



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN  
ARDEN MULTI-ACADEMY TRUST**

<b>Name of Policy</b>	<b>Paternity Policy</b>	
<b>Lead</b>	Martin Murphy, CEO	
<b>Governor Committee</b>	Business & Personnel Committee	
<b>Policy Status</b>	Draft	June 2014
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<b>Next Review</b>	Autumn Term 2024	
<b>Version No.</b>	4	
<b>Amendments</b>	8 <sup>th</sup> February 2016 (as a result of legislative changes April 2015)	
	7 <sup>th</sup> February 2019 (to reflect new SPP rates and GDPR statement)	



## **Preface**

Looking forward to the arrival and care of a new baby is a busy and exciting time. This booklet aims to guide you through your rights and responsibilities when taking paternity leave. This scheme also covers entitle of employees who wish to take paternity leave in an adoption or surrogacy situation.

Although in some case female employees are eligible for paternity leave and pay, for the purposes of simplicity, this document refers to “he”, “him” and “fathers” throughout.

Nothing in this guidance shall be construed as providing less favourable terms than statutory rights.

Human Resources (HR) will always be happy to help with any particular questions or queries you may have. Professional associations and trade unions are also able to offer support and information.

## Definitions and rates

The following outlines some of the terms that are used in this document:

<b>OPL</b>	<b>Ordinary Paternity Leave.</b>
<b>EWC</b>	<b>Expected Week of Childbirth.</b> This is the expected week the baby will be born.
<b>SPP</b>	<b>Statutory Paternity Pay.</b> This is an amount set annually by the Government.
<b>SMP</b>	<b>Statutory Maternity Pay.</b> This amount is set annually by the Government.
<b>SAP</b>	<b>Statutory Adoption Pay.</b> This amount is set annually by the Government.
<b>SSP</b>	<b>Statutory Sick Pay.</b>
<b>LEL</b>	<b>Lower Earnings Limit</b>
<b>Job</b>	The nature of the work which you are employed to do and the capacity and place in which you are employed.
<b>Childbirth</b>	Childbirth means the birth of a living child, or the birth of a child whether living or dead after 24 weeks of pregnancy.
<b>Average Weekly Pay</b>	The amount payable to you under your current contract of employment. If there are significant variations in your salary, your average salary over the 12 weeks prior to the start of your Ordinary Paternity leave will be treated as a week's salary.
<b>Qualifying week</b>	15 <sup>th</sup> week before the Expected Week of Childbirth
<b>HR</b>	Human Resources

For statutory paternity leave rates please refer to the [gov.uk website](https://www.gov.uk/employers-paternity-pay-leave) below

<https://www.gov.uk/employers-paternity-pay-leave>

## Ordinary Paternity Leave

If you are eligible for Ordinary Paternity Leave (OPL), you may choose to take either one or two complete weeks of OPL; this needs to be in one block and not by taking odd days here and there. Also, this must be taken within 56 days (8 weeks) of the child's birth or when the child is placed for adoption.

If your child is born prematurely, OPL can be taken from the date of birth to eight weeks after the week in which the child was expected to be born.

Where a child is born late, the eight week period runs from the date of the actual birth.

You cannot take OPL before a child is born or placed for adoption.

You may take one period of OPL per pregnancy/adoption, regardless of the number of children that are born/adopted.

## Criteria for Ordinary Paternity Leave

To be eligible for Ordinary Paternity Leave, you will need to meet the below conditions:

- Be the child's biological father, or be the mother's husband, civil partner, or partner if not the child's biological father. **OR**
- Be the child's adoptive parent where a child is matched or newly placed with you for adoption. Either the adoptive father or the adoptive mother may take ordinary paternity leave where the other adoptive parent has elected to take adoption leave. (A separate policy is available in respect of adoption leave). **OR**
- You are the intended parent of a child in a surrogacy arrangement, where a parental order applies.
- Expect to have the main responsibility (apart from any responsibility of the mother) for your child's upbringing.
- Make the request to help care for the child or to support the child's mother.
- Be an Arden Multi-Academy Trust employee with at least 26 weeks continuous service by the end of the 15<sup>th</sup> week before the EWC. **OR**
- In respect of an adopted child, be an Arden Multi-Academy Trust employee with at least 26 weeks continuous service by the week in which the child's adopter is notified of having been matched with the child for adoption.

## Notice of intention of OPL

If you wish to request OPL, you are required to notify your Associate Headteacher and HR department by completing the OPL1 form, at least 28 days before you wish to take Ordinary Paternity Leave. This can be found in the appendix (page 8).

This is a signed declaration to specify the child's EWC, the intended start and end date of the OPL and that the purpose of the request is to help care for the child or to support the child's mother.

Within 28 days of receiving your OPL forms you will receive notification from HR confirming your relevant start and end date of the OPL.

## Changing the date of the OPL

If you have chosen an OPL start date, but subsequently wish to change your mind on the date, please let the Associate Headteacher know in writing, at least 28 days before the revised start date; or as soon as is reasonably practicable, if you are not in a position to do so e.g. if your child is born prematurely.

## Stillbirth

In the unfortunate situation where your child was stillborn in the first 24 weeks of pregnancy, you will not qualify for OPL. If the stillbirth occurred after the 24<sup>th</sup> week of pregnancy, or if the mother dies in childbirth, you will still qualify for OPL, if you would have otherwise been eligible to take it.

Please also refer to the **Bereavement/compassionate leave** section of the [Leave of Absence Policy](#) for more information.

## Time off for ante-natal care

You have the right to paid time to accompany the pregnant mother with whom you are having a child at up to two antenatal appointments.

