



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

PATERNITY LEAVE POLICY

Agreed by the Personnel and Remuneration Committee
To be reviewed
(*reviewed every 2 years*)

September 2020
Autumn 2022

To be monitored by the Headteacher and HR Manager

1. Introduction and Scope

A member of staff may wish to take Statutory Paternity Leave if they and their partner are:

- Having a baby
- Adopting a child
- Having a baby through a surrogacy arrangement

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), or partner of the intended parent (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 (the 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 (the 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 however not in odd days and must be completed within 8 weeks of the birth (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.

4. Notification

The member of staff will need to provide the HR Manager with notice of their intention to take Paternity Leave by the beginning of the 15th week before the expected week of childbirth.

Notice will include the date the baby is due, whether the member of staff wishes to take one or two weeks leave and when the member of staff wishes to start their leave.

The member of staff should then confirm the actual date of the birth with the HR Manager, who should in turn notify the payroll section in order that the appropriate Paternity payments may be made.

You may change the date of your Paternity Leave with 28 days' notice, unless this is not reasonably practicable.

For part time members of staff, Paternity Leave will be pro-rata as per their weekly hours worked.

5. Statutory Paternity Pay

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

6. Occupational Paternity Pay

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 additional Occupational Paternity Pay which tops the Statutory Paternity Pay up to the full weekly pay for up to two weeks.

7. 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). Members of staff who would like to make a request for time off to accompany someone at an antenatal appointment should in the first instance contact the Headteacher.

Members of staff should endeavour to give the Headteacher as much notice as possible of when they need the time off for the antenatal appointment and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

8. Flexible Working

If a member of staff wishes to be considered for part-time hours, they must apply in writing by completing a Flexible Working form, prior to their return from Paternity Leave. The Headteacher has up to three months to consider a flexible working request. The Flexible Working form can be obtained from the HR Manager.