

## **Paternity Leave and Pay**

### **1. Purpose**

- 1.1 This policy describes the entitlement and eligibility of employees to Paternity Leave and Pay.

### **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).

### **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 biological father of the child or the mother's husband or partner;
  - Have worked continuously at the University for 26 weeks ending with the 15th week before the baby is due.

### **5. Leave Entitlement**

- 5.1 Eligible employees can choose to take paternity leave from the date of the baby's birth, providing the leave is taken within 56 days of the birth.
- 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 born as the result of one pregnancy.
- 5.6 If the birth is premature, the leave can be taken within 56 days of the expected date of birth.

## **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 SPP is payable to all employees who have been continuously employed by the University for 26 weeks by the end of the 15th week before the expected date of childbirth and have earned at least the equivalent of the lower earnings limit for National Insurance.
- 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 15th week before the expected date of birth. 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 by the end of the 15th week before the expected date of birth.
- 7.2 Employees should download form SC3 (Ordinary Statutory Paternity Pay and Leave: becoming a birth parent) from [www.gov.uk](http://www.gov.uk). This should be completed and returned to Human Resources by the end of the 15th week before the expected week of childbirth to satisfy the notice requirements and ensure payment of paternity pay.

## **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.

## **9. Additional Paternity Leave**

- 9.1 For provisions of Additional Paternity Leave arising from 'sharing' maternity/adoption leave, please see the [Shared Parental Leave Policy](#).