Paternity Policy
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1 Purpose

The purpose of the Policy is to set out University provision for **Paternity Leave** for staff who become parents. The leave is to enable staff to provide care after the birth or adoption of a child.

2 Eligibility

2.1. To be eligible for Paternity Leave you must be:

- The baby’s biological father, or
- The spouse or partner of the mother or adopter or
- The adoptive parent or
- The intended parent (if you’re having a baby through a surrogacy arrangement).

2.1.1. The amount of pay that you qualify for depends on your length of service at the Qualifying Week. The Qualifying Week is:

- 15 weeks before the baby is due
- the week in which the primary adopter (the person who is taking Statutory Adoption Leave and Pay) are notified of an approved match for adoption
- if adopting from overseas the week in which the child enters the UK or when you want your pay to start

2.1.2. You should also have or expect to have responsibility for the upbringing of the child and be requesting leave to help care for the child or to support the child’s mother/primary adopter.

2.1.3. The University will treat all staff, regardless of the type of contract (i.e. fixed term or open), in the same way with respect to Paternity Leave and Pay. Some funding bodies are prepared to suspend or extend grants to allow for Paternity Leave. To find out if this is the case you should first contact your School/Institute Manager and then you should consult your [local HR Team](#).
3 Entitlements

3.1. Staff are entitled to the following leave and payment

<table>
<thead>
<tr>
<th>Length of Service at the Qualifying Week</th>
<th>Length of Paternity Leave</th>
<th>Pay for Paternity Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 or more years</td>
<td>2 weeks</td>
<td>2 weeks – Occupational Paternity Pay (full pay inclusive of Statutory Paternity Pay)</td>
</tr>
<tr>
<td>26 weeks – less than 1 year</td>
<td>2 weeks</td>
<td>2 weeks - Statutory Paternity Pay (SPP) or 90% of their average weekly earnings if this is less</td>
</tr>
</tbody>
</table>

Staff with less than 26 weeks service at the Qualifying Week, unfortunately are not entitled to Paternity Leave.

3.3. Paternity Leave can only start upon the birth of the baby OR on the date of the child’s placement in the case of adoption. It can start on any day of the week and must be taken:

- Within the first 8 weeks of the child’s birth OR placement
- In whole, consecutive weeks, not as odd days or two separate weeks

3.4. The University appreciates that things do not always go to plan – for example, babies do not always arrive when they are expected. If changes need to be made to the Paternity Leave dates you must inform your line manager and local HR Team.

3.5. You must request Paternity Leave no later than 15 weeks before the baby is due OR 28 days before the child is due to be placed in the case of adoption. If your request is later than this, your manager has the right to request you reschedule your leave within the first 8 weeks following your child’s birth or placement.

3.6. Employees may take paid time off to attend up to two antenatal appointments or pre-adoption appointments (after they have been matched with a child). In the case of pregnancy, the expectant spouse or partner can accompany the person having the baby. In the case of adoption the joint adopter can take paid time off for up to two appointments. Similarly those becoming parents through a surrogacy agreement can take paid time off to attend two antenatal appointments if they expect to satisfy the conditions for, and intend to apply for a Parental Order/adoption.

3.7. In the sad circumstances of the pregnancy ending in stillbirth after 24 weeks of pregnancy (defined as stillbirth) staff will still be entitled to Paternity Leave as outlined above.

3.8. In the case of adoption, in the unfortunate circumstances where the placement does not take place you would not be entitled to Paternity Leave. If the placement is ended while you are on Paternity Leave you can continue to take your Paternity Leave as agreed.

3.9. Entitlement to annual leave accrues during Paternity Leave. Annual leave may be taken immediately prior to, or immediately following Paternity Leave by agreement with your manager.
3.9.1. You are entitled to be credited for Bank Holidays and University Closure Days that fall on your normal days of work during your Paternity Leave.

3.9.2. To determine what you should be credited you should refer to the Annual Leave calculator to total the number of Bank Holidays and Closure Day days/hours that fall on your normal days of work during your Paternity Leave. These days/hours must be taken at the end of your Paternity Leave period before you return to work.

3.10. The University treats all staff the same with respect to paternity leave and pay regardless of their type of contract, i.e. fixed-term or open. A flow chart is available which shows the procedure for those staff on fixed term contracts.

3.11. Any enhancements or awards due whilst you are on Paternity Leave will be considered in the usual way and pro-rated appropriately based on the time you were at work.

4 Pensions

4.1. If you are a member of USS/RBP /NHSPS on a contributory basis, or if you are a member of NEST, contributions to the fund are made by both you and the University throughout the period of Paternity Leave. Your contributions are based on your actual pay received for the pay period (including Statutory Paternity Pay); the University will contribute the balance required to ensure you continue to accrue pension benefits as though you were working at your normal rate of pay.

4.2. If you are a USS/RBP Pensions+ member you will continue with your pensions salary sacrifice during the period of Paternity Leave, provided your reference salary is not reduced below the National Minimum/Living Wage. Salary sacrifices cannot be made against statutory payments such as Statutory Paternity Pay so the sacrifice will only apply to your University Paternity Pay at full salary. Further information is available from the appropriate Payroll and Pensions staff.

5 Returning to work

5.1. We will presume you are going to return to work on the date stated on your Paternity Leave Request Form. Therefore, if you are going to return to work on this date, we do not require any further notification from you.

Related Policies and Documents:
Paternity Leave Request Form
Paternity Leave Flowchart