

Paternity Leave and Pay (Adoption)

1. Purpose

- 1.1 This policy describes the entitlement and eligibility of employees to Paternity Leave and Pay following the placement of a child for adoption.

2. Scope

- 2.1 This policy applies to all University employees, full and part-time, permanent and temporary, subject to the continuous service requirements regarding eligibility.

3. Definition

- 3.1 This policy provides for employees who will have responsibility for bringing up a child, be the biological father or the mother's husband or partner (including same sex couples).
- 3.2 Exact details for employees adopting a child and wishing to claim Paternity Leave and Pay are included in the Adoption Policy.

4. Eligibility

- 4.1 Employees must satisfy the following conditions in order to qualify for paternity leave and pay:
- Have or expected to have responsibility for the child's upbringing;
 - Be the adopter's spouse or partner;
 - Have worked continuously at the University for 26 weeks ending the week in which the adopter is notified of being matched with a child.

5. Leave Entitlement

- 5.1 Eligible employees can choose to take paternity leave from the date of the child's placement.
- 5.2 Eligible employees must take any period of Paternity Leave prior to any periods of Shared Parental Leave. Please refer to [Shared Parental Leave Policy](#).
- 5.3 Eligible employees can choose to take either one week or two consecutive week's paternity leave.
- 5.4 Leave must be taken in either a single block of 2 weeks or a single block of 1 week.
- 5.5 Only one period of leave is available to employees irrespective of whether more than one child is placed together.
- 5.6 Leave must be taken within 56 days of the child's placement.

6. Pay Entitlement

- 6.1 Employees who meet qualifying criteria based on length of service and average earnings are entitled to receive Statutory Paternity Pay (SPP) and Contractual Paternity Pay (CPP).

- 6.2 Statutory Adoption Pay (SAP) is payable to all employees who have been continuously employed by the University for at least 26 weeks at the at the end of the week in which they are notified of being matched with a child for adoption and have earned at least the equivalent of the lower earnings limit for National Insurance contributions in the weeks up to and including the week in which notification of being matched is received.
- 6.3 Employees eligible for SPP will receive a maximum of 2 weeks at the flat rate or 90% of average weekly earnings if this is less.
- 6.4 CPP is payable to employees who have been continuously employed by the University for 1 year at the end of the week in which they are notified of being matched with a child for adoption. Employees eligible for CPP will receive 1 week of full pay and the second week at SPP flat rate or 90% of average weekly earnings if this is less.
- 6.5 If an employee is not entitled to SPP, they may be entitled to receive Income Support.

7. Notification

- 7.1 An employee must give notice of their intention to take paternity leave within 7 days of the adopter being notified by their adoption agency that they have been matched with a child.
- 7.2 Employees should download form SC4 (Statutory Paternity Pay/Paternity Leave - becoming an adoptive parent/parental order parent) from www.gov.uk. This should be completed and returned to Human Resources at least 28 days in advance of taking paternity leave.

8. Terms and Conditions of Employment

- 8.1 All normal terms and conditions of employment, except salary, apply throughout paternity leave. An employee will return to the same job, terms and conditions.