



PATERNITY LEAVE AND MATERNITY SUPPORT LEAVE POLICY

To whom this policy applies

An employee has a statutory entitlement to take Paternity Leave for the purpose of caring for a child or supporting the child's mother in the first few weeks following the birth.

Paternity Leave and Maternity Support Leave – Eligibility Criteria

To qualify for Paternity Leave, the employee must satisfy the following:

- Be the father of the child, or be married to or be the partner of the child's mother;
- Have or expect to have responsibility for the upbringing of the child; and
- Have 26 weeks' continuous service with the Council by the end of the fifteenth week before the expected week of childbirth.

Paternity Leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either adoptive parent may take paternity leave where the other adoptive parent has qualified and elected to take adoption leave.

Paternity Leave

An employee who meets the qualifying criteria is entitled to two weeks' Paternity Leave.

An employee can take either one week or two consecutive weeks' Paternity Leave, paid at the current Statutory Paternity Pay rate. It must be taken within 56 days after the child is born or adopted. Employees must take this leave in full weeks, i.e. either one- or two-weeks' leave.

Maternity Support Leave

Paragraph 7.6 of Part Two of the Green Book provides a right to Maternity Support Leave of one week. This is provided for the child's father, or the partner or nominated carer of an expectant mother at or around the time of birth.

Maternity Support Leave replaces one week of Statutory Paternity Leave; during this time any Statutory Paternity Pay is topped up to full pay. Therefore, an employee who would otherwise have been entitled to two weeks' Statutory Paternity Leave will be entitled to one week's Maternity Support Leave (during which Statutory Paternity Pay will be topped up to full pay) and one week's Statutory Paternity Leave (during which they will receive Statutory Paternity Pay).

Notification Requirements for Paternity Leave and Maternity Support Leave

Before Paternity Leave Starts



The employee must provide the following in writing by the end of the fifteenth week before the expected week of childbirth. If this is not possible, notice must be provided as soon as is reasonably practical:

- The expected week of childbirth;
- Whether they intend to take one- or two-weeks' leave; and
- The date the employee wishes to take their leave, as discussed with their manager.

If requested, the employee must also provide a copy of the mothers MATB1 as well as providing the employee with a signed declaration confirming they are:

- The baby's biological father, married to or in a civil partnership with the mother, or living with the mother in an enduring family relationship, but not an immediate relative; and
- Will be responsible for the child's upbringing and will take time off work to support the mother or care for the child.

After the birth

The employee must also inform the employer of the date the child was born, as soon as is reasonably practical after the child's birth.

Ante-natal Care

Expectant fathers, and partners of pregnant women have the right to unpaid time off to attend two antenatal appointments with the expectant mother, with a maximum statutory entitlement of 6 ½ hours' time off for each appointment. They must produce evidence of appointments if requested to do so.

Pension

The following information relates to employees who are members of the Local Government Pension Scheme.

Employees contributions during Paternity Leave

Employees will pay pension contributions at their 'normal' percentage rate during any period of paid leave.

Employer contributions during Paternity Leave

The Parish Council will pay employer contributions on the employee's Assumed Pensionable Pay. Assumed Pensionable Pay is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however the employee's pay during their leave is higher than Assumed Pensionable Pay, the Parish Council will pay contributions on this higher amount.

Continuous Service



Paternity Leave and Maternity Support Leave will count as continuous service for statutory and contractual purposes.

Annual Leave and Bank/Public Holidays

Annual leave and Bank/Public holidays will continue to accrue during Paternity Leave and Maternity Support Leave.

Review Date:	Reviewed By:	Amendments	Minute Number
23.02.22	Governance Review Committee	<ul style="list-style-type: none">• Page 1 – Maternity Support Leave – delete last sentence• The typos are corrected	GR22/02/22.2
22.03.23	Governance Review Committee	None	GR23/03/21.2