



SECTION	People and Culture
POLICY	Paternity Leave
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1. Introduction

This policy outlines employees' statutory rights relating to paternity leave and pay, including recent changes to UK law that provide the right to paternity leave and time off where a child dies shortly after birth or is stillborn after 24 weeks of pregnancy.

The statutory provisions described here override the terms of this policy if there is any discrepancy. Unless otherwise stated, this policy applies to both ordinary and additional paternity leave.

2. General

Subject to the eligibility and notification requirements below, you may be entitled to one or more of the following if you are caring for a newborn, newly adopted child, or supporting the moth or adoptive parent – including in cases where the baby dies:

- One or two consecutive whole weeks of Ordinary Paternity Leave ("OPL")
- Up to 26 weeks' additional paternity leave ("APAL")
- Statutory paternity pay ("SSP") and additional statutory paternity pay ("ASPP")

You cannot take paternity leave in separate blocks. Some staff may be entitled to share leave with their partner. Contact the HR department to assess eligibility. Please note, shared parental leave depends on your partner's circumstances and their employer.

You may still be eligible for paternity leave and pay if your baby dies, including in the event of:

- Stillbirth after 24 weeks of pregnancy;
- Neonatal death, defined as death within 28 days of birth.

3. Eligibility

You are entitled to take paternity leave if you:

- Have been continuously employed by the Company for 26 weeks ending with the 15th week before the baby is due or, in the case of adoption, by the week in which the adoptive parent is notified of being matched for adoption; and
- You are either:
 - The biological father of the child or the mother's husband, civil partner or partner; or
 - The spouse, the civil partner or the partner of the adoptive parent;
- You have or expect to have responsibility for the upbringing of the child, or intend to support the child's mother or adoptive parent.
- You are taking leave to care for the child or support the mother/adoptive parent, including in cases of stillbirth or neonatal death.

4. Notification

You must notify your line manager in writing by the end of the 15th week before the expected week of childbirth (or within seven days of being matched with a child for adoption) of the following:

- The expected week of childbirth or adoption placement date;
- Whether you are taking one or two weeks of leave;
- Your chosen start date for paternity leave.

In the case of stillbirth or death of a child, please notify your line manager as soon as reasonably possible. Sensitivity and support will be prioritised during this period. We may ask you to confirm in writing that:

- You meet the eligibility criteria; and
- You are taking leave to care for the child or support the mother/adoptive parent.

5. Starting your leave

Ordinary Paternity Leave (OPL)

This may start:

- On the date of birth or placement;
- A fixed number of days after;
- Or a pre-agreed date.

Leave must be taken within 56 days of the birth or placement. If the baby is stillborn after 24 weeks or dies shortly after birth, the 56-days window still applies. You may change your leave date with 28 days' written notice, where reasonably practicable.

Additional Paternity Leave (APAL)

This may start:

- 20 weeks after the birth or placement;
- If your partner had returned to work from maternity or adoptive leave.

Leave must be continuous and in full weeks, up to 26 weeks. If you wish to return early or change the date, six weeks' notice is required.

6. Statutory paternity pay

If eligible, you may receive:

- SPP for up to two weeks of OPL
- ASPP during you APAL, depending on your partner's statutory entitlement.

This applies even if the child dies shortly after birth or is stillborn after 24 weeks. Payments are made like normal wages, subject to tax and NI.

7. Terms and conditions during leave

During your paternity leave, your non-remuneration terms and conditions (e.g. holiday accrual, pension contributions) remain in force. You will continue to accrue contractual holiday. The company make pension contributions during paid periods of leave.

8. Keeping in touch

You may work up to 10 keeping in touch (KIT) days during APAL without losing pay or ending your leave. This is optional and must be agreed with your manager. KIT days are not affected by the death of a child, should you still wish to use them during APAL.

9. Returning to work

After paternity leave, you are entitled to return to the same role on the same terms. If you also take more than four weeks of parental leave, you may return to a similar role if returning to your old is not practicable.

Flexible working applications are welcome upon return. See our flexible working policy for guidance. If you do not intend to return, you must give notice as per your contract.

