

Purpose

This policy sets out the statutory rights to Paternity Leave. This policy aims to enable colleagues to provide care after the birth or adoption of a child.

Scope

Following the placements of a child for adoption, either the adoptive father or the adoptive mother may take paternity leave where the other adoptive parent has elected to take adoption leave

This policy should be read in conjunction with the Adoption Leave Policy and Shared Parental Leave Policy.

This policy does not form part of any employee's contract of employment and ABCA Systems may amend it at any time.

Eligibility

To qualify for Paternity Leave and Pay a colleague must:

- Have worked continuously for ABCA Systems for 26 weeks by the end of the 15th week before the week in which the child is expected, or in the case of adoption, before the week in which the adopter is formally notified of being matched with a child from the UK, or received official notification if the child is from overseas.
- Have, or expect to have, responsibility for the upbringing of the child and be requesting leave to help care for the child or to support the child's Mother / the adopter.
- Be the biological father of the child or be the husband, partner or civil partner of the child's Mother, or in the case of adoption, be an adoptive parent or the adopters spouse or partner.
- Be employed by ABCA at the date of Childbirth
- Earn at least £112 a week (before tax)
- If you are not eligible ABCA will provide you with a SPP1 form

Amount of Paternity Leave and Pay

ABCA employees may take up to 2-week Paternity Leave, which is paid at the Statutory Paternity rate of pay, or 90% of your average weekly earnings (whichever is lower)

Paternity leave is granted in addition to an employee's normal annual holiday entitlement.

You can take paternity leave in either 1 or 2 week blocks, and can start any time from the birth of the child, but must be taken within 56 days of the birth.

Procedure

Once you are aware that you require to take paternity leave you must inform HR and complete the SC3 Paternity Leave Form detailing when you wish you leave to start and how long you wish to take. You don't have to give a precise date, you can say, the day of birth. This must be completed 15 weeks before the due date.

Once this form is complete, if you wish to change your paternity leave start date you must give 28 days' notice.

If in the unfortunate event you lose your baby, you still get Paternity leave or pay if your baby is, stillborn from 24 weeks of pregnancy or born alive at any point during the pregnancy.