

Paternity Leave Policy and Procedure

POLICY COVERSHEET

# Key Details

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| **POLICY TITLE** | Paternity Leave Policy & Procedure |
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| **POLICY OWNER (JOB TITLE)** | Chief People Officer |
| **UNIT / SERVICE** | People Services |
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# Policy Hub

## For further information on policies:

1. You can go to the Secretariat pages on InSite at [https://outlookuwicac.sharepoint.com/sites/Secretariat](https://outlookuwicac.sharepoint.com/sites/Secretariat/);
2. You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](https://www.cardiffmet.ac.uk/about/policyhub); or
3. Contact [policies@cardiffmet.ac.uk](mailto:policies@cardiffmet.ac.uk).

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg** / This document is also available in Welsh.

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Paternity Policy

# Introduction

## The University recognises the demands and importance of family life. It is therefore committed to supporting employees, through a range of Family Friendly procedures, to achieve a balance between work and home life wherever possible,

## This policy and procedure reflects the statutory and occupational rights of eligible employees to take time off and receive payment in relation to the care/ birth of a child or the placement of a child through formal adoption.

# Scope

## This policy applies to all eligible employees, regardless of sex, gender identity or gender expression.

## For the avoidance of doubt, the terms “partner” or “spouse” are inclusive of same sex partnerships.

# Statutory Paternity Leave and Eligibility

## The employee must have or expect to have responsibility for the child’s upbringing and be either, or both, the biological parent of the child or the bearing parent’s spouse or partner.

## In addition the employee must have worked continuously for the University for 26 weeks by the end of the 15th week before the expected week of childbirth (referred to hereafter as EWC) and employed by the University up to the date of the birth, or in the case of adoption have 26 weeks’ service by the date of matching or, with an overseas adoption, by the date the child arrives in the UK.

## The right to paternity leave and pay allows eligible employees of either gender to take paid leave to care for their child following a child’s birth or the placement of a child in the case of adoption.

## A maximum of 2 weeks may be taken, either as two separate weeks or 2 consecutive weeks. Paternity leave cannot be taken as odd days.

## Only one period of leave can be taken in the event of multiple births.

## Paternity leave cannot start until the birth of the child or the date that the child is placed for adoption. Otherwise, an employee can choose to start the leave:

### on a date after the date on which the child is born as long as it is within 1 year of the birth of the child; or

### on a date after the child is placed for adoption as long as it is within 1 year of the placement of the child

### Paternity leave must be completed within 1 year of the actual birth, unless the child is born early, in which case, leave must be taken within 1 year of the expected week of birth.

# Statutory Paternity Pay and Eligibility

## In total two weeks statutory paternity pay is available to eligible employees and it is paid at the same rate as statutory maternity pay or 90% of average weekly earnings if this is less than the current rate of statutory paternity pay.

# Cardiff Metropolitan University’s Occupational Paternity Pay and Eligibility

## The employee must have or expect to have responsibility for the baby’s upbringing and be either, or both, the biological parent of the child or the pregnant person’s spouse or partner.

## Where employees have 52 weeks continuous employment with the University prior to the 15th week before the EWC and from the 15th week before the baby is due up to the date of the birth, they will be eligible for 2 weeks of occupational paternity pay, which us paid at the employee’s normal contractual weekly salary.

# Welsh Language Standards

## The University has considered what effects this policy has on opportunities to use the Welsh language and has considered its duty in treating the Welsh language no less favourably than the English language.

## This policy and associated documents are available in both the Welsh language and the English language.

## Any paper correspondence in relation to this policy will be provided in Welsh, should the employee have chosen to receive any correspondence in relation to their employment, in Welsh.

Paternity Procedure

# Notification by the Employee

## You must give your manager written notice of your intention to take paternity leave by the 15th week before the EWC, (unless this is not reasonably practicable) using the Notification to take Paternity/Partner leave form.

## In the case of adoption, you must give your manager written notice of your intention to take paternity leave no later than 7 days after the date on which notification of the match with the child was given by the adoption agency using the Notification to take Paternity/Partner leave form.

## The following information must be provided within 28 days of the Paternity Leave commencing:

### The EWC or the date the child is to be placed for adoption;

### Whether you wish to take one week or two weeks leave;

### When you want the leave to start.

## If you change your mind regarding the dates of leave you must inform your manager at least 10 working days in advance of the original date given, unless this is not reasonably practicable.

## You must sign a self-certificate, SC3 Becoming a Parent, as evidence that you are eligible to receive Statutory Paternity Pay.

# Statutory Paternity Leave and Pay: When a Child is placed for Adoption

## The rights to statutory paternity leave and statutory paternity pay allows you, if eligible, to take up to two weeks’ paid leave following placement for adoption.

## You may be eligible for paternity leave and statutory paternity pay if you are in a relationship and the other parent decides to take adoption leave and/or statutory adoption pay. You may also be eligible if you are the partner of an individual who is adopting and you intend to help care for the adopted child.

## Please see the adoption leave policy and procedure for further details.

# Related Documents

## Maternity Policy and Procedure

## Shared Parental Leave Policy and Procedure

## Parental Leave Policy and Procedure

## Adoption and Surrogacy Policy and Procedure

## Flexible Working Guidance