



Lincoln College Additional Paternity/Partner Leave (LCAPPL) scheme

The Lincoln College Additional Paternity/Partner Leave (LCAPPL) scheme offers up to 10 weeks of paid leave to eligible new fathers/partners of new mothers/adopters to supplement the two weeks of Statutory Paternity Leave.

LCAPPL is not a statutory entitlement, and is offered by the College to allow the partner/father to care for the child during the first year after the date of birth/placement, with the aim of allowing parents to achieve a better balance in caring for the new arrival.

This scheme applies from 31 January, 2025 and parents of babies born, or children placed for adoption on or after this date will be eligible for the full entitlement. There are certain transitional arrangements for parents whose babies were born, or children placed within the 52 weeks period before this date, which are available from the Head of HR.

LCAPPL is available to a new father, or partner of a mother/primary adopter of a child born or placed for adoption on or after 31 January 2025 who:

- shares the main responsibility for a child with their partner; and
- was employed by the College at least 1 day before their child was born/placed for adoption and will have a current contract of employment for the full duration of any booked period of leave; and
- intends to return to work for the College after any period of leave for a minimum of 3 months (see separate notes on fixed-term contracts); and
- intends to use the leave to look after the child (leave is not available if the child is already in a formal childcare arrangement, or will start a formal childcare arrangement during the period booked); and
- gives the appropriate period of notice of eligibility and to book leave; and
- has not already taken, or booked, the maximum 26 weeks of full pay leave through any combination of Statutory Paternity Leave, LCAPPL and Shared Parental Leave with the College.

In common with Statutory Paternity Leave this is personal entitlement and a 'use it or lose it' scheme: in the event that you do not wish to take all your leave entitlement it is not transferable to the other parent.

Amount of Leave available

Up to 10 weeks LCAPPL at the rate of full pay is available on top of the 2 weeks Statutory Paternity Leave, and once Statutory Paternity Leave has been exhausted.

All leave is pro-rata for part-time staff and a week is the number of days/hours that you normally work in a week.

In the event of a multiple birth, or adopting more than 1 child at the same time, no additional leave is available.

The minimum period of leave that can be taken is 1 week and all leave must be taken in blocks of a minimum of 1 week. If you wish to take single days of leave you can use annual leave or unpaid leave. Exceptionally, if you wish to use LCAPPL for a period of less than 1 week, it will count as 1 week of entitlement (ie if you only take 2 days of leave in a week, this will count as using up 1 week of entitlement). This mirrors other family leave schemes.

If you are intending to use Shared Parental Leave as well as LCAPPL and Statutory Paternity Leave you should note that a maximum of 26 weeks at the normal rate of full pay (inclusive of any statutory pay which may be due) and a maximum of 52 weeks of leave, to be taken within the first 52 weeks after the birth/placement, is available through any combination of Statutory Paternity Leave, LCAPPL and Shared Parental Leave.

Rate of Pay

Fellows and staff members will receive their normal full rate of pay during any period of LCAPPL. There is no statutory pay entitlement.

Pattern of Leave

LCAPPL can be taken as:

- one block of up to 10 weeks: this can follow on immediately after a period of Statutory Paternity Leave to create a 12 week period of leave, if wished, or be taken at another time
or
- up to 3 discontinuous blocks of a minimum of 1 week.

The two week Statutory Paternity Leave entitlement must be exhausted before LCAPPL can be taken.

If you hold more than one post with the College all LCAPPL should be booked to be taken at the same time across all posts.

If you wish to take leave in multiple blocks (up to a maximum of 3) approval of the request will be subject to operational requirements. The College may propose an alternative pattern of leave instead but you will not lose your leave entitlement in such cases.

Notification

You must notify the Senior Tutor in case of Fellows and academic staff and the Bursar in the case of administrative and domestic staff that you wish to take LCAPPL by the qualifying week (15 weeks before the EWC) by completing Part A of the Paternity leave Plan. You must also notify the Head of HR. If you are able to book your leave dates at the same time (by completing Part B of the plan) this will help the College planning for your absence.

If you are qualifying under the Day One provisions you must have started employment at least one day before the EWC or actual date of birth or placement and you should notify the College as early as you can, which may be before you actually start employment with the College.

Booking periods of LCAPPL

The full two week Statutory Paternity Leave entitlement must be used before LCAPPL can be taken. When you know what dates of leave you wish to take you must notify your College at least 8 weeks before the leave is due to begin, but longer notice is helpful, particularly if you plan a long period of leave where cover arrangements need to be made. If you wish to change these dates you will need to give 8 weeks' notice of any revised dates of leave.

If you wish to take leave in multiple, discontinuous blocks a maximum number of 3 blocks is available, and approval of all requests for a period of leave will be considered in relation to operational requirements. This includes:

- The College's ability to provide adequate cover for the employee's role.
- The impact on service delivery and workload distribution.
- The feasibility of accommodating alternative working arrangements.

