave requested
- when you wish your leave to start (or intended date)

2.5.2 The employee may change his or her mind provided 28 days' notice is given. Employees are required to complete a Paternity Leave and Pay Application Form no later than 28 days before they intend to start the paternity leave.

2.6 Entitlement

2.6.1 Only one period of leave is provided per pregnancy. If the employee's partner gives birth to twins the entitlement will still only be two weeks' leave. The same entitlements apply to one partner in the case of adoption.