



**Education
Partnership
Trust**

Creating outstanding schools
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PATERNITY POLICY

DOCUMENT CONTROL

This document has been approved for operation within:	Burnley High School/Atherton High School
Date effective from	2020
Date of next review	2023
Review period	3 year
Status	Mandatory
Owner	Trust
Version	1

This policy sets out paternity leave rights and relevant pay entitlements. It applies to full-time and part-time employees who

- have or expect to have responsibility for the child's upbringing, or
- are the biological father of the child or the mother's spouse, partner or civil partner, and
- have worked continuously for the Trust for 26 weeks as at the 15th week before the baby is due.

Notification of intention to take paternity leave

Formal notification of intention to take paternity leave should be made in writing by the 15th week before the expected week of childbirth (EWC), unless this is not reasonably practicable. You should inform your manager of the following:

- the week the baby is due
- your intention to take one or two weeks' leave
- when you plan to start paternity leave eg the day of the birth or the week after the birth etc (this date may be changed provided 28 days' notice is given. You will be required to complete a SC3 form (see www.gov.uk) confirming that you have or expect to have responsibility for the child's upbringing, or
- are the biological father of the child or the mother's husband or partner, including civil partner.

Length of paternity leave

Eligible employees will be able to choose to take either one week or two consecutive weeks' paternity leave (not odd days). Leave can be started from one of the following:

- the date of the child's birth
- a chosen number of days or weeks after the date of birth
- a chosen date.

Leave can commence on any day of the week on or following the child's birth, but must be completed within 56 days of the child's birth. If the child is born early, leave can commence within the period from the actual date of birth up to 56 days after the expected week of birth.

Only one period of leave will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy eg twins.

Statutory paternity pay

You are entitled to receive Statutory Paternity Pay (SPP) if you meet the 26 week service qualification outlined above and if your average weekly earnings are above the lower earnings limit for National Insurance Contributions (NIC). Provided you qualify as above, the Trust will enhance your paternity pay to full pay for the first week; the second week will be paid at SPP.

Antenatal care

You can take unpaid leave to accompany a pregnant woman to antenatal appointments if you are:

- the baby's father

- the expectant mother's spouse or civil partner
 - in a long-term relationship with the expectant mother
 - the intended parent (in the case of a surrogacy arrangement).
- You can accompany the woman to two appointments of up to six and a half hours each.

Contractual status during paternity leave

You will remain under the terms of your contract of employment, with the exception of remuneration, throughout any period of paternity leave.

Returning to work

After a period of paternity leave, you are entitled to return from leave to the job in which you were employed before your absence.

PATERNITY LEAVE FOR ADOPTIVE PARENTS

This policy sets out paternity leave rights and relevant pay entitlements, and applies to all full-time and part-time employees who

- have or expect to have responsibility for the child's upbringing, or
- are the adopter's spouse, partner or civil partner, and
- have worked continuously for Chapel St for 26 weeks as at the week in which the adopter is notified of being matched with a child.

Notification of intention to take paternity leave

Formal notification of intention to take paternity leave should be made in writing within seven days of being notified by the adoption agency that you have been matched with a child, unless this is not reasonably practicable. You should inform your manager of the following:

- when the child is expected to be placed
- your intention to take one or two weeks' leave
- when you plan to start paternity leave eg on the date of placement, a set number of days after the date of placement, the date the child arrives in the UK (this date may be changed provided 28 days' notice is given).
- You will be required to complete a SC4 form (see www.gov.uk) confirming that you have or expect to have responsibility for the child's upbringing, or
- are the adopter's spouse or partner, including civil partner.

Length of paternity leave

Eligible employees will be able to choose to take either one week or two consecutive weeks' paternity leave (not odd days). Leave can be started from one of the following:

- the date of the child's placement
- a chosen number of days or weeks after the placement
- a chosen date.

Leave can commence on any day of the week on or following the child's placement but must be completed within 56 days of the child's placement. If the child is placed early, leave can commence within the period from the actual date of placement up to 56 days after the expected week of placement.

Only one period of leave will be available to employees, irrespective of whether more than one child is placed.

Statutory paternity pay

You are entitled to receive Statutory Paternity Pay (SPP) if you meet the 26 week service qualification outlined above and if your average weekly earnings are above the lower earnings limit for National Insurance Contributions (NIC). Provided you qualify as above, the Trust will enhance your paternity pay to full pay for the first week; the second week will be paid at SPP.

Adoption appointments

You can take unpaid leave for two adoption appointments of up to six and a half hours each.

Contractual status during paternity leave

You will remain under the terms of your contract of employment, with the exception of remuneration, throughout any period of paternity leave.

Returning to work

After a period of paternity leave, you are entitled to return from leave to the job in which you were employed before your absence commenced.