**Paternity Leave Policy**

**Paternity Leave Entitlement**

If your wife, civil partner, or partner gives birth to a child, or if you are the biological father of the child, you are entitled to two weeks of paid paternity leave, provided that you have 26 weeks of continuous service by the end of the 15th week before the week in which the child is expected.

You must also have or expect to have, responsibility for the child's upbringing and be making the request to help care for the child or support the child’s mother.

Paternity leave is also available to adoptive parents when a child is matched or newly placed for adoption. The adoptive father or the adoptive mother may take paternity leave where the other adoptive parent has elected to take adoption exit. The process and rights regarding adoption leave are explained in the Adoption policy.

Paternity leave is granted in addition to your regular annual holiday entitlement. Paternity leave must be taken in a single block of one or two weeks within eight weeks of the birth or adoption of the child. If the child is born early, it must be taken from the time of the delivery but within eight weeks of the expected date of childbirth. Paternity leave can start from the date the child is born or placed for adoption or from a chosen number of days or weeks after that date.

**Notification of Paternity Leave**

If you wish to request paternity leave, you must give your line manager 15 weeks’ written notice of the date your partner’s baby is due, the length of ordinary paternity leave you wish to take, and the date you want the leave to commence.

In the case of an adopted child, you must give written notice of your intention to take paternity leave seven days after the date the adoption agency notified the child of the match. The notice must specify the date the child is expected to be placed for adoption, the date you intend to start ordinary paternity leave, the length of the intended average paternity leave period, and the date the adopter was notified of having been matched with the child.

If you wish to change the timing of the ordinary paternity leave, you must give 28 days written notice of the new dates.

**Statutory Paternity Pay**

Pay during paternity leave will be at a standard rate set by the Government for the tax year (and is the same amount as Statutory Maternity Pay) or at a rate equivalent to 90% of your average weekly earnings if this figure is less than the standard rate. If your average weekly earnings are below the lower earnings limit for National Insurance contributions, you will not be eligible for ordinary statutory paternity pay.

Statutory paternity pay is subject to PAYE and National Insurance deductions. Statutory paternity pay can start any day of the week by the date you start your paternity leave.

**Time Off for Antenatal Care**

Your Employer will allow unpaid time off for fathers or partners to attend antenatal appointments up to a maximum of 6.5 hours (including travel and wait time) on two occasions. It would be best if you gave as much notice as possible, and any additional time off for other antenatal appointments is at your Employer’s absolute discretion.