

Paternity Leave and Pay Procedures

1. Introduction

The Paternity Leave and Pay Policy gives an overview of the ordinary paternity leave (OPL) provisions. These procedures support the implementation of that policy and provide further guidance.

2. Ordinary paternity leave and pay

Procedure for applications

Staff members intending to take paternity leave should discuss their intention to request paternity leave with their line manager initially.

Once the request is made, they should attach a copy of the certificate of expected childbirth (MATB1 form) within the system. This certificate is provided by the midwife after the 21st week of pregnancy. For adoption, a copy of the matching certificate from the adoption agency must be provided.

The member of staff should refer to the eligibility criteria for the University's enhanced paternity leave scheme, to assess whether they are eligible for contractual paternity leave and pay or statutory paternity leave and pay only.

Once the request to take paternity leave has been raised, the system will validate the request and notify the line manager. The request should be made as soon as possible (normally at least one month prior to the expected date of childbirth or placement).

The line manager will review the dates of the paternity leave request and check these against the evidence provided to ensure that the leave is being taken no later than 56 days following the expected or actual date of birth of the child, or placement of the child in the case of an adoption. The line manager will approve the request on the system, if the employee meets the eligibility criteria for paternity pay. If they do not meet the criteria, the request will be rejected. The employee will receive a notification either way.

Where the request is approved, the Staff Payments Office will receive a notification of the leave and pay, with the attached copy of the MATB1 or Matching Certificate. This will enable them to adjust the salary, if appropriate, to incorporate statutory paternity pay into the full pay and produce the online payslip.

If a copy of the MATB1 or Matching Certificate is not provided at the time of the leave request, this should be forwarded as soon as it is obtained.

Change of start date

If a member of staff wishes to change the start date of their paternity leave, they must give 28 days' notice or if this is not reasonably practicable, as soon as is reasonably practicable.

N.B. confirmation of the actual date of birth should be provided as soon as is reasonably practicable.

Returning to work

Members of staff returning to work following ordinary paternity leave will return to the same job on the same terms and conditions of employment as if they had not been absent, unless a redundancy situation has arisen.

3. Antenatal appointments and other statutory rights

Who can take leave for antenatal appointments?

All qualifying employees, and qualifying agency workers, are entitled to take unpaid time off to accompany an expectant mother to two of her ante-natal appointments if they are:

- a) the baby's father;
- b) the expectant mother's spouse, her civil partner, or partner (of any sex) in an enduring relationship; or
- c) the intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of that child.

The leave is available to those who have a relationship with the pregnant woman or her unborn child.

The University will pay for up to two appointments at the basic rate of pay. It is expected that no more than half a day of pre-authorized absence from work will be required for each ante-natal appointment. The University will support up to a maximum of six and a half hours for each paid appointment, in order to allow for travel and waiting time, plus attendance at the ante-natal appointment.

Any additional time and/or appointments may be taken as annual leave.

Qualifying agency workers may take the statutory time off as unpaid leave and should notify their employment agency directly.

Further details in relation to adoption can be found in the Adoption Leave and Pay Policy.

Notification requirements

Any employee who wishes to apply to take paid leave to accompany their partner at an ante-natal appointment is required to confirm the following details to their line manager when making the request:

- a) that the employee has a qualifying relationship with a pregnant woman or her expected child;
- b) that the employee's purpose in taking time off is to accompany a pregnant woman to an ante-natal appointment;
- c) that the appointment in question is made on the advice of a registered medical practitioner, registered midwife or registered nurse; and
- d) the date and time of the appointment.

The request for time off should provide reasonable notice of the appointment and may be used to attend scans, tests or other routine appointments, as necessary.

Further guidance in relation to the right to take shared parental leave and shared parental pay can be found in the Shared Parental Leave and Pay Policy via Ask People Services or on the People Services Intranet.

Other Statutory Rights

Information on additional statutory rights i.e. agile working and unpaid parental leave is available via Ask People Services or on the People Services Intranet.

4. Pension arrangements

Where a member is eligible for enhanced paternity pay, they will continue to pay member contributions based upon their level of pay.

Where a member is only eligible for statutory paternity pay, they will pay member contributions based upon the actual level of pay received.

5. Useful references

Paternity Leave and Pay Policy
Maternity Leave and Pay Policy
Adoption Leave and Pay Policy
Shared Parental Leave and Pay Policy
Agile Working Policy
Parental Leave Policy
www.gov.uk