



Human Resources

PATERNITY LEAVE PROVISIONS

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1 INTRODUCTION

Redcar and Cleveland Borough Council is committed to ensuring that paternity benefits are applied fairly and constantly. These provisions outline the framework for managing paternity leave and the steps managers and employees must take to ensure statutory and occupational benefits are applied appropriately.

2. SCOPE

The provisions cover all Council employees.

3. EQUALITY, DIVERSITY AND INCLUSION

The Council is committed to developing an inclusive workplace. Discrimination based on age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, or other characteristics, is not acceptable.

4. ENTITLEMENT/QUALIFYING CRITERIA

The Council's local conditions of service allow all employees, regardless of length of service or hours worked, one week's paternity leave paid at their normal pay rate.

Employees with at least 26 weeks' continuous service at the end of the 15th week before the expected week of childbirth are entitled to a second week's paternity leave and pay if they meet the qualifying criteria:

- They are the biological father of the child and expect to have some responsibility for the child's upbringing; or
- They are married to or the partner¹ of the child's mother (including same sex partners) and expect to have main responsibility with the mother for the child's upbringing.

Employees who meet the qualifying criteria for two weeks' paternity leave can divide this into two separate one week periods, and are able to schedule their leave at any point during the first year following their child's birth

Paternity leave cannot start before the baby is born so employees will need to submit an amended request in the event that the baby is not born by the date any leave is due to commence.

Only one allotment of paternity leave is provided per pregnancy e.g., for multiple births the entitlement to leave will still be either one or two weeks.

5. APPLYING FOR PATERNITY LEAVE

Employees will need inform their manager 15 weeks before the expected week of childbirth that they are entitled to statutory paternity leave. To request paternity leave the employee will need to complete the Paternity Leave Application Form giving 4 weeks' notice of the intended dates for each period of leave. Employees must provide supporting evidence of eligibility under the *qualifying criteria*.

¹ The law specifies that a partner is someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative.

Paternity Leave cannot be taken until the Paternity Leave Application form has been completed.

A copy of the Paternity Leave Application Form can be found in Appendix 1.

6. PATERNITY LEAVE PAY

All terms and conditions of the employee's contract, except normal pay, will continue during paternity leave.

Paternity Leave Pay

- Under the Council's Local Terms and Conditions of Service all employees regardless of their length of service or hours worked are entitled to one week's paternity leave paid at normal pay.
- Employees who have at least 26 week's continuous service at that the 15th week before the expected week of childbirth who elect to take a second week's paternity leave will receive Statutory Paternity Pay (SPP) which is paid at a standard rate of statutory paternity pay or at 90% of the employee's earning if this figure is lower.

7 OTHER RELEVANT HR POLICIES AND PROCEDURES

The Council has several other policies and procedures which you may want to refer to including:

Adoption Leave Provisions
Maternity Leave Provisions
Paternity Leave for Adoptive Parents
Parental Leave
Right to Request Flexible Working
Shared Parental Leave – Birth
Shared Parental Leave - Adoption.

Paternity Leave Application Form

You must submit the completed application form giving 4 weeks' notice and attach the required supporting evidence to this application form

Section 1 – To be completed by the employee			
Surname			
Forename(s)			
Home Address			
Post Title		Contracted Hours	
Payroll Number		Line Manager	
Place of Employment			
Local Government Start Date			
Expected Week of Childbirth			
I would like my Paternity Support Leave and Statutory Paternity Pay to start on			
From	To	Duration	
		One Week <input type="checkbox"/>	Two Weeks <input type="checkbox"/>
Supporting Evidence attached		Maternity Certificate <input type="checkbox"/>	Letter from Child's Mother <input type="checkbox"/>
<u>Declaration: (You must be able to tick all three boxes to get Paternity Leave and Statutory Paternity Pay)</u>			
I am the baby's biological father or married to or in a civil partnership with mother or living with the mother in an enduring family relationship, but am not an immediate relative			<input type="checkbox"/>
I will have responsibility for the child's upbringing			<input type="checkbox"/>
I will take time off work to support the mother or care for the child			<input type="checkbox"/>

Signature of Applicant _____ Date _____

Section 2 - To be completed by the Manager	
Approved	Yes/No
Comments:	

Line Manager Signature _____ Date _____

Completed form should be returned to Human Resources, Redcar & Cleveland House, Kirkleatham Street, Redcar