

Paternity Policy

The Company is committed to ensuring that as far as possible employees are able to combine their career and family responsibilities. The Company recognises that parenthood brings additional responsibilities. This policy sets out the company's policy for supporting this and for allowing employees their full rights.

The Company seeks to implement the requirements of the Employment Act 2002 by providing fathers, or those with responsibility for the upbringing, of newly born children, or a child placed for adoption, with the opportunity to support the mother and child during the first weeks after birth or after the placement for adoption.

Eligibility

You must satisfy the following conditions in order to qualify for paternity leave. You must:

- Have or expect to have responsibility for the child's upbringing
- Be the biological father of the child or the mother's husband or partner; or be newly matched* with a child for adoption by an adoption agency
- Have worked continuously for the Company for 26 weeks by the "notification week" i.e. the end of the 15th week before the baby is due or by the end of the week in which you are notified of being matched with a child for adoption.

Leave Entitlement

You have the right to take either one or two week's paid paternity leave. This can be taken in one block only i.e. either lasting one or two consecutive weeks. If you elect to take only one week's paternity leave, then your entitlement to a further week's leave and payment will be forfeited.

Employees qualifying for this entitlement are not obliged to exercise their right.

Commencement Date

The leave may commence from;

- the birth or date of placement for adoption; or
- on a chosen date after the date of the child's birth; or
- from a chosen date which is later than the first day of the expected week of childbirth

Paternity leave must be taken:

- if the child is born before the expected week of childbirth
- within fifty-six days of that date; or
- within fifty-six days after the actual date of birth or date of placement for adoption.

The Company reserves the right to amend the dates of the paternity leave should the needs of the business dictate. However, the Company will not act unreasonably in amending those dates and will ensure that the paternity leave requested is fully completed by no later than fifty-six days after the birth or date of placement for adoption.

Notification

You must make a request for paternity leave in writing no less than twenty-eight days prior to the intended date of commencement, in order to be able to exercise the right to Paternity Leave. This request should be in writing and should confirm:

- the week the baby is expected
- whether you wish to take one or two weeks' leave
- when you want the leave to start

You may be required to submit proof of the birth or of the adoption.**

Paternity Pay

The Company will pay you in full for the first week of paternity leave. If you elect to take the second week of paternity leave, this will be paid at the Statutory Paternity Pay (SPP) rate. SPP will be paid at the prevailing statutory rate which is currently £112.75 per week. (or 90% of average weekly earnings if this is less than the prevailing statutory rate).

Contractual Benefits

You are entitled to the benefit of your normal terms and conditions of employment during your paternity leave, except that you will receive statutory paternity pay during the second week of paternity leave.

Return to Work

You shall have the right to return to the same job following your paternity leave.

Employment Rights

You will not be subject to any detriment by the Company because you took or sought to take paternity leave.

* Paternity Leave and Pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children.

**It must be noted that the provision of false information claiming an entitlement to paternity leave which does not rightly exist, is likely to be treated as Gross Misconduct and could lead to dismissal. The Company reserves the right to require confirmation of the birth by inspecting the birth certificate or of adoption by inspecting the adoption agency papers.