



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 2022  
Autumn 2024

To be monitored by the Headteacher and HR Manager

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## 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

This policy does not form part of member of staff'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 (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.

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**

The member of staff will need to provide the Headteacher with notice of their intention to take Paternity Leave by the end 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. Please ensure the Paternity Leave notification form is completed and provided to your Headteacher.

The member of staff should then confirm the actual date of the birth with the Headteacher, 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. Staff who earn less than the Lower Earnings Limit will not qualify for SPP.

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 will be paid at the current rate of Statutory Paternity Pay as detailed above.

## **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).

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.

Staff should endeavour to give their line manager 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.

## **7. Flexible Working**

Prior to or when you return from Paternity Leave if you wish to be considered for part-time hours, you must apply in writing under the Flexible Working Policy. Please speak with the HR Manager for more information.

## **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.