

Paternity Leave

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Introduction

This procedure sets out Kingston University's policy and procedure for paternity leave and pay

1. Paternity Leave

To be eligible the staff member must have worked continuously for the University for 26 weeks by:

- (Birth) the end of the 15th week (the 'Qualifying Week') before the expected date of childbirth
- (UK Adoptions) the end of the week in which the child's adopter is notified of having been matched with the child for adoption (the 'Qualifying Week')
- (Overseas Adoptions) the later date of either: the end of the week in which 'official notification' is received or the end of the week in which they complete 26 weeks' service with the University. This must be before the child enters Great Britain

Be one of the following:

- (Birth) the biological father of the child and/or the mother's partner
- (Adoptions) either married to/ or the partner of the child's adopter
- Have or expect to have responsibility for the child's upbringing and be taking the time off to support the mother/partner/ adopter or to help care for the child.
- Meet the notification criteria
- Not be taking Adoption Leave and Pay.

Eligible staff members are entitled to choose to take either one or two consecutive weeks' paternity leave in a single block. It cannot be taken in odd days.

Where more than one child is born as a result of the same pregnancy or where more than one child is adopted, only one period of paternity leave may be taken.

2. Eligibility to paternity pay

Paternity pay is payable for up to 2 weeks during which an eligible staff member is on paternity leave. In order to qualify for statutory paternity pay, a staff member must meet the above qualifying conditions for Paternity Leave above, and additionally:

- They must have average weekly earnings at least equal to the lower earnings limit for National Insurance contributions; and
- Must have declared their eligibility to paternity leave and pay (as detailed on the Application for Paternity Leave and Pay Form).

3. Occupational paternity pay

A staff member who meets the above qualifying conditions and chooses to take leave in accordance with the rules will receive up to two weeks' full pay. Any entitlement to statutory paternity pay will be offset against this amount.

4. Occupational paternity pay

The staff member should make an application for paternity leave and pay via Unified. The application must be made within the following timescales:

- Births: no later than 15 weeks before the baby is due.
- UK adoption: Leave - no later than 7 days of your co-adopter or partner being notified of the match with a child
- Pay: 28 days before you want your pay to start.

- Overseas adoption: within 28 days of receiving official notification or within 28 days of the date on which the staff member has completed 26 weeks service, whichever is later.

If a staff member wishes to change the start date of their paternity leave, they must contact HR at the earliest opportunity, giving 28 days' notice where possible. HR may request that the staff member completes a new application for paternity leave form.

The staff member should contact their manager at the earliest opportunity to discuss their request to take paternity leave to allow the line manager time to make arrangements to cover the leave.

5. Time off for ante-natal care

Eligible staff members are entitled to take unpaid time off work to accompany a pregnant woman at up to two antenatal appointments.

Staff members will have the right from day one of their employment. The right to time off can include travelling time, waiting time and attendance.

A staff member or agency worker has a qualifying relationship with a pregnant woman or the expected child if they are:

- The husband or civil partner of the pregnant woman
- Lives with the pregnant woman in an enduring family relationship, but is not her parent, grandparent, sister, brother, aunt, or uncle
- Is the father of the expectant child
- Is an intended parent in a surrogate situation

The antenatal appointment must be made on the advice of a registered medical practitioner, midwife or nurse and managers may ask to see a copy of the appointment card.

If you are the spouse, civil partner, partner, or the father of a child to a person who wishes to return to work early without using their full 52-week entitlement to maternity or adoption leave, may be able to share any remaining leave and pay as Shared Parental Leave (SPL) and Shared Parental Pay (ShPP).

A staff member who wishes to take SPL or ShPP should refer to the [Shared Parental Leave and Pay Procedure](#).

6. Leaving the University

If the staff member decides they do not wish to return to work, they should give written notice of resignation to the organisation as soon as possible and in accordance with the terms/notice period of their contract.