

ST ANNE'S COLLEGE PATERNITY LEAVE PLAN

Eligible employees of the College may be entitled to up to two-weeks of Paternity Leave to be taken either together or as one week blocks.

Paternity leave schemes apply to any employee who meets the eligibility criteria regardless of gender or marital status. An employee who is either:

- married to
- the civil partner of
- or the partner of

an expectant mother or adoptive parent (or the joint adopter who will not have the main caring responsibilities for the child) is entitled to claim Parental Leave if they meet the eligibility criteria. The entitlement applies regardless of staff group, grade or hours worked.

Eligible employees may also be entitled to a period or periods of Shared Parental Leave. However, this is a complex scheme so speak to HR or your Manager as early as possible if you wish to consider applying for this scheme.

Telling your Manager/HR, you wish to take Paternity leave

Paternity Leave: you must tell your Manager/HR about your plans to take Paternity leave at the latest by the 15th week before the expected week of childbirth (the 'qualifying week') or the week in which you are notified of having been matched with a child for adoption. If that is not possible (for example if the baby is born prematurely), you should tell your department about your situation and complete the Plan as soon as is reasonably practicable.

HR will confirm the arrangements for your leave within 28 days of receiving your completed plan. If you subsequently wish to change the date on which you start either period of Paternity leave you must give 28 days' notice of the new date by filling in a new Paternity Leave plan and returning it to you Manager/HR.

Complete the form in full if you wish to apply for Paternity Leave. Keep a copy for your own use; HR will retain the original on your personnel file.

IMPORTANT: please note that if your contract of employment is due to terminate during any period of paternity or shared parental leave your entitlement to benefits under the College's contractual schemes will end on the contract end date. However, you will continue to be paid any remaining **statutory** pay to which you may be eligible. Your contract of employment will not automatically be extended because you are on paternity or shared parental leave.

PART A – INFORMATION ABOUT YOU AND YOUR CHILD

COMPLETE THESE SECTIONS	GUIDANCE NOTES
<p>1 Personal Details</p> <p>Name:</p> <p>Department:</p> <p>D</p>	
<p>When the child is due (complete 2 or 3 below)</p>	
<p>2 (a) The baby is due on:</p> <p><input type="text"/></p> <p>or</p> <p>2 (b) The child was matched for adoption on:</p> <p><input type="text"/></p> <p>2 (c) The child is due to be placed on:</p> <p><input type="text"/></p>	<p>2 (a) is the date on the MATB1 form which the mother receives</p> <p>2 (b) and 2 (c) is the date notified to you by the adoption agency</p>
<p>3 (a) If the baby has been born, the actual date of birth was:</p> <p><input type="text"/></p> <p>or</p> <p>3 (b) If the child has been placed, the actual date of placement was:</p> <p><input type="text"/></p>	
<p>4 About your employment</p>	

4 I hold a contract of employment which will cover the whole of my intended period of Paternity Leave:

Yes (continue to 7)

or

No (see yellow box below)

If you have a fixed-term contract, check your contract of employment to confirm the end date or speak to HR

If you have ticked 'No' any entitlement to contractual Paternity Leave will end upon the expiry of your contract. You should discuss the expiry of your contract as soon as possible with your Manager/HR

PART B –PATERNITY LEAVE AND PAY

5 Starting Paternity leave

I intend to start my paternity leave on

5(a)

or

5(b) from the date of the child's birth

6 I intend to return to work on

Guidance notes

You can choose to take up to 2 weeks' leave any time from the expected week of childbirth, or placement date, until 56 days after the date of the birth/placement. You do not have to take two weeks but you cannot treat the leave as individual days. (Your Manager may agree to your taking two separate weeks, if this meets operational requirements). The leave can start on any day.

A week is the same amount of days that you normally work in a week, eg if you only work on Tuesdays and Wednesdays, a week is two days.

You can specify a start date, or state that you intend to start your leave on the date of the child is born or placed for adoption. If the baby is born early you can choose to start your leave when the baby is born.

7 Employee Declaration

I declare that:

I intend to take time off work in order to support the mother or primary adopter, and care for the child; and

I am the child's father or I am the spouse, partner or civil partner of the mother; and

I have or expect to have the main responsibility (apart from the mother) for the upbringing of the child; and

the information I have provided on this form is correct.

Signed:

Date:

Full Name:

Contact during paternity leave

8 I would like to be told about changes happening at work during my Paternity Leave

Yes

No

If yes, I would prefer to be contacted by:

Email to the address below

Telephone to the number below

Post to the home address below

Other, give details below

You and your Manager may make reasonable contact during your Paternity Leave.

Even if you choose not to be told about changes happening at work during your paternity leave, your Manager will still contact you about any matters relating to your employment.

If you have a fixed-term contract which is due to end during your Paternity Leave you need to agree with your Manager how you wish to be contacted so that you are fully involved in the end of fixed-term contract procedure.

You should sign the form and pass it to Manager/HR. Don't forget to keep a copy of it for yourself.

Qualifying for the Statutory Paternity Pay scheme

Filling in the questions below will enable HR to understand whether the College can reclaim Statutory Paternity Pay from HMRC for your leave. NB this does not alter how much money you receive, all Paternity leave is at the rate of full pay.

9 (a) The 15th week before the expected week of childbirth (the 'qualifying week') is:

The week beginning Sunday

or

9 (b) The date I received notification of having been matched with a child is:

9 (c) The date that my child will be placed for adoption (if known) is:

Guidance notes

The qualifying week for UK adoptions is the week in which the employee is notified of having been matched with the child.

If adopting from overseas different rules apply. Please ask HR for information.

10 On the date given in 9 above I will have worked continuously for the College for at least 26 weeks, as an employee

Yes (continue to 6)

or

No (see box below)

Your length of employment runs continuously from the first day you started work with the College, as an employee, to the present day. Any gaps in your employment of over one week will normally create a break in continuity of service, and any length of time worked for the College in another capacity (eg as a worker, not as an employee) will not contribute to continuity of service as an employee.

If you have ticked 'No' You will qualify for the College contractual scheme as long as your employment continues. However, you do not qualify for Statutory Paternity Pay (SPP) as you have insufficient service with the College.

If you wish to take Shared Parental Leave you should check your eligibility carefully.