



Paternity leave Policy

Signed: Headteacher

A handwritten signature in black ink, appearing to read "Jonathan Kemp".

Print Name: Jonathan Kemp

Date Reviewed: April 2021

Next Review: April 2022

(Adopted HFL model policy and review date)

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1. Introduction and Scope

You may wish to take Statutory Paternity Leave if you and your partner are:

- Having a baby
- Adopting a child
- Having a baby through a surrogacy arrangement

2. Eligibility

To qualify for paternity leave and pay, you must:

- Be the father, husband or partner of the mother (or adopter), child's adopter or intended parent (if they're having a baby through a surrogacy arrangement)
- be taking time off to look after the child or their partner
- be responsible for the child's upbringing

And:

- have 26 weeks' continuous service by the end of the 15th week before the week in which the child is expected.(for birth); or
- have been continuously employed by you for at least 26 weeks up to any day in the week they were matched with a child (UK adoptions); or
- have been continuously employed by you for at least 26 weeks by either the date the child arrives in the UK or when they want their pay to start (overseas adoptions)

3. Entitlement

Statutory Paternity Leave may be taken in a single block of one week or two consecutive weeks however not in odd days and must be completed within 8 weeks of the birth (or due date if the baby is born early).

Paternity leave can start either from the date the child is born or placed for adoption or from a chosen number of days or weeks after that date.

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

4. Notification

You will need to provide the Headteacher with notice of your intention to take paternity leave by the beginning of the 15th week before the expected week of childbirth

Notice will include the date the baby is due, whether you wish to take one or two weeks leave and when you wish to start your leave. Please ensure the Paternity Leave notification form is completed and provided to your Headteacher/Line manager.

You should then confirm the actual date of the birth with the Headteacher, who should in turn notify the payroll section in order that the appropriate Paternity payments may be made.

You may change the date of your paternity leave with 28 days' notice, unless this is not reasonably practicable.

For part time employees paternity leave will be pro-rata as per their weekly hours worked.

5. Statutory Paternity Pay

Statutory Paternity Pay (SPP) is paid at the current rate of SPP or 90% of the employee's average weekly earnings, whichever is the lowest. Employees who earn less than the Lower Earnings Limit will not qualify for SPP.

5.1. Teachers

Please note there is no contractual entitlement to paternity pay for teachers over and above the statutory provision set out above.

Your school may choose to adopt a more favourable policy in relation to teachers' paternity leave and pay. This is at the discretion of the governing body.

5.2. Non-teaching staff

Non-teaching staff will be entitled to take one week's paternity leave paid in full.

Employees who satisfy the above eligibility criteria will be entitled to take a second week of SPL which will be paid at the current rate of Statutory Paternity Pay as detailed above.

6. Antenatal Appointments

Fathers and partners of pregnant women are entitled to unpaid time off to attend two antenatal appointments (time off is capped at six and a half hours for each appointment).

Employees who would like to make a request for time off to accompany someone at an antenatal appointment should in the first instance contact their Headteacher.

The employee should endeavour to give their line manager as much notice as possible of when they need the time off for the antenatal appointment and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

7. Flexible Working

Prior to or when you return from Paternity Leave if you wish to be considered for part-time hours, you must apply in writing under the Flexible Working Policy. Please see the Flexible Working Policy.

8. Shared Parental Leave

Shared parental leave enables adopters to commit to ending their maternity/adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity/adoption leave and opt in to shared parental leave and pay at a later date.

For more information please see the Shared Parental Leave Policy.

Appendix 1: Notification of intention to take paternity leave

On completion please hand this form to your Headteacher no later than 15 weeks before the EDC, unless this is not practicable.

Part 1
Personal details
Preferred title.....
Full name.....
Home Address.....
.....Post Code
Home Telephone Number.....
National Insurance Number.....
Personnel Number.....
School..... School Ref. No.....
Post Held.....
Your dates for pay and leave
Expected date of childbirth
Date on which the baby was born.....
Date you would like paternity pay and leave to commence
I'd like to be away from work for <input type="checkbox"/> one week
<input type="checkbox"/> two weeks
I would like to take Additional Paternity Leave commencing on.....
and will be returning on.....
<i>You must be able to tick all boxes to get paternity leave and pay.</i>
<input type="checkbox"/> I am <i>either</i> the baby's biological father, or married to the mother, or living with the mother in an enduring family relationship, but not an immediate relative.
<input type="checkbox"/> I have responsibility for the child's upbringing

I will take off work to support the mother or care for the child

The information provided in this application is true and accurate and I enclose herewith a copy of birth certificate.

Teachers only

I have been continuously employed with Hertfordshire County Council for 26 weeks or more.

Signed Date

Signed Date

Headteacher

For HCC use only

<p>Option payable (Delete as applicable)</p> <p><input type="checkbox"/> One/two week(s) without pay</p> <p><input type="checkbox"/> One/two week(s) with full pay</p>	<p><input type="checkbox"/> One/two week(s) with SPP only</p> <p><input type="checkbox"/> Additional paternity pay (____ weeks)</p>
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PART 2

Mother's Declaration

To be completed by the mother of the child or the person who took Maternity Leave/Pay:

Your first name	Your surname	National Insurance Number																														
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Your address																																
My maternity leave started on:	I have given notice to my employer that I will return to work on:																															
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During my period of maternity/adoption leave I was entitled to Statutory Maternity Pay or Maternity Allowance (please tick to confirm)		<input type="checkbox"/>																														
I confirm that the person named in Part 1 (please tick all boxes)																																

