



PATERNITY LEAVE POLICY

Version: October 2021

1. THE POLICY

- 1.1 The Diocese is committed to supporting all employees who have a child, adopt a child, foster a child for adoption or are 'Parental Order' intended parents in a surrogacy arrangement.
- 1.2 This policy is designed to ensure that all members of staff are treated fairly and consistently and in line with the relevant legislation. Following the birth or placement, eligible employees can take up to two weeks' paid paternity leave to care for the child and/or to support the other parent.

2. AM I ELIGIBLE TO REQUEST PATERNITY LEAVE?

- 2.1 You must have or expect to have responsibility for the child's upbringing.
- 2.2 You must be the biological father of the child or the mother's husband, wife, civil partner or partner (the Diocese reserves the right to ask to see a copy of the mother's maternity certificate or similar evidence); OR
 - if you are adopting a child, be the husband, wife, civil partner or partner of the main adopter; or
 - be the intended parent of the child (if you are having a baby through a surrogacy arrangement and you are eligible to apply for a parental order).
- 2.3 In all cases, you must have been employed continuously by the Diocese for 26 weeks or more by the 15th week before the expected week of childbirth (EWC) or by the week in which you are matched with a child for adoption (in both circumstances known as the 'qualifying week').
- 2.4 You must still be employed at the time of the birth or adoption in order to take paternity leave and benefit from any applicable paternity pay.

3. WHEN CAN I COMMENCE PATERNITY LEAVE?

- 3.1 You cannot commence leave before the child's birth.
- 3.2 You can start leave on any day of the week on or following the child's birth or placement with you for adoption, but must be completed within 56 days of the actual date of birth/placement of the child or, if the child is born early, within the period from the actual date of birth up to 56 days after the due date.

4. HOW LONG CAN I TAKE OFF ON PATERNITY LEAVE?

- 4.1 You will be able to take up to 2 weeks' leave.
- 4.2 Leave must be taken in one block.
- 4.3 You will be entitled to one period of leave irrespective of whether more than one child is born as a result of the same pregnancy or adopted at the same time.

5. WHEN SHOULD I LET HR KNOW I WOULD LIKE TO TAKE LEAVE?

- 5.1 You should write to HR no later than the 15th week before the EWC or within 7 days of being notified by the adoption agency that they have matched you with a child for adoption
- 5.2 Your letter/email should detail the date your baby is due or due to be placed with you, and state the date you intend to start paternity leave, and whether you intend to take one or two weeks leave in your initial block.
- 5.3 On receipt of your letter HR will ask you to complete a statutory paternity pay form (SC3 form) and may ask to see a copy of the child's mother's MATB1 form or the relevant adoption certificate. HR will write to you within 28 days of receiving your letter to confirm the arrangements for your paternity leave and pay.

6. WHAT MONEY WILL I RECEIVE WHILST ON PATERNITY LEAVE?

- 6.1 You will receive up to two weeks' Enhanced Paternity Pay at a rate equivalent to your full contractual salary.

7. RETURN TO WORK

- 7.1 You will be entitled to return to the same job that you held before leaving on paternity leave.

8. CONTACTING THE HR DEPARTMENT

The Diocese works with an external HR adviser for support on employment issues. HR support is provided through the Chief Operating Officer, E: coo@abdiocese.org.uk.

Approval

This policy was approved by the Diocesan Board of Trustees on:	20 Oct 2021
The next review is due by:	31 Oct 2022