



Paternity Leave

It is Pillar Kincardine policy to assist staff to strike a balance between work and family commitments, and to make them aware of their rights as employees.

Entitlement

Pillar Kincardine employees who are about to have or adopt a child and

- are the biological father of the child and/or the mother's husband or partner (see Note 1):
- have or expect to have responsibility for the child's upbringing
- have worked continuously for Pillar Kincardine for 26 weeks leading up to the qualifying week (see note 2):
- continue to work for Pillar Kincardine from the qualifying week (see note 2) up to the date of birth or adoption; and
- are taking time off to support the mother and /or care for the baby or child

are entitled to choose either one week or two consecutive weeks' paternity leave. Most will be entitled to Statutory Paternity Pay (SPP) during the period.

If you are eligible you can take up to 26 weeks of Additional Paternity Leave (if the child's mother has returned to work)

During Paternity leave holiday entitlement will continue to accrue in the normal way and may be added to the end of the period of leave.

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

Notes:

1. A partner (including same sex or civil partner) is someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative.
2. The qualifying week is the 15th week before the expected week of childbirth or the week in which the child's adopter was notified of having been matched with the child.

Procedure

Employees wishing to take Paternity leave must inform the Service Manager of their intention by the fifteenth week before the baby is expected and complete an SC3 form, unless this is not reasonably practicable. They must specify:

- the week the baby is due
- whether they wish to take one or two weeks' leave
- when they want their leave to start

Paternity leave can start on any day of the week on or following the child's birth or placement with the family but must be completed:

- within 56 days of the actual date of birth/placement of the child, or
- if the child is born/placed early, within the period from the actual date of birth/placement up to 56 days after the expected week of birth or adoption notification.

If you are eligible for Additional Paternity Leave employees must inform the Service Manager in writing at least 8 weeks before they wish to start the Additional Leave.

Return

Employees will be entitled to return to the same job on terms and conditions no less favourable than those at the commencement of their Paternity leave, and to any improvements in terms and conditions implemented in their absence. If an employee wants to return to work early they must inform the Service Manager at least 6 weeks before they come back. If you do not do this, Pillar Kincardine can refuse your return until whichever date is earlier:

- 6 weeks after you ask to return
- Your original return date (as entered on your Additional Paternity form)