



PATERNITY LEAVE GUIDE

1 INTRODUCTION

- 1.1** Paternity leave is a provision that enables you to take leave in addition to your annual leave entitlement, allowing you to support your partner and spend quality time with your new child.
- 1.2** This guide outlines your entitlement to paternity leave and pay. It is for information only and is not a complete or authoritative statement of the law. This guide does not form part of your contract of employment.

2 PATERNITY LEAVE

- 2.1** Paternity leave is a provision that allows new parents to take up to 2 weeks paid leave following the birth or adoption of a child.

3 WHO IS ELIGIBLE?

- 3.1** You will be entitled to take Paternity leave if:

Your wife, civil partner or partner gives birth to a child or you are the biological father of the child and you have 26 weeks' continuous service by the 15th week before the week in which the child is expected:

OR

You are intended parents in a surrogacy arrangement and are eligible and intend to apply for a Parental Order. In the case of surrogacy, the parent who claims paternity leave and pay must have 26 weeks continuous service by the 15th week in which the child is expected.

OR

You are an adoptive parent of a newly matched or placed child and have 26 week's continuous service by the end of the week in which you are notified of being matched with your child. Either the adoptive father or the adoptive mother may take Ordinary paternity leave where the other adoptive parent has elected to take adoption leave:

AND

You will be fully involved in the child's upbringing and are taking the time off to support the mother/father or carer for the baby.

9 PENSION

- 9.1** If you contribute into one of the College's Pension Schemes, whilst on paid paternity leave you will pay contributions based on your actual earnings and your period of paid paternity leave will count towards your pensionable service in the normal way.

10 SHARED PARENTAL LEAVE

- 10.1** In addition to paternity leave, you may also wish to consider Shared Parental Leave. For more information on this and how it can provide additional flexibility in the way you choose to care for your new arrival [D a6 82.78 Tr](#)