



# Paternity Leave and Pay

## Overview

The following outlines the University's Paternity Provisions and the requirements on both the University and the individual intending to take Paternity Leave.

### Eligibility

Paternity leave is available to employees who:

- have or expect to have responsibility for the child's upbringing
- are the biological father of the child, the mother's spouse or partner or the adopting parent's spouse/partner

### Paternity Leave and Pay

Employees may take up to four weeks paternity leave at full pay which must be taken in whole weeks.

Only one period of Paternity Leave is available to employees irrespective of whether more than one child is born or adopted as a result of the pregnancy/adoption placement.

Paternity Leave may only start after the birth/placement of the child and must be completed within 56 days of the birth/placement of the child (or the original due or placement date if the child is born or placed early).

If a staff member's contract ends after the birth/adoption of the child, they will still be entitled to receive [Statutory Paternity Pay \(SPP\)](#). However, if they start work for a new employer they cannot get SPP for any weeks they work for them.

## Notification and Other Relevant Policies

### Notification of Paternity Leave

Colleagues wishing to take Paternity Leave are expected to inform their manager as soon as possible that they will be taking Paternity Leave, giving an indication of the likely time of year the leave will be required.

Colleagues must formally notify their manager and payroll the date on which they intend to begin their Paternity Leave by no later than 15 weeks before the expected birth, or in the case of adoption, within 7 days of notification by the adoption agency of being matched with a child. This should be done by completing the [Paternity Leave Notification Form](#).

Where a colleague wishes to change a previously notified starting date, he/she must give the University at least 28 days notice where possible.

### Returning to Work following Ordinary Paternity Pay

Colleagues are entitled to return to the same job and same conditions of employment they had at the time they began their paternity leave.

### Pensions

For those who are members of a pension scheme, pension contributions will be deducted each month in the normal manner.

### Salary Sacrifice

Paternity Leave may impact on an individual's eligibility or continued participation in a Salary Sacrifice Scheme. For further information staff should refer to the [Salary Sacrifice Guidance](#).

### Annual Leave

A colleagues entitlement to annual leave will accrue as usual during Paternity Leave.

Annual leave may be taken immediately prior to, or immediately following Paternity Leave by agreement with the colleagues manager. Additionally, following paid paternity leave the individual may wish to take annual leave to enable them to spend more time with their child while receiving pay.

Colleagues are entitled to be credited for Bank Holidays and Institutional Closure Days that fall during their Paternity Leave (for part-time staff, this will be on a pro-rata basis based on the amount of hours of their contract). These days must be taken at the end of the Paternity Leave period before they return to work.

This Policy was reviewed in July 2022