



## **Paternity Policy**

### **Provisions Eligibility**

In line with statutory provisions, the paternity leave arrangements apply to any employee who meets the criteria regardless of gender or marital status, i.e. any employee who is either:

- married to
- the civil partner of
- or the partner of an expectant mother or adoptive parent.

### **Paternity Leave**

In order to qualify for Ordinary Paternity Leave employees must:

- Hold a current contract of employment with Lincoln College. If the employees' contract is due to expire during the period of OPL or APL, the right to any contractual payments ends on the contract end date.
- Have the main responsibility (apart from the birth mother/primary adopter) for bringing up the child.

### **Entitlements**

- Employees who meet the qualifying criteria may take two weeks' (10 days) paternity leave on full pay on the birth or adoption of a child.
- The leave can be taken between the date of the child's birth or adoption and 56 days after that date
- The leave is usually taken in one block. Only one period of leave is permitted even in the case of multiple births or placements.
- Employees' must give at least 28 days' notice of their intention to take paternity leave. In the event of the baby arriving earlier than expected, this notice can be waived.

### **Evidence of the child's birth/adoption or the mothers/partners' employment**

Lincoln College has the right to request a copy of the child's birth certificate or adoption notification and the name and address of the mother/partners' employment. Any employee asked for this information must respond within 28 days.

### **Annual Leave**

Annual leave cannot be carried from one leave year to the next so it is advisable that the employee takes his/her unused annual leave before he/she goes on paternity leave and/or that he/she tags annual leave on to the end of his/her paternity leave period.

**Contact during Paternity Leave**

The College may make contact with the employee (and vice-versa) while he/she is on paternity leave, as long as the amount and type of contact is not unreasonable (e.g. to discuss plans for returning to work or to keep him/her informed of important developments in the workplace).

**Keeping in Touch Days – Working During Paternity Leave**

The employee can undertake up to a maximum of 10 days' work under his/her contract of employment during his/her paternity leave, as long as both he/she and the College have agreed for this to happen, and agree on what work is to be done and how much he/she will be paid for it.

**Returning to Work**

It is assumed that the employee will return to work at the end of his/her paternity leave period unless he/she has told the College that he/she wishes to come back at any other time as long as he/she gives 6 weeks' notice to the College.

If the employee decides not to return to work at the end of his/her paternity leave, or returns to work for less than three months, the College reserves the right to reclaim all or part of the payments made under the College scheme, minus any statutory paternity pay element to which the employee was eligible.

January 2020

**PART A - ELIGIBILITY FOR PATERNITY LEAVE**

This form should be completed **no later** than the qualifying week (see question 4 below).  
 Complete questions 1-6 to see whether you are eligible for Paternity Leave.

COMPLETE THESE SECTIONS	GUIDANCE NOTES
<p><b>Personal Details</b></p> <p><b>1</b> Name.....                      Department.....                      .....</p>	
<p><b>When the child is due</b> (complete 2 or 3 below)</p>	
<p><b>2 (a)</b> The baby is due on:                      .....(date)                      or  <b>2 (b)</b> The child was matched for adoption on:                      .....(date)  <b>2 (c)</b> The child is due to be placed on:                      .....(date)</p>	<p><b>2 (a)</b> is the date on the MATB1 form which the mother receives</p> <p><b>2 (b) and 2 (c)</b> is the date notified to you by the adoption agency</p>
<p><b>3 (a)</b> If the baby has been born, the actual date of birth was:                      .....(date)  <b>3 (b)</b> If the child has been placed, the actual date of placement was:                      .....(date)</p>	

<p><b>6</b> I hold a contract of employment which will cover the whole of my intended period(s) of</p> <p><b>Paternity Leave?</b></p> <p><b>Yes</b> <input type="checkbox"/> tick box (continue to 7)</p> <p>or</p> <p><b>No</b> <input type="checkbox"/> tick box (see box below)</p> <p>My contract of employment is</p> <p>Permanent <input type="checkbox"/></p> <p>Fixed-term <input type="checkbox"/></p> <p>If fixed-term please note the current end date</p> <p>.....</p>	<p>Check your contract of employment to confirm the end date.</p>
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**Please note: If you have ticked ‘No’ any entitlement to contractual Paternity Leave and pay will end upon the expiry of your contract. You should discuss the expiry of your contract, and possible redeployment, as soon as possible with the College.**

**PART B –PATERNITY LEAVE AND PAY**

Complete this section only if you qualify for (and want to take) Ordinary Paternity Leave.

<b>Starting Ordinary Paternity leave</b>	<b>Guidance notes</b>
<p><b>7</b> I intend to start my paternity leave on .....(date)</p>	<p>You can choose to take up to two complete weeks' leave any time from the expected week of childbirth, or placement date, until 56 days after the date of the birth/placement. You do not have to take two weeks but you cannot treat the leave as individual days. Your department may agree to your taking two separate whole weeks, if this meets operational requirements. The leave can start on any day.</p>
<p><b>8</b> or from the date of the child's birth .....(date)</p>	
<p><b>9</b> I intend to return to work on ..... (date)</p>	
	<p>You can specify a start date, or you can state that you intend to start your leave on the date of the child is born or placed for adoption. If the baby is born early you can choose to start your leave when the baby is born. If you pick a start date and then wish to change it, you should, wherever practical, give 28 days' notice.</p>

<b>Employee Declaration</b>
<p><b>10</b> I declare that:</p> <p>I intend to take time off work in order to support the mother or primary adopter, and care for the child; and</p> <p>I am the child's father or I am the spouse, partner or civil partner of the mother; and I have or expect to have the main responsibility (apart from the mother) for the upbringing of the child; and the information I have provided on this form is correct.</p> <p>Signed _____</p> <p>Full Name _____ Date _____</p>

**You should sign the form and pass it to the HR Manager. Don't forget to keep a copy of it for yourself.**