



Paternity Policy

The Paternity Policy explains both statutory and contractual adoption leave and pay benefits. The University will pay Statutory Paternity Pay (SPP) on behalf of the Department for Work and Pensions to all employees who are eligible to receive it.

This policy describes the procedures that employees and line managers will need to follow when making or receiving applications for Paternity Leave. Employees wishing to find out more about or make an application for Shared Parental Leave should refer to the relevant policy on this.

This policy is reviewed regularly by Bath Spa University in consultation with the recognised unions to ensure that it is meeting its objectives.

Scope of policy

The policy applies to all employees, across all grades and groups including academic and professional services, fixed term and part time hourly paid lecturers, part time and full time, permanent and temporary. It can also apply to those temporarily associated with the University (e.g., Students Union) if appropriate.

The policy does not form part of the employee's contract of employment and may be amended at any time.

Responsibilities

Employee

- Comply with the requirements of the Paternity Policy
- Ensure that any application for ordinary or additional paternity leave and/or pay is made in accordance with this scheme and any statutory requirements
- Cooperate with management in the execution of their duties and responsibilities in relation to this policy.

Line Manager

- Understand the Paternity Policy, and related procedures, attending appropriate training as required
- Ensure that employees are aware of the Paternity Policy
- Manage any requests received in accordance with the requirements of the policy
- Remain in regular and reasonable contact with the employee for the duration of the additional paternity leave period

Human Resources

- Ensure that the Paternity Policy is kept up to date and in particular reflects any changes to entitlement
- Provide training, coaching, advice, guidance and support as appropriate
- Acknowledge, process and administer any request received and made in accordance with this policy

Ordinary paternity leave

An employee whose wife, civil partner or partner is due to give birth to a child, or who is the biological father of the child, may be entitled to Ordinary Paternity Leave of up to two weeks. Ordinary paternity leave (OPL) may also be available to adoptive parents where a child is matched or newly placed with them for adoption. Either adoptive parent may take ordinary paternity leave where the other adoptive parent has elected to take adoption leave. A separate policy is available in respect of adoption leave.

To qualify for ordinary paternity leave, the employee must also have, or expect to have, responsibility for the upbringing of the child and be making the request to help care for the child or to support the child's mother.

They must also have been employed continuously by the University for at least 26 weeks by either:

- the end of the 15th week before the week in which the baby is due
- the end of the week in which they are notified of being matched with a child for adoption
- the week in which their child enters Great Britain for the purposes of adoption (if

adopting from overseas).

Subject to meeting the eligibility criteria the employee may take either one or two weeks' Ordinary Paternity Leave, but it cannot be taken as odd days and, if two weeks are taken, they must be taken together.

A 'week' is based on the employee's normal working pattern (e.g. if they work Monday/Tuesday only, a 'week' will be two days, or if they work Monday to Friday, a 'week' would be five days. The leave may start on any day of the week, but not before the baby is born or the actual date of placement for adoption, and must finish within 56 days of the baby's birth or the actual date of placement.

If the employee's partner has a multiple birth, only one period of ordinary paternity leave is allowed.

The employee must give the University at least 15 weeks written notice before the week in which the baby is due, or within 7 days of being notified they have been matched with a child for adoption. They must also tell the University:

- When the baby is due, or the child is expected to be placed for adoption
- When they intend to commence Ordinary Paternity Leave
- Whether they wish to take one or two weeks' Ordinary Paternity Leave

If it is not possible to give the full notice for a valid reason (e.g. the baby is born early, or the adoption agency doesn't notify the employee soon enough), the employee should still give as much notice as possible.

Applying for paternity leave

To apply for Ordinary Paternity Leave, the employee should complete the relevant application form (see link above to form library) and pass it to their line manager. The manager must receive this within the timescales detailed above.

Paternity pay

Ordinary Paternity Pay

For those eligible to take Ordinary Paternity Leave, this is on normal pay for up to two weeks.

Time off for antenatal appointments

An employee is entitled to take up to 2 days paid leave to accompany the mother at up to two antenatal appointments, provided that they are the biological father, husband or civil partner, or living in an enduring relationship with the mother.

The antenatal appointment must be made on the advice of a registered medical practitioner, midwife or nurse.

An employee who would like to make a request for time off to accompany someone at an antenatal appointment should notify their line manager giving as much notice as possible, and by completing the relevant form.

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 the appointment as near to the start or end of the working day.

Returning to work

After ordinary Paternity Leave an employee is entitled to return to work to the same job on the same terms and conditions as they had not been absent.

Pension contributions

Pension contributions will continue to be made during any period when the employee is receiving paternity pay, but not during any period of unpaid APL.

