

Leave Entitlement

Staff may be entitled to a maximum of two weeks paid paternity leave. To qualify you must satisfy the following:

You must have 26 weeks' continuous service by the end of the 15th week before the expected week of childbirth (EWC) **AND** You must be the biological father of the child or be married to or the partner of the child's mother (including same-sex partner) and expect to have responsibility for the upbringing of the child.

Leave is for a maximum of two weeks, however it has to be taken in **one block**. It is for you to decide whether you wish to take one or two weeks. If you choose to take 2 weeks they must be taken together. Your leave must be taken between the birth and 56 days after the birth.

Only one period of leave is provided per pregnancy. Therefore, if your partner gives birth to twins the entitlement will still only be to two weeks' leave.

Pay Entitlement

1 week @ full-pay
1 week @ SPP rate

Notification

To apply for paternity leave you **must** provide the following information (in writing) by the end of the 15th week before the EWC:

The EWC
The length of the leave requested
The date the leave will start

The leave start date may be changed provided 28 days' notice is given.

You may also be asked to provide the following information:

A declaration that you are in an enduring relationship with the mother, will be responsible for the child's upbringing and will be taking time off to support the child's mother or care for the child.

Shared parental leave

Where notice is given to end maternity leave early and to formally opt in to the shared parental leave scheme instead, a spouse, civil partner or cohabiting partner, or the father of the child, (if eligible) may be eligible to share the balance of maternity leave (and pay) as shared parental leave (and statutory shared parental pay, if applicable). Shared parental leave is available for up to 52 weeks, reduced by the number of weeks of maternity leave taken (the compulsory maternity leave period must still be taken). It is up to you and your spouse or partner to agree between yourselves

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the amount of shared parental leave each of you will take, assuming you are both eligible, as long as the total time taken does not exceed the maximum permitted between you.

Shared parental leave can also be taken consecutively or concurrently but it must start no earlier than the date on which the baby is born and it must end no later than twelve months after the date of childbirth. If you wish to consider shared parental leave, further details can be obtained from the Personnel department, or the Shared Parental Leave Entitlement Policy.

Shared parental leave replaces the right to additional paternity leave

Parental Leave

When you return to work, if you have at least one year of service you will have the right to Parental leave. This is a total of 18 weeks unpaid leave over the first 5 years of your new child's life. Parents of disabled children can take 18 weeks' parental leave up to their child's 18th birthday. Leave must be taken in blocks or multiples of one week. Further information is available from the Personnel Department.

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EQUALITY IMPACT ASSESSMENT

Date of assessment:	20-07-16
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Assessed by:	Jim Rowley
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Who is affected by or associated with the policy?

For example, who are the main users of the policy, who are the 'stakeholders'? (students, potential students, staff, visitors, general public, etc)

Staff

Is there anything to suggest that this policy (intentionally or unintentionally) does/could have an adverse effect on any of the 9 protected characteristics as stated below?

Characteristic	Yes	No
Age		x
Disability		x
Gender Re-assignment		x
Marriage or Civil Partnership		x
Pregnancy and Maternity		x
Race		x
Religion or Belief		x
Sex		x
Sexual Orientation		x

If you have answered 'Yes' to any of the above please explain in the box below

Could the policy be modified to make a positive contribution to equality of opportunity for one or more of the protected characteristics?

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For example, consider: Do different groups have different needs in relation to the policy? Is the impact of the policy different on different groups? Are different groups more or less satisfied with the policy?

Characteristic	Yes	No
Age		x
Disability		x
Gender Re-assignment		x
Marriage or Civil Partnership		x
Pregnancy and Maternity		x
Race		x
Religion or Belief		x
Sex		x
Sexual Orientation		x

If you have answered 'Yes' to any elements in this assessment please complete the action plan below.

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EQUALITY IMPACT ASSESSMENT - ACTION PLAN

Are there any points to note or modifications/ actions that are needed to be taken by the person/group responsible for the policy?

Yes	No
	x

Suggested Action – modification or note	Person responsible for action	Date for action and/or resubmission

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