



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

PATERNITY LEAVE POLICY

Agreed by the Resources Committee
To be reviewed
(reviewed every 2 years)

Autumn 2024
Autumn 2026

To be monitored by the Headteacher and HR Manager

Professional associations/trade unions have been consulted on this document

1. Introduction and scope

You may wish to take Statutory Paternity Leave if you and your partner are:

- having a baby
- adopting a child
- having a baby through a surrogacy arrangement

This policy does not form part of a staff member's contract of employment, and it may be amended at any time.

2. Eligibility

To qualify for paternity leave and pay, the member of staff must:

- be the father, husband, or partner of the mother (or adopter), child's adopter or intended parent (if they're having a baby through a surrogacy arrangement)
- be taking time off to look after the child or their partner
- be responsible for the child's upbringing

And:

- have 26 weeks' continuous service by the end of the 15th week before the week in which the child is expected (for birth);

or

- have been continuously employed by Dame Alice Owen's School for at least 26 weeks up to any day in the week you were matched with a child (UK adoptions);

or

- have been continuously employed by Dame Alice Owen's School for at least 26 weeks by either the date the child arrives in the UK or when the member of staff wants their pay to start (overseas adoptions).

3. Entitlement

Statutory Paternity Leave may be taken in a single block of one week or two consecutive weeks or two separate blocks of one week, however, not on odd days and must be completed within 52 weeks of the birth or adoption of your child (or due date if the baby is born early).

Paternity leave can start either from the date the child is born or placed for adoption or from a chosen number of days or weeks after that date.

Only one period of leave will be available to the member of staff irrespective of whether more than one child is born as the result of the same pregnancy.

On return from paternity leave you are entitled to return to the same role, with the same terms and conditions of employment. You should not be disadvantaged, treated unfairly, or dismissed as a result of taking paternity leave.

4. Notification

You need to provide the Headteacher with 28 days' notice of your intention to take paternity leave.

Notice will include the date the baby is due, whether you wish to take one or two weeks leave or 2 x one week leave blocks over two separate periods and when you wish to start your leave. You should then confirm the actual date of the birth with the HR Manager and Headteacher.

You may change the date of your paternity leave with 28 days' notice unless this is not reasonably practicable.

If you are a part time member of staff, paternity leave will be pro-rata as per your weekly hours worked.

5. Statutory Paternity Pay

Statutory Paternity Pay (SPP) is paid at the current rate of SPP or 90% of your average weekly earnings, whichever is the lowest. If you who earn less than the Lower Earnings Limit you will not qualify for SPP.

5.1. Teachers

Please note there is no contractual entitlement to paternity pay for teachers over and above the statutory provision set out above. The school, however, has chosen to pay Occupational Paternity Pay at full pay.

5.2. Support Staff

Support staff will be entitled to take two week's paid paternity leave. The school, however, has chosen to pay Occupational Paternity Pay at full pay.

6. Antenatal appointments

Fathers and partners of pregnant women are entitled to unpaid time off to attend two antenatal appointments (time off is capped at six and a half hours for each appointment).

You should endeavour to give your line manager as much notice as possible of when you need the time off for the antenatal appointment and, wherever possible, try to arrange the appointments as near to the start or end of the working day as possible.

7. Flexible working

Prior to, or when you return from, paternity leave if you wish to be considered for part-time hours, please speak with the HR Manager.

8. Shared parental leave

Shared parental leave enables adopters to commit to ending their maternity/adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity/adoption leave and opt in to shared parental leave and pay at a later date. For more information, please speak with the HR Manager.

9. Return to work

If you return to work after a period of isolated paternity leave you have the right to return to the job in which you were employed before the absence.