



# Paternity Leave Scheme for Teaching Staff

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Produced by Schools' HR

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This policy has been consulted centrally and fully agreed by teaching trade unions. To change any aspect of this policy at a school level, the relevant body must consult appropriately with school teaching staff and their recognised trade union representatives.

**Note:** In this document, any reference to the terms "Governor" or "Governing Body" shall be interpreted to also mean "Trustee" or "Board of Trustees," unless the context specifically indicates otherwise.

## DOCUMENT STATUS

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Version 1	2010	
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## Paternity Leave Scheme for Teaching Staff

### **How do I apply for paternity leave?**

There are a number of documents that you need to send to us at least 28 days before you expect to start your paternity leave. These include:

**Application for Paternity Leave.** A copy of this form is attached. There are sections that must be completed by both you and your Headteacher, sending it in to the Personnel Officer.

**SC3** – ‘Becoming a parent’ form. It provides the expected week of confinement and the date the leave is to commence

**SC4** - ‘Becoming an adoptive parent’ form. It provides the expected week of the child’s placement and the date the leave is to commence.

On receipt of the above, we will confirm the details of your paternity leave.

### **What is my entitlement to Paternity leave?**

If you are an employed new father, you are entitled to either one or two weeks' paternity leave. This is the same for multiple births. To be eligible, you must have a contract of employment and have been working for the same employer for 26 weeks by the end of the 15th week before the week your baby is due.

### **What is my entitlement to Paternity Pay?**

You may be entitled to Statutory Paternity Pay (SPP) and / or Occupational Paternity Pay (OPP). To determine your entitlement, you will need to know your:

- a) **Length of Service** - This is usually determined by your start date with The Blue Coat School. However, if you worked for another local authority directly before joining Liverpool and without a break, this may be classed as continuous service. Further Education establishments cannot be classed as another local authority.
- b) **Start date for Paternity Leave** - Your paternity leave can start up to 8 weeks after the birth of your child.

<p align="center"><b>Entitlement to Paternity Pay with less than 1 year's continuous service at the qualifying week.</b></p>
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Length of Service	Entitlement
Less than 26 weeks service at the qualifying week.	<ul style="list-style-type: none"> <li>No entitlement to Statutory or Occupational paternity pay.</li> </ul>
More than 26 weeks service at the qualifying week but not enough NI contributions.	<ul style="list-style-type: none"> <li>No entitlement to Statutory or Occupational paternity pay.</li> </ul>
More than 26 weeks service at the qualifying week and sufficient NI contributions paid.	<ul style="list-style-type: none"> <li>Entitlement to Statutory Paternity Pay for 2 weeks. This will be paid as follows:</li> <li>❖ 2 weeks at SPP or 9/10<sup>th</sup> of your gross salary, whichever is the lowest.</li> </ul>

<p align="center"><b>Entitlement to Paternity Pay with continuous service of 1 year or more at the qualifying week.</b></p>
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Length of Service	Entitlement
More than 1 year service at 11 weeks before your expected week of confinement.	<ul style="list-style-type: none"> <li>10 days at normal pay</li> <li>5 days at full pay.</li> <li><del>1 week at 9/10<sup>th</sup> of your average salary or SPP (whichever is the lower).</del></li> </ul>

### **What is Statutory Paternity Pay (SPP)?**

This is a state scheme under which employers are responsible for making payments to employees who are eligible.

To qualify for SPP you must

- have worked for the Blue Coat School for at least 26 consecutive weeks up to and including the 15<sup>th</sup> week before the week in which your baby is due
- continue to work into the 15<sup>th</sup> week (Qualifying Week) before your expected week of confinement, for at least one day
- have average weekly earnings at the Qualifying Week (calculated over an 8-week period) that exceed the lower earnings limit for payment of National Insurance contributions. (If this applies, you will be advised by the Human Resource & Payroll Service).
- give at least 28 days' notice to The Blue Coat School of your intention to stop working.

### **What is Occupational Paternity Pay (OPP)?**

This is The Blue Coat School's own scheme and to qualify you must:

- have at least 1-year continuous service at the 11<sup>th</sup> week before your baby is due
- continue to work up to the 11<sup>th</sup> week prior to the week in which your baby is due
- give at least 28 days' notice to The Blue Coat School of the date on which you intend to stop working

### **Where can I get further information about paternity leave?**

You can contact Shirley Heath (Personnel Officer) or by email:

[s.heath@bluecoatschool.org.uk](mailto:s.heath@bluecoatschool.org.uk)

## Request for Paternity Leave application form (Teaching Staff)

**1. To be completed by the Employee at least 28 days prior to paternity leave commencing:**

Employee Name		
Position		
Date Baby Due / Child's Placement		
Dates of Paternity Leave	Start date:	End date:
What are the implications for cover?		
What are the implications for cover of duties (break/lunch)?		

**Details of Leave:** [to be taken as 2 consecutive weeks or 2 separate blocks of 1 week each.]

Date the Baby is Due		
Paternity Leave Start		
Number of weeks (tick relevant box)	<b>1 week</b> <input type="checkbox"/>	<b>2 consecutive weeks</b> <input type="checkbox"/>

If taking one weeks' leave, please complete a second request form for the second week, when date is known.

NB - All paternity leave must be taken within 52 weeks of the birth date.

**2. To be authorised by your line manager:**

Signed		
Date		Approved <input type="checkbox"/>

**3. Now return this Request for Paternity Leave Application Form to Mrs S Heath:**

**[s.heath@bluecoatschool.org.uk](mailto:s.heath@bluecoatschool.org.uk) who will:**

- **Send a confirmation email.**
- **Inform the Payroll Service who will process your paternity leave request.**
- **Place an electronic copy on file, which will be retained in accordance with the Data Retention Policy.**