The ante-natal appointment must be made on the advice of a registered medical practitioner, midwife or nurse. You must produce evidence of the appointment if requested by your manager. You should give your manager as much notice as possible of the appointments and try to arrange them as near to the start or end of the working day. It is expected that no more than half a day is needed to travel to and attend an antenatal appointment.

## **Time off to attend adoption appointments**

If you are adopting a child, you are entitled to take time off to attend adoption appointments.

If you are part of a couple jointly adopting a child, you can elect for either of you to take paid time off to attend up to five adoption appointments. The other parent can elect to take paid time off to attend up to two adoption appointments.

The purpose of the appointment is to enable you to have contact with the child (for example, to bond with him/her before the placement) or for any other purpose connected with the adoption (for example, to meet with the professional involved in the care of the child).

The appointment must have been arranged by or at the request of the adoption agency. A letter or email from the adoption agency may be requested as evidence of the appointments.

## **Leave considerations**

Being on paternity leave does not affect your length of service with the Trust. Your period of paternity leave will be counted as continuous service within the Trust.

### **Annual leave**

Annual leave will continue to accrue throughout the whole of your Paternity Leave.

### **Ordinary Parental leave**

There is an opportunity, dependent on your length of service, for you to take advantage of the right to unpaid parental leave of up to 4 weeks at the end of your paternity leave. The parental leave scheme is available from HR.

### **Shared parental leave**

Shared parental leave enables mothers or adopters to commit to ending their maternity or adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner.

You can choose to take both ordinary paternity leave and shared parental leave, but the period of ordinary paternity leave must come first. An employee cannot take ordinary paternity leave if he/she has already taken a period of shared paternity leave in relation to the same child.

Further details are available in the Shared Parental Leave Policy.

## **Data Protection**

When managing your paternity leave and pay, the Trust processes personal data that has been collected in accordance with its Data Protection Policy. Data collected from the point at which you inform the Trust of your wish to take paternity leave is held securely and accessed by, and disclosed to, individuals only for the purposes of managing your paternity leave and pay.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Trust's Data Protection Policy. It may also constitute a disciplinary offence, which will be dealt with under the Trust's Disciplinary Policy.

## **Pay**

### **Pension contributions**

If you are a member of the Local Government Pension Scheme (LGPS) or Teachers Pension Scheme, we will make employer pension contributions during any period of paid paternity leave. This will be based on the contribution rate effective at the time and will be based on the amount of any paternity pay you receive.

### **Contractual benefits**

You are entitled to receive all of your contractual benefits, except for your salary, during the second week of Ordinary Paternity Leave and Additional Paternity Leave.

### **Pay**

For your convenience, current rates of Statutory Paternity Pay and Lower Earnings Limit are on page 3 of this document.

SPP is treated as earnings and is therefore subject to PAYE and National Insurance deductions. It is paid to you whether or not you decide to return to work after Ordinary or Additional Paternity leave.

### **A) Ordinary Paternity Pay**

If you have 26 weeks' continuous service with the Trust at the 15<sup>th</sup> week before the Expected Week of Childbirth, satisfy the eligibility criteria (see page 5) and earn more than the LEL you shall be entitled to

1 <sup>st</sup> week	1 week of your normal weekly earnings plus
2 <sup>nd</sup> week (if taking 2 weeks)	1 week of SPP

Or, for the second week, a rate equivalent to 90% of your average weekly earnings, if this is less than the SPP rate.

If you earn less than the LEL or if you do not have 26 weeks' Arden Multi-Academy Trust service, you may be eligible for the [Occupational Maternity Support Scheme](#).

SPP can start on any day of the week in accordance with the date you start your OPL.

## APPENDIX 1

**OPL1**  
**Arden Multi-Academy Trust -**  
**NOTIFICATION OF ORDINARY PATERNITY LEAVE**

<b>Full Name</b>		
<b>Employee No.</b>		
<b>Address</b>		
<b>Home Tel. No.</b>		
<b>Home Email</b>		
<b>Work Tel</b>		
<b>Work Email</b>		
<b>Academy</b>		<b>Start Date:</b>

**Please complete this form and return it to HR at least 28 days before the Expected Week of Childbirth/ notification of the match, in order to establish your eligibility and entitlement.**

1. The baby is due on/ the date on which child is expected to be placed:

Day	Month	Year
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2. If the baby has been born, please enter the actual date of birth or adoption:

Day	Month	Year
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3. I wish to start Ordinary Paternity Leave on

Day	Month	Year
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4. I will be away from work for (please circle)

One week	Two consecutive weeks
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**I declare that I wish to take Ordinary Paternity Leave and:**

I am the child's biological father, or the mother's spouse, civil partner, or partner (if not the child's biological father); **OR**

I am the child's adoptive parent where a child is matched or newly placed with them for adoption; **OR**

I am the intended parent of a child in a surrogacy arrangement, where a parental order applies.

**AND**

I expect to have the main responsibility (apart from any responsibility of the mother/ partner) for the child's upbringing; **AND**

I am making the request to help care for the child or to support the child's mother/ primary adopter; **AND**

I am a Trust employee with at least 26 weeks continuous service by the end of the 15<sup>th</sup> week before the EWC/ notified of match for adoption.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DATA PROTECTION – FAIR PROCESSING NOTICE**

All information supplied on this form may be held and used as detailed.

The form will be passed to the Human Resources Manager to process your paternity leave to ensure that you receive the pay and other benefits to which you are entitled.

The information you provide may be shared with third parties such as Local Authorities, the Department of Work and Pensions (DWP), HMRC and pension scheme providers.

For further information about how we use your information please refer to the Trust's Data Protection Policy.