If a request for discontinuous leave cannot be accommodated, the College will work with the employee to explore alternative arrangements, including the possibility of adjusting the leave schedule.

Extension for Special Circumstances

In cases where the child or mother experiences significant medical complications that require extended parental care, the College may consider an extension to the leave period on a discretionary basis. Employees should provide relevant medical documentation and discuss options with Head of HR at the earliest opportunity. Any additional leave granted under these circumstances may be unpaid or covered under other leave policies (e.g., compassionate leave, sickness leave, or flexible working arrangements).

Notice from Return for Extended Paternity Leave Early

If an employee wishes to return from LCAPPL earlier than the originally agreed date, they must provide at least four weeks' written notice to the College and Head of HR. Approval of early return requests will be subject to operational feasibility. Where possible, the College will accommodate early return requests, but employees should be aware that immediate reinstatement of their role may not always be guaranteed.

Interaction with Shared Parental Leave

If you intend to take a period of Shared Parental Leave (ShPL) in addition to Statutory Paternity Leave and LCAPPL, please note that a maximum of 26 weeks leave at the rate of full pay is available through any combination of family leave options. More than 26 weeks leave may be available but any weeks over the 26-week maximum full pay entitlement would be either paid at a statutory rate of pay or unpaid, depending on the remaining ShPL and ShPP entitlement.

Entitlement in the Event of Miscarriage or Stillbirth

In the sad event of a child being stillborn after the mother had completed 24 weeks of pregnancy, as the father or partner of the mother you would still be entitled to 2 weeks of Statutory Paternity Leave and Pay provided you meet the eligibility criteria (see the Statutory Paternity Leave scheme guidance) but you will not be eligible for LCAPPL. Parental bereavement leave may also be available.

Entitlement in the Event of Adoption Placement being Disrupted

If an adoption placement is disrupted or does not proceed as planned, the employee must notify HR as soon as possible. In such cases employees may also explore alternative leave options such as compassionate leave or flexible working arrangements to support their transition back to work.

Keeping in touch

During any family leave period, the College may make reasonable contact with an employee and, in the same way, an employee may make contact with the College. The frequency and nature of the contact will depend on a number of factors, such as the length of leave and the nature of the work.

It is therefore helpful, before Statutory Paternity Leave or LCAPPL starts, to discuss arrangements for staying in touch. This might include agreements on the way in which contact will happen, how often and who will initiate the contact. It might also cover the reasons for making contact and the types of issues that might be discussed.

The College should, in any event, keep you informed of any information relating to your employment that you would normally be made aware of if you were working.

Employment benefits

During the whole period of LCAPPL the employee is entitled to receive all their contractual benefits with the exception of remuneration. This includes all non-cash benefits such as childcare vouchers.

Contractual annual leave (including bank holidays and fixed closure days) will accrue throughout the full period of leave.

Fixed term contracts

In order to be eligible for LCAPPL you must have the intention to return to work for a period of at least 3 months after the end of the planned leave.

If you hold a fixed-term contract which will end during your planned leave or within the 3 month return period, you are still eligible to commence a period of leave as long as you intend to return, and engage with redeployment efforts, and are willing to accept a suitable alternative post if this can be offered to you. However, in the event that redeployment is not successful and your fixed term contract ends before or during any period of booked LCAPPL, entitlement to paid leave will end on the date that employment ends.

All normal efforts will be made to assist you with redeployment but as LCAPPL is a contractual scheme and not statutory leave, the new Protection from Redundancy (Pregnancy and Family Leave) Act 2023 provisions cannot be applied.

In common with other family leave schemes, in the event that you decide not to return to work, and/or do not remain in your post for a minimum period of 3 months after taking LCAPPL, you will be asked to reimburse the College for the costs of the period of leave.

This provision does not apply in the event that leaving is not your choice, for example if you have a fixed-term contract that expires within 3 months of the end of your leave without successful redeployment (see above).

Leave for antenatal appointments

Employees may take unpaid leave to accompany a pregnant woman to two antenatal appointments if they are:

- the baby's father
- the expectant mother's spouse or civil partner
- in a long-term relationship with the expectant mother
- the intended parent (if you're having a baby through a surrogacy arrangement)

We request employees provide date and time of appointment and notify the college as soon as reasonably possible.

Leave for adoption appointments

Employees can take unpaid leave to attend two adoption appointments after they have been matched with a child. We request employees provide date and time of appointment and notify the college as soon as reasonably possible.

End of policy

Definitions:

For the purposes of this policy, "partner" refers to the spouse, civil partner, or a person living in an enduring family relationship with the mother/primary adopter.

March 2025