

PATERNITY POLICY: LEAVE & BENEFITS

Our Paternity Policy is part of our suite of family friendly policies, which together are designed to recognise your family as well as your work commitments and to ensure a healthy work-life balance.

This Paternity Policy applies to all staff who have or are about to have responsibility for either a new born baby/babies or a newly adopted child/children (either from the UK or abroad). Eligibility is based on your wife/partner/civil partner giving birth, adopting a child, or having a baby through a surrogacy arrangement in which case you may be entitled to paternity pay and/or leave. If you are jointly adopting a child, only one of you is entitled to apply for adoption leave/pay and the other partner may apply for paternity leave/pay (regardless of gender).

You are welcome to arrange to speak with a member of the People and Organisational Development team to discuss the policy and how you may benefit from it.

If you are about to become a parent to a newborn, you may wish to attend ante-natal appointments with your partner. We encourage you to discuss this with your line manager so that you may be able to work flexibly or use annual leave, to enable you to attend such appointments as necessary, subject to your line manager's approval. Please note that there is no entitlement to paid time off work for this purpose. You should give your line manager as much notice as possible of these appointments so together you can plan appropriate flexible working arrangements.

1. ELIGIBILITY AND ENTITLEMENTS FOR PATERNITY LEAVE

You will be entitled to receive ordinary paternity pay and leave if:

As a parent with responsibility for a newborn baby, you are:

- The baby's biological father OR
 - Married to or in a civil partnership with the mother OR
 - Living with the mother in an enduring relationship but not an immediate relation
- AND
- Have responsibility for the child's upbringing AND

- You will be taking time off to care for the child and/or to support the mother

As an adoptive parent, the partner of someone adopting a child on his or her own, or the partner of an adopter (where you and your partner are adopting a child) you are:

- Married or in a civil partnership with the person adopting the child OR
- Living with the person adopting the child in an enduring family relationship, but not an immediate relationship
AND
- Have responsibility for the child's upbringing AND
- You will be taking time off to support the person adopting the child, or to care for the child
AND
- You must continue to be employed from the date of matching advice until the date the child is placed.

Please note that Statutory Paternity Pay (SPP)/Paternity Leave is not normally available to foster parents or step-parents or their partner who go on to adopt the child/ren.

Statutory Paternity Pay is not payable if your earnings are less than the Lower Earnings Limit and/or if you do not meet the above service requirement. If so, you will be issued with a SPP1 Form.

2. PAY AND LEAVE

If you meet the above eligibility requirements, you will be entitled to ordinary paternity leave. In most cases you will also be entitled to SPP, though this will depend on the level of your earnings.

You will be entitled to a total of 2 weeks' paternity leave at full pay following the birth or adoption. This equates to 2 weeks' contractual pay that you would have received had you not been on paternity leave. Part of this amount will be made up of SPP per week or 90% of average earnings (whichever is the lesser amount).

Paternity leave can either be taken as a block of two weeks or as two separate weeks, and the period of leave can start on any day of the week. It cannot be taken as odd days.

Leave must be taken within 8 weeks of the birth or placement for adoption (or normally within 8 weeks of the expected date of birth if the baby is born early).

3. SHARED PARENTAL LEAVE

There is an alternative to maternity and paternity leave called Shared Parental Leave. Please see the Shared Parental Leave policy for further details.

4. NOTIFICATION OF INTENTION TO TAKE PATERNITY LEAVE

You must notify the university of your intention to take paternity leave via the relevant [Paternity Leave Application Form](#) not less than 8 weeks before the proposed date of commencement. Completion of the form is deemed to be self-certification for PL, which provides evidence of your entitlement to Statutory Paternity Pay.

Notification in respect to PL must be given to University of Suffolk before the end of the 15th week before the expected date of birth.

Adoptive parents: You must give notification of your intention to take leave within 7 days of the date the adoption agency told the person adopting the child, that they have been matched with the child.

We need to know the expected week of the baby's birth, whether you are taking PL and when you wish to commence your leave. You may change your mind, as long as, your line manager is given at least 28 days' notice of the new date of commencement of any blocks of paternity leave. If you wish

to bring forward the commencement date, change the end date, or cancel your leave arrangements 6 weeks' notice must be given before the date of change.

5. KEEPING IN TOUCH WHILST ON PATERNITY LEAVE

Reasonable contact between the university and yourself should take place whilst you are on paternity leave. This will usually be to discuss changes that may be taking place at work or to discuss your return to work.

You may wish to agree with your manager before you go on Paternity Leave what level of contact is deemed appropriate.

6. ANNUAL LEAVE ENTITLEMENT DURING PATERNITY LEAVE

Annual leave continues to accrue throughout the full period of paternity leave and can be taken up to one year after returning to work.

7. PENSION CONTRIBUTIONS DURING PATERNITY LEAVE (USS & LGPS)

Contributions are maintained in full for any period when you are in receipt of any pay, whether contractual or SPP. Any period of unpaid leave is treated as being on suspended membership of the scheme and does not receive any service credits. On your return from leave you may buy back this service by paying both employer and employee contributions.