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| Policy No: JSD/HR/22 | Authorised by: Davina Powell | Review Date: |
| Policy Date: 4th July 2023 | | Date of Next Review: 4th July 2024 |
| PATERNITY | | |

Eligibility

Employees who have at least 26 weeks' continuous service by the 15th week before the week the baby is due (the qualifying week) and who are the baby's father; the mother's spouse or long-term partner; or, adoptive parent, who has parental responsibility for the care of the baby, can take paternity leave.

Notification

Employees need to let you know they want to take paternity leave by the 15th week before the expected week of childbirth but some flexibility is built in here in case that was not reasonably practicable.

Length

A maximum 2 weeks' leave is available which must be consecutive; if an employee chooses to take one week of paternity leave, they will lose the other week. Leave can start on the date the baby is born or an agreed date within 56 days of the birth but leave must be taken and finish within that 56 days.

Amount

From 2nd April 2023, the rate is £172.48 per week, or 90% of an employee's average weekly earnings if that is lower.

Statutory Pay

Statutory paternity pay is payable if the employee meets certain qualifying criteria and it is paid at the standard rate of £172.48 per week from 2nd April 2023, increasing from £156.66.