

Paternity Leave

UPR HR25 version 01.0

Policies superseded by this document

This is the first version of this document, effective from 13 December 2021.

Summary of significant changes to the previous version

This is the first version of this document and should be read in full.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Policy Statement

- 1.1 This policy sets out the statutory rights and responsibilities of employees who wish to take paternity leave. The University recognises that, from time to time, employees may have questions relating to their paternity rights. It is the University's policy to encourage open discussion with employees to ensure that questions can be resolved as quickly as possible. Employees should clarify the relevant procedures with Human Resources to ensure that they are followed.

2 Entitlement

- 2.1 An employee whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child, is entitled to two weeks' paternity leave provided that they have 26 weeks' continuous service by the end of the 15th week before the Expected Week of Childbirth (EWC).

- 2.2 Paternity leave is also available to the adoptive parents where a child is matched or newly placed with them for adoption. One adoptive parent may take paternity leave where the other adoptive parent has elected to take adoption leave. To be eligible for paternity leave, the employee must have 26 weeks' continuous service at the end of the week in which the child's adopter is notified of having been matched with the child for adoption.
- 2.3 To qualify for paternity leave, the employee must also have, or expect to have, responsibility for the upbringing of the child.
- 2.4 Employees who wish to take both paternity leave and shared parental leave must take their period of paternity leave first, followed by shared parental leave. An employee cannot take paternity leave if they have already taken a period of shared parental leave in relation to the same child. Please refer to the University's Shared Parental Leave Policy UPR HR26.
- 2.5 Paternity leave must be taken in blocks of one week or two consecutive weeks and not in odd days. It must be taken within 8 weeks (56 days) of the birth or adoption placement.

3 Notification and Acknowledgement of Paternity Leave

- 3.1 If you wish to take paternity leave you must notify your line manager giving at least 15 weeks' notice of the date on which your partner's baby is due. You must notify your line manager of the length of paternity leave you intend to take and the date on which you wish the leave to commence.
- 3.2 In the case of an adopted child, you must give written notice to you line manager of your intention to take paternity leave no later than seven calendar days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date you intend to start paternity leave and the length of paternity leave you intend to take.
- 3.3 If you wish to change the timing of your paternity leave you must give 28 days' written notice of the new dates.

4 Paternity Pay

- 4.1 Staff with at least 26 weeks' continuous service at the Qualifying Week, may take two weeks Ordinary Statutory Paternity Leave paid at the rate set out by the government.

- 4.2 Staff with at least one year of continuous service at the Qualifying Week, will be entitled to two weeks Paternity Leave, paid at their normal rate of pay (this may include an element of Statutory Paternity Pay (SPP) where appropriate).
- 4.3 Paternity leave will be conditional upon production of appropriate documents. Form SC3 must be completed and sent to Payroll.

5 Time off to Attend Antenatal Appointments

- 5.1 Reasonable consideration will be given to requests made by employees for paid time off during working hours to accompany their partner to essential ante-natal appointments, regardless of length of service. Employees may be asked to provide certification confirming the pregnancy and appointment documents. There is a legal entitlement to unpaid time off to accompany a pregnant woman to attend two antenatal appointments if you are:
- i the baby's father; or
 - ii the expectant mother's spouse, partner or civil partner; or
 - iii in a long-term relationship with the expectant mother; or
 - iv the intended parent (if you're having a baby through a surrogacy arrangement).

Sharon Harrison-Barker
Secretary and Registrar
Signed: **13 December 2021**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.