

Document update location matrix

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PATERNITY LEAVE POLICY

Updated Paternity Leave Policy to reflect the new Paternity Leave (Amendment) Regulations 2024

Paternity Leave Policy (Amended 2024)

Paternity leave is available to qualifying employees whose spouse or partner has given birth. Paternity leave is also available to adoptive parents.

Antenatal Appointments

Employees have the right to time off to accompany a pregnant woman to up to two antenatal care appointments if they are the father of the baby or the partner of the pregnant woman. There is no right to be paid for this time off, and employees can take a maximum of 6.5 hours per appointment.

Ordinary Paternity Leave

Employees are entitled to a maximum of 2 weeks' Ordinary Paternity Leave, which can now be taken in two separate blocks of one week, at any time within the first 12 months following the birth or placement of the child. To qualify, employees must:

- Have or expect to have responsibility for the child's upbringing; and
- Be the biological father of the child, the mother's husband/partner, or an adoptive parent; and
- Have worked continuously for the company for at least 26 weeks by the end of the 15th week before the baby is due.

Notice Period

As of 6 April 2024, employees are required to give 28 days' notice before starting paternity leave. However, they must still inform their employer of their intention to take paternity leave at least 15 weeks before the expected week of childbirth (EWC).

The employee must provide:

- The week the baby is due (or the placement is due in the case of adoption).
- Whether they wish to take one or two weeks of leave.
- When they would like their leave to start.

Employees can amend their start date with 28 days' written notice. You can do this by [filling in the online form](#) (previously called form SC3). Once you have completed the form, you will need to download or print it and send it to your line manager.

Ordinary Paternity Leave Start Date

Leave can start:

- From the date of the baby's birth or placement, whether earlier or later than expected.
- From 7 days after the expected due date.
- From a date chosen by the employee that falls within the first year following the birth or placement.

Leave must be taken within 56 days of the actual date of birth/placement or, in the case of an early birth, within 56 days of the expected week of birth.

Ordinary Paternity Leave in the Event of the Baby's Death

If the employee's partner gives birth to a stillborn baby after 24 weeks of pregnancy or if the baby is born alive and later dies, the employee remains entitled to Ordinary Paternity Leave.

Procedure for Ordinary Paternity Leave

Employees must inform their manager 28 days in advance of their start date and provide a self-certificate as evidence that they meet the eligibility criteria. If the employee changes the start date, they must inform their manager 28 days before the new date.

Shared Parental Leave

For babies born after 5 April 2015, Additional Paternity Leave has been replaced with Shared Parental Leave. Please refer to the Shared Parental Leave Policy for more details.

Rights During Ordinary Paternity Leave

During the leave period, employees retain their employment contract and benefit from their employment terms, excluding remuneration. Employees are entitled to return to the same job following Ordinary Paternity Leave.

Post-Paternity Leave

Upon returning to work, employees can apply for flexible working arrangements, subject to business needs.

Statutory Paternity Pay (SPP)

Eligible employees will receive Statutory Paternity Pay at the prescribed weekly rate or 90% of their average weekly earnings, whichever is lower, for up to 2 weeks. Please refer to the HMRC website for the current rate.

This amended policy incorporates the Paternity Leave (Amendment) Regulations 2024, providing greater flexibility to parents and aligning with current employment law.

Employment Law Changes 2024:

6 April – **Paternity leave changes** – leave can be taken at any time in the first year and be split up into two separate blocks of one week.

<https://www.acas.org.uk/paternity-rights-leave-and-pay/taking-paternity-leave>

7 April - **SMP/ SAP/ SPP** rates increase

<https://www.cipp.org.uk/resources/news/proposed-benefits-and-pension-rates-released.html>

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