Paternity leave Policy

Signed – Governor

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Dawn Laverick-Brown
Print Name

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Adopted HCC Model Policy

Contents

1. Scope and objective

Paternity leave is available to employees whose partner is expecting a baby or is planning to adopt a child, if they have worked for their employer for a continuous period of 26 weeks.

The leave may be taken in blocks of one week or two consecutive weeks and not in odd days and must be taken within 8 weeks of the birth.

Only one period of leave will be available to you irrespective of whether more than one child is born as the result of the same pregnancy.

You will need to provide the Headteacher with notice of your intention to take paternity leave by the beginning of the 15th week before the expected week of childbirth. Notice will include the date the baby is due, whether you wish to take one or two weeks leave and when you wish to start your leave.

You should then confirm the actual date of the birth with the Headteacher, who should in turn notify the payroll section in order that the appropriate Paternity payments may be made.

You may change the date of your paternity leave with 28 days' notice, unless this is not reasonably practicable.

For part time employees paternity leave will be pro-rata as per their weekly hours worked.

Please ensure the Paternity Leave notification form is completed and provided to your Headteacher/Line manager enclosed as Appendix 1.

2. Teachers

Please note there is no contractual entitlement to paternity leave for teachers over and above the statutory provision set out below.

Teachers will need to satisfy the following conditions in order to qualify for paternity leave. You must:

- have or expect to have responsibility for the child's upbringing

- be the biological father of the child or the mother's husband or partner

- have worked continuously for their employer i.e. Hertfordshire County Council for 26 weeks leading into the 15th week before the baby is due.

Eligible employees will be entitled to choose to take either one week or two consecutive weeks' paternity leave (not odd days), paid at the rate for Statutory Paternity Pay or 90% of the employee's average weekly earnings, whichever is the lowest.

Your school may choose to adopt a more favourable policy in relation to teachers' paternity leave and pay. This is at the discretion of the governing body.

3. Non-teaching staff

Non-teaching staff who satisfy the following conditions will be entitled to take one week's paternity leave paid in full.

- Have or expect to have responsibility for the child's upbringing

- Be the biological father of the child or the mother's husband or partner

In addition, Local Government employees with 26 weeks or more continuous service at the beginning of the 15th week before the expected week of childbirth will be entitled to a second week of paternity leave. This is paid at the current rate of Statutory Paternity Pay or 90% of the employee's average weekly earnings, whichever is the lowest. Employees who earn less than the Lower Earnings Limit will not qualify for SPP.

Appendix 1: Notification of intention to take paternity leave

On completion please hand this form to your Headteacher no later than 15 weeks before the EDC, unless this is not practicable.

Part 1
Personal details

Preferred title……………………………

Full name…………………………………………………………………………………………………

Home Address………………………………………………………………………………….........

……………………………………………………………Post Code ……………………………......

Home Telephone Number……………………………………………………………………………….

National Insurance Number………………………………………………………………………………

Personnel Number…………………………………………………………………………………………

School…………………………………………........ School Ref. No…………………………..

Post Held……..………………………………………………………………………………….........

Your dates for pay and leave

Expected date of childbirth ………………………………………………………………………..

Date on which the baby was born…………………………………………………………………………

Date you would like paternity pay and leave to commence …………………………………………

I'd like to be away from work for ☐ one week

☐ two weeks

I would like to take Additional Paternity Leave commencing on…………………………………………

and will be returning on…………………………………………

You must be able to tick all boxes to get paternity leave and pay.

☐ I am *either* the baby's biological father, or married to the mother, or living with the mother in an enduring family relationship, but not an immediate relative.

☐ I have responsibility for the child's upbringing

☐ I will take off work to support the mother or care for the child

☐ The information provided in this application is true and accurate **and** I enclose herewith a copy of birth certificate.

Teachers only
☐ I have been continuously employed with Hertfordshire County Council for 26 weeks or more.

Signed …………………………………………… Date …………………………….....

Signed …………………………………………… Date …………………………….....
Headteacher

For HCC use only

Option payable (Delete as applicable)

☐ One/two week(s) without pay   ☐ One/two week(s) with SPP only

☐ One/two week(s) with full pay   ☐ Additional paternity pay (_____weeks)

PART 2

Mother's Declaration

To be completed by the mother of the child or the person who took Maternity Leave/Pay:

Your first name	Your surname	National Insurance Number

Your address

My maternity leave started on:	I have given notice to my employer that I will return to work on:	

During my period of maternity/adoption leave I was entitled to Statutory Maternity Pay or Maternity Allowance (please tick to confirm)   ☐

I confirm that the person named in Part 1 (please tick all boxes)

Is the biological father of the child or my spouse, civil partner or partner	☐
Has, or expects to have, the main responsibility (apart from my responsibility) for the upbringing of the child	☐
Is, to my knowledge, the only person exercising the entitlement to additional paternity leave, and is the sole applicant for additional statutory paternity pay (if applicable), in respect of my child	☐
I consent to Hertfordshire County Council processing such of my information as is contained in this form.	

Signature		Date						