

Employee Factsheet - PATERNITY LEAVE & PATERNITY PAY

What is paternity leave for?

The purpose of paternity leave is to care for a new born baby or adoptive child and to support the mother or adoptive parent. The same right to leave exists for stillbirths if born after 24 weeks of pregnancy.

Am I entitled to paternity leave?

To qualify for paternity leave you must have been continuously employed by the company for 26 weeks ending with the 15th week before your baby is due. You must be able to confirm the following:

- I am the baby's biological father, or I am married to the mother or in a civil partnership, or I am living with the mother in an enduring family relationship but am not an immediate relative.
- I have responsibility for the child's upbringing
- I will take time off work to support the mother or care for the child

Do I qualify for paternity pay?

Statutory Paternity Pay (SPP) is £151.20 per week (April 2020). In order to claim paternity pay, you must complete the Paternity Leave Notification Form, providing the company with at least 28 days' notice of the date you wish the pay and leave period to start.

How long does paternity leave last for?

You can take up to two weeks' leave in either a single block of 2 weeks or a single block of 1 week. You are not entitled to take paternity leave as odd days or to take 1 week's leave and then return to work before taking the other week. Paternity leave does not affect parental leave entitlements.

When can paternity leave be taken?

You may choose to take paternity leave from the date of the baby's birth (or child's placement) or take the leave later as long as this leave is taken within 56 days of the birth or placement.

Can I change the date of my paternity leave?

You must give 28 days' notice of a change to the start of paternity leave unless it is not reasonably practical to do so (e.g. in the event of a baby born prematurely).

Do I have the right to return to work after paternity leave?

Following paternity leave, you have the right to return to the same job, with the same terms and conditions of employment.