



MIDDLESEX  
LEARNING  
PARTNERSHIP

# PATERNITY LEAVE POLICY

<b>APPROVED BY:</b>	HR & Pay Committee
<b>DATE:</b>	OCTOBER 2023
<b>NEXT REVIEW DUE BY:</b>	OCTOBER 2024

**Contents**

1. Scope ..... 3

2. Policy Statement ..... 3

3. Right to take time off to attend Antenatal Appointments..... 3

4. Paternity Leave and Pay ..... 3

    4.1 Eligibility ..... 3

    4.2 Duration ..... 3

    4.3 Statutory Paternity Pay ..... 3

    4.4 Taking Paternity Leave ..... 4

    4.5 Changing the Start Date of Paternity Leave ..... 4

    4.6 Proof of Birth..... 4

5. Additional Paternity Leave ..... 4

Appendix 1 Request for Time Off to attend Antenatal/Adoption Appointment Form ..... 5

Appendix 2 Paternity Leave Request Form..... 6

## **1. Scope**

This policy applies to employees employed directly by the Middlesex Learning Partnership who have parental responsibility and who need to take time off work to provide support at the time of birth or adoption.

## **2. Policy Statement**

Paternity leave is designed to enable employees who have parental responsibility to take paid time off work to provide support at the time of birth or adoption.

## **3. Right to take time off to attend Antenatal Appointments**

Expectant fathers and partners of pregnant women are entitled to take unpaid time off to attend up to two ante-natal appointments with their partner. The maximum time permitted for each appointment is 6.5 hours. For those adopting a child, you are entitled to unpaid time off to attend two adoption appointments after you've been matched with a child.

There is no qualifying service required to be served before an employee can apply to take time off for this purpose.

Employees wishing to take time off to attend antenatal/adoption appointments must give reasonable notice, and must submit their request in writing to the designated person and confirm that the purpose of the time off is to attend antenatal/adoption appointments. The form given at Appendix 1 can be used for this purpose.

## **4. Paternity Leave and Pay**

### **4.1 Eligibility**

You will be entitled to take Paternity Leave and pay if:

- You are the biological father of the child, mother's husband or partner (including same-sex relationships), child's adopter, husband or partner (including same-sex relationships) of the child's adopter
- You have at least 26 weeks' continuous service with your employer by the end of the 15<sup>th</sup> week before the expected week of childbirth, or the end of the week you are notified you are matched with a child

### **4.2 Duration**

You will be entitled to take 2 weeks' Paternity Leave. You can choose to take one week or two weeks, if you choose to take two weeks they must be taken together.

Your paternity leave can start on any day of the week (but not before the baby is born). Paternity Leave must be taken within 56 days of the baby's birth, or within 56 days of placement in case of adoption. In cases of multiple births, you are only entitled to one period of Paternity Leave.

### **4.3 Statutory Paternity Pay**

Payment will be made at the rate of 90% of average weekly earnings or the Statutory Paternity Pay rate £172.48, whichever is the lower.

If you do not meet the qualifying service requirements, then 2 weeks' Paternity Leave will be unpaid.

#### **4.4 Taking Paternity Leave**

Requests for Paternity Leave and pay, or unpaid leave, must be made using the form (Appendix 2) at least 15 weeks before the beginning of the week when the baby is due, or within 7 days of being told by the adoption agency that you have been matched with a child. Failure to give the required period of notice may lead to the forfeiture of your right to Paternity Leave and Pay.

#### **4.5 Changing the Start Date of Paternity Leave**

You are required to give 28 days' notice if you wish to change the start date of your Paternity Leave.

#### **4.6 Proof of Birth**

You must provide a copy of the birth certificate as soon as possible following the birth of your baby.

### **5. Additional Paternity Leave**

Additional Paternity Leave and Pay will no longer be available for babies born on or after 5 April 2015.

Additional Paternity Leave and Pay has been replaced with Shared Parental Leave and Pay – see the MLP Trust Policy.

**Appendix 1 Request for Time Off to attend Antenatal/Adoption Appointment Form**

**Request for Time Off to attend Antenatal/Adoption Appointment Form**

<b>Name:</b>	
<b>Post Title:</b>	
<input type="checkbox"/> I am the expectant father or partner of a pregnant woman and I am requesting to attend an antenatal appointment  <input type="checkbox"/> I am adopting a child and I am requesting to attend an adoption appointment following being matched with a child.	
<b>Date of Appointment:</b>	
<b>Time of Appointment:</b>	
<b>Location of the Appointment:</b>	
<b>This is the 1<sup>st</sup> of the 2 appointments that I am entitled to take time off for</b>	
<b>This is the 2<sup>nd</sup> of the 2 appointments that I am entitled to take time off for</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Line Manager's signature</b>	
<b>Date</b>	

**Appendix 2 Paternity Leave Request Form**

**Paternity Leave Request Form**

**Academy:**

Your dates for Pay and Leave	
The baby is due on:	
If the baby has been born, please enter the actual date Of birth and also give the date the date the baby was due in the above box:	
I would like my Statutory Paternity Pay and/or Paternity Leave to start on:	
I want to be away from work for one/two* weeks (*delete as appropriate)	
Your Declaration	
Surname	
First name(s)	
National Insurance Number	

**You must be able to tick all three boxes below to get Statutory Paternity Pay and Paternity Leave**

**I declare that:**

- I am *Tick*

  - The baby’s biological father, or
  - Married to or in a civil partnership with the mother, or
  - 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 to support the mother or care for the child

Signature:

Date:

(Give this page to your employer)