



**ST. PETER CATHOLIC
ACADEMY TRUST**
BY SERVICE, TOWARDS GOD



Paternity Leave Policy

July 2018

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1. Scope

This policy applies to employees employed directly by schools and academies 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 to their partner 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.

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

4. Paternity Leave & 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 15th 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 £145.18 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 HMRC form SC3 available on the [Directgov Website](#) 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 due on or after 5 April 2015.

Additional Paternity Leave and Pay has been replaced with Shared Parental Leave and Pay. The Shared Parental Leave Policy is available on the School website.

Request for Time off to attend Antenatal Appointment Form

Name:	
Post Title	
<p>I am the expectant father or partner of a pregnant woman.</p> <p>The purpose of the time off that I am requesting is to attend an antenatal appointment.</p>	
Date of Appointment	
Time of Appointment	
Location of the Appointment	
This is the 1st of the 2 appointments that I am entitled to take time off for	
This is the 2nd of the 2 appointments that I am entitled to take time off for	
Signature	
Date	
Manager's Signature	
Date	