



Paternity Leave Scheme for Support Staff

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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PATERNITY LEAVE SCHEME FOR SUPPORT STAFF

1. Paternity Leave is a scheme that allows employees to take time off from work after becoming a parent or becoming an adoptive parent if eligible.
2. In order to be granted paternity leave the employee must be 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
3. Entitlement to pay and leave is dependent on length of continuous service and based on:-

Continuous Service	Occupational Paternity Pay	Statutory Paternity Pay
Less than 26 weeks at the qualifying week	Nil	Nil
More than 26 weeks but less than 1 year at the qualifying week, insufficient NI contributions	Nil	Nil
More than 26 weeks at the qualifying week but less than 1 year, sufficient NI contributions	Nil	2 weeks
One year or more at 11 weeks before EWC, insufficient NI contributions	2 weeks	Nil
One year or more at 11 weeks before EWC, sufficient NI contributions	2 weeks	Nil

4. Statutory Paternity Leave and Pay (SPP)

- 4.1 Employees can choose to take either 1 or 2 weeks' leave. Employees get the same amount of leave if the partner has a multiple birth (such as twins). The two weeks' leave can be taken as either 2 consecutive weeks or 2 separate blocks of 1 week each. A week is the same amount of days that the employee normally works in a week.
- 4.2 Paternity Leave must be taken within 52 weeks of the birth (or placement for adoption).
- 4.3 SPP is a government scheme under which employers are responsible for making payments to employees who are eligible. SPP is paid at the National SPP rate or 90% of average weekly earnings (whichever is lower).
- 4.4 To qualify for SPP the employee must:
 - have continuous service of at least 26 consecutive weeks up to and including the 15th week before the week in which the baby is due
 - continue to work into the 15th week (Qualifying Week) before the 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.
- give at least 28 days' notice to the school of their intention to stop working.

5. Occupational Paternity Leave and Pay (OPP)

5.1 This is the City Council's own scheme and pays 2 weeks at 9/10ths of the employee's average salary.

5.2 The qualify for OPP the employee must:

- have at least 1 year continuous service at the 11th week before the baby is due
- continue to work up to the 11th week prior to the week in which the baby is due
- give the school at least 28 days' notice of the date on which the employee intends to stop working

5.3 The employee will be required to apply for Paternity Leave at least 28 days prior to the leave commencing by completing a Paternity Leave Application Form and must provide this together with Form SC3 or Form SC4 or Form SC7.

5.4 Paternity Leave can commence up to eight weeks following the date of confinement.

5.5 The employee's length of continuous service will determine entitlement to payments of Occupational Paternity Pay (OPP) and/or Statutory Paternity Pay (SPP).

5.6 Employees are allowed unpaid time off to attend up to two antenatal appointments with the child's mother. Any unpaid leave is subject to management approval and any request for time off to attend an antenatal appointment must be supported by a written declaration detailing the time and date of the appointment; as well as confirming the nature of the relationship between employee and the expectant mother and whether the appointment has been recommended by a medical professional.

5.7 An employee can accompany a pregnant woman to 2 antenatal appointments if they are:

- the baby's father
- the expectant mother's spouse or civil partner
- in a long-term relationship with the expectant mother
- the intended parent (if they're having a baby through a surrogacy arrangement)

5.8 The employee may be eligible to take Shared Parental Leave in the event that the employee's partner chooses to curtail maternity leave and opts to take Shared Parental Leave.

Request for Paternity Leave application form (Support 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)	1 week <input type="checkbox"/>	2 consecutive weeks <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 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.**