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UNIVERSITY

# Paternity (Partner) Leave Policy & Procedure

## 1. Introduction

This policy relates to those supporting a pregnant partner at the time of a child’s birth or when the employee is the partner of an individual who adopts, or the other member of a couple who are adopting jointly. This includes spouses, civil partners and partners of either sex, regardless of gender identity, who meet the eligibility criteria outlined in this policy.

## 2. Scope

This policy sets out the right and responsibilities applied to all University employees, full and part-time, permanent and temporary. The Scheme provides for leave and pay, where eligible, to enable an employee to support their partner around the time of a child’s birth or adoption.

Where certain eligibility criteria are met, partners will also be entitled to Shared Parental Leave (SPL). Please see the Shared Parental Leave Policy for further information.

## 3. Paternity Leave

Paternity leave is available to all staff who meet the eligibility criteria providing a period of shared parental leave (SPL) has not already been taken. Once shared parental leave (see separate policy) has been taken, there is no longer an entitlement to paternity leave.

The allowable amount of paternity leave is a maximum of two weeks, and this must be taken within 52 weeks of the child’s birth or the placement of the child. You can choose to paternity leave in either one-week blocks or as two consecutive weeks. Leave cannot be taken in odd days.

You can choose to start your leave:

- from the date of the child’s birth (whether this is earlier or later than expected), or the placement of the child, 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 the placement of the child, or
- from a chosen date later than the first day of the week in which the child is expected to be born or the placement of the child.

Leave can start on any day of the week but must be completed:

- within 52 weeks of the actual date of birth or placement of the child, or

- if the child is born early or the placement begins earlier than expected, within the period from the actual date of birth up to 52 weeks after the first day of the expected week of birth or the placement of the child.

Only one period of leave is available to you irrespective of whether more than one child is born as a result of the same pregnancy or more than one child is placed for adoption.

#### **4. Eligibility**

In order to qualify for paternity leave you must satisfy the following conditions:

- have, or expect to have, responsibility for the child's upbringing.
- be the father or second parent on the birth certificate, spouse or partner (regardless of gender identity or sexual orientation) of the birth parent (or adopter), the child's adopter, or the intended parent in a surrogacy arrangement.
- have worked continuously for the University for 26 weeks by the 15th week before the baby is due or the end of the week in which the adopter is notified of being matched with the child.

You should provide a copy of the MatB1 certificate, which will be given to your partner 15 weeks before the Expected Week of Confinement (EWC) or in the case of adoption a copy of the matching certificate, given to the adopter with their notice.

#### **5. Time off to attend antenatal appointments**

Partners are also entitled to attend up to two ante-natal appointments.

You should provide your line manager with as much notice as possible of the appointment dates and times, as well as proof of the appointment.

There is no additional entitlement to paid leave to cover these appointments. However, in most cases working arrangements are sufficiently flexible to allow work to be picked up at an alternative time e.g. the flexi scheme. Managers should ensure that wherever possible alternative arrangements are made to ensure that partners are able to attend such appointments.

Where the time cannot be made up elsewhere and it is not possible to take annual leave, then time off will be unpaid.

#### **6. Notice of intention to take Paternity Leave**

If paternity leave is being requested due to the birth of a child, then you must inform the University of your intention to take paternity leave and the date the baby is due, by the end of the 15th week before the baby is expected. You do not need to provide specific dates at this stage.

If the request is due a child being placed for adoption, then you must inform the University as soon as you have been notified by the adoption agency that you have been matched with a child and when the child is expected to be placed.

For each period of leave you must provide at least 28 days' notice, to confirm the date you wish your leave to start and whether you intend to take one or two weeks (unless this is not reasonably practicable).

You should complete the [Notification of Paternity \(Partner\) Leave](#)

You can change your mind about the date(s) on which you want your leave to start providing you give the University at least 28 days' notice in advance (unless this is not reasonably practicable).

Where you are entitled to paternity and adoption leave you cannot exercise rights to both schemes.

## **7. Paternity Pay**

The University operates an enhanced paternity pay entitlement and therefore where eligible, you will be entitled to up to two weeks' full contractual weekly pay. This entitlement is inclusive of Statutory Paternity Pay.

Paternity Pay is only payable when you are absent from work.

## **8. Terms and conditions of employment**

All normal terms and conditions apply while on paternity leave. Continuous service continues to accrue while on paternity leave.