Paternity Policy

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A) Purpose and scope

This policy sets out your right to time off and pay when you become a parent through birth or adoption, and how we will support you. It applies to employees who are the child's father, or the partner of the mother or of the primary adopter, and who expect to share in the child's upbringing.

B) Who qualifies

To take statutory paternity leave you need to have been continuously employed by us for at least 26 weeks by the end of the 15th week before the baby is due (or, for adoption, by the week you are matched with a child). You also need to have, or expect to have, responsibility for the child's upbringing and be taking the time off to care for the child or support the other parent.

C) How much leave you can take

You can take up to two weeks of paternity leave. You may take it as a single two-week block or as two separate one-week blocks, whichever suits you. The leave can be taken at any point in the 52 weeks following the birth or placement, so you have flexibility around your family's needs. Leave cannot start before the birth.

D) Telling us

Please let us know you intend to take paternity leave by the 15th week before the baby is due, and then give us at least 28 days' notice before each period of leave you want to take. We will confirm the arrangements with you. You can change the dates by giving us fresh notice where possible.

E) Antenatal and adoption appointments

You are entitled to unpaid time off to accompany your partner to up to two antenatal appointments, or, in the case of adoption, up to two adoption appointments once you have been matched.

F) Paternity pay

If you qualify, you will receive Statutory Paternity Pay for your period of leave, paid at the lower of the standard statutory rate or 90% of your average weekly earnings. The statutory rate is set by the Government and reviewed each April. If you do not qualify for statutory pay, we will explain why and give you any form you need.

G) Your terms during leave

Your employment continues throughout paternity leave and your contractual benefits are unaffected. You have the right to return to the same job.

H) Protection from unfair treatment

You must not be disadvantaged, treated unfairly or dismissed for taking, or seeking to take, paternity leave. Doing so would be unlawful.

I) Related options and policies

You may be able to take a longer, shared period of leave through Shared Parental Leave, and if your baby is admitted to neonatal care you may qualify for Neonatal Care Leave. Please ask and we will talk you through the options. This policy should be read alongside our Maternity, Flexible Working and Equal Opportunities policies.

J) Questions

If anything is unclear, or you would like to plan your time off in confidence, please get in touch.