**EDINBURGH NAPIER UNIVERSITY**

**PATERNITY POLICY**

# 1. Introduction

## 1.1 This policy provides information regarding the University’s Paternity provisions and explains the entitlements as an employee. It takes into account the Employment Rights Act 1996, and the 2014 amendments which provides a right to time off to accompany a partner to ante-natal appointments. The Shared Parental Leave Regulations 2014, which applies to parents of babies who are due on or after 5 April 2015 (or adopters of children placed for adoption on or after 5 April 2015), supersedes the provisions of the Work and Families Act 2006 relating to Additional Paternity Leave. Further details can be found in the University’s Shared Parental Leave Policy.

## 1.2 The University is committed to helping working parents. Paternity leave entitles fathers and partners (including same sex and adoptive partners) who meet the qualifying criteria to take up to 2 weeks paid leave to care for their new baby.

# 

# 2. Eligibility

# 2.1 You must be taking time off to look after the child and be one of the following:

# the father

# the husband or partner of the mother (or adopter)

# the child’s adopter

# the intended parent (if you’re having a baby through a surrogacy arrangement)

There are extra conditions you need to meet to qualify for leave and pay

3.3 The right is not dependent on a qualifying length of service.

3.4 You can take paid leave to accompany a pregnant woman to 3 antenatal appointments if you’re:

* the baby’s father
* the expectant mother’s spouse or civil partner
* in a long-term relationship with the expectant mother
* the intended parent (if you’re having a baby through a surrogacy arrangement)

# 4. Length of Paternity Leave

# 4.1 Eligible employees will be entitled to choose to take two single weeks or one two-week period of paternity leave (not odd days).

## They can choose to start their leave:

# From the date of the child’s birth (whether this is earlier or later than expected), or

# From a chosen number of days or weeks after the date of the child’s birth (whether this is earlier or later than expected), or

# From a chosen date

# Leave can start on any day of the week on or following the child’s birth but must be completed:

# Within 56 days of the actual date of birth 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 expected week of birth

# Only one period of leave may be taken, irrespective of whether more than one child is born as the result of the same pregnancy.

# 5 Pay

# 5.1 Paternity Leave Pay

# During Paternity Leave, the employee will be entitled to Paternity Pay from the University.

# This will be paid for two single or two consecutive weeks (not odd days) at normal salary, depending upon which option the employee has chosen.

# 

# 6. Notification Procedure

6.1 Paternity Leave Notification Procedure

# The employee will be required to inform their Line Manager of their intention to take Paternity Leave by the 15th week before the baby is expected, unless this is not reasonably practicable. You don’t have to give a precise date when you want to take leave (e.g. 1 February). Instead you can give the general time, e.g. the day of the birth or 1 week after the birth.

# The employee will need to inform the University:

# The week the baby is due, by providing a copy of the mother’s MAT B1 form

# Whether they wish to take one or two weeks’ leave

# When you take your leave, by completing a [Special Leave Request Form](https://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/Special%20Leave%20Form%20Updated%20June%202021(2).doc).

# The employee will be able to change their mind about the date on which they want their leave to start providing they inform the University at least 28 days in advance, unless this is not reasonably practicable.

# Upon receipt of the employee’s [Special Leave Request Form](https://staff.napier.ac.uk/services/hr/Documents/HR%20Forms/Special%20Leave%20Form%20Updated%20June%202021(2).doc) regarding their Paternity Leave, the Line Manager will sign and send this to Human Resources.

# 

# 7. Contractual Benefits

**7.1** Throughout Paternity Leave, the employee is entitled to the benefit of their normal terms and conditions of employment.Information concerning paternity and pension scheme contributions is detailed in [on](https://staffworkplace.napier.ac.uk/Services/hr/tradeunionconsultationmeetings/Shared%20Documents/Policies%20Currently%20in%20Consultation/Maternty%20policy%20updated%20April%202015%20track%20changes.docx#Appendix_B) the relevant pension website. For academic staff this is [Scottish Teachers Pension Scheme](http://2015.sppa.gov.uk/scheme/teachers) (<http://2015.sppa.gov.uk/scheme/teachers>) and for Professional Service staff this is [Lothian Pension Fund](http://www.lpf.org.uk/lpf1/info/3/current_members) (<http://www.lpf.org.uk/lpf1/info/3/current_members>)

# .

# 8. Rights When Returning to Work

# 8.1 An employee is entitled to return to work, from Paternity Leave to the same position they held before commencing leave. An employee’s terms of employment shall be the same as they would have been had the employee not been absent.

**9. Other Relevant Policies**

* Adoption Policy
* Flexible Working Policy
* Maternity Policy
* Shared Parental Leave
* Unpaid Parental Leave Policy

**10.0 Useful Contacts**

Further information is available from

**DTI**

<https://www.gov.uk/browse/employing-people/time-off>

**Jobcentre plus**

<http://www.jobcentreplus.gov.uk/JCP/index.html>