



Queen Margaret University
EDINBURGH

Paternity Leave Policy

Policy Summary:	The Paternity Policy provides guidance on paternity leave and pay arrangements within QMU.
Policy Owner:	Human Resources
Approved By:	Executive Board: 21 st September 2011
Consultation Completed:	Trade Unions: 16 th November 2011
Equality Impact Assessed:	27 th September 2011
Date of Issue:	November 2011 Updated July 2021
Review Period:	Annual or as required by legislation

<u>Contents</u>	<u>Page</u>
1.0 Aims and Objectives	3
2.0 Scope of the Policy	3
3.0 Monitor and Review	3
4.0 Equal Opportunities	3
5.0 Responsibility for this Policy	3
6.0 Eligibility for Paternity Leave	4
7.0 Entitlements	4
8.0 Paternity Pay	4
9.0 Notification of Intention to take Paternity Leave	5
10.0 Time Off for Antenatal Care	5
11.0 Miscarriage and Stillbirths	5
12.0 Contractual Benefits	5
13.0 Payment of Pension Contribution	6
14.0 Childcare Vouchers	6
Paternity Leave and Form	7

1.0 Aims and Objectives

The aim of this policy is to provide Managers and Staff with guidance on paternity leave and pay arrangements to ensure that this is undertaken fairly and consistently across Queen Margaret University (QMU) in accordance with equality and diversity principles.

2.0 Scope of the Policy

This policy applies to all employees taking paternity leave within Queen Margaret University.

Throughout the policy, individuals are sometimes referred to as the “mother” or “father” or “he” or “she”. This is not intended to prohibit application of the policy to all eligible employees but is simply to ease and assist in reading the policy.

3.0 Monitor and Review

Human Resources are responsible for monitoring the effectiveness of this policy and supporting procedures and will conduct reviews at appropriate intervals.

Anyone who feels they have been unfairly treated or discriminated against should contact Human Resources.

4.0 Equal Opportunities

Queen Margaret University is committed to equality of opportunity for all staff and it is the responsibility of all QMU employees to promote “equality and diversity” in the application of this policy ensuring that there is no discrimination on the grounds of disability, race/ethnic origin, sex/gender, age, religion, marital/family status, dependency, sexual orientation, political opinion, and economic or social status.

5.0 Responsibility for this Policy

Human Resources.

Any changes to this policy and supporting procedures will be made in consultation with appropriate bodies.

QMU reserves the right to update HR Policies in line with new or updated Employment Legislation.

6.0 Eligibility for Paternity Leave

To be eligible for Paternity Leave the employee must be either:

- the biological father of the child
- the husband, partner or civil partner of the mother of the child
- the partner of the primary adopter
- have responsibility for the child's upbringing.

You must also:

Have been continuously employed for 26 weeks or more by the end of the qualifying week (15th week before the child's expected week of birth).

In the case of couples who are adopting a child or having a child through a surrogacy arrangement, adoption leave and pay are available to only one member of the couple. The other person can take paternity leave.

7.0 Entitlements

Eligible employees are entitled to take either one week's leave or two consecutive week's leave. Paternity leave cannot be taken as two separate weeks or odd days.

Employees can choose to commence their Paternity Leave on any day of the week either on the date of the child's birth/placement (whether this is earlier or later than expected) or a chosen day thereafter.

Paternity leave must be completed within 56 days of the actual date of birth/placement of the child or, where the child is born earlier than expected, between the birth and 56 days from the expected due date.

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

8.0 Paternity Pay

To qualify for Paternity Pay the employee must have been continuously employed by QMU for at least 26 weeks by the end of the qualifying week (15th week before the baby is due to be born).

During Paternity Pay the employee will be paid by the university at their normal rate of pay. (This will include an element of Statutory Paternity Pay where appropriate which is effectively enhanced by the university to equal full pay).

Where an employee has already had a period of paternity leave during the course of their employment at QMU, at least one year must have elapsed between their return to work after paternity leave and the qualifying week of the subsequent pregnancy in order for them to be eligible for automatic occupational paternity pay.

9.0 Notice of Intention to Take Paternity Leave

The employee must inform their line manager and HR of their intention to take paternity leave by the end of the qualifying week (15th week before the baby is expected to be born). Or in cases of adoption, within 7 days of being matched with a child.

The employee should give an indication of:

- when the baby is due to be born/placed,
- whether the employee wishes to take one or two weeks' leave,
- when the paternity leave is expected to start.

The employee must complete the Paternity Leave form. The employee must submit the form to HR once it has been signed by the employee's line manager.

The employee should provide a copy of the mother's MatB1 form along with the Paternity Leave form.

The employee can change the start date of the Paternity Leave by providing notice at least 28 days in advance (unless this is not reasonably practicable). If 28-days change to notice of leave is not possible, the new date should be confirmed to the line manager as soon as is possible.

It is the responsibility of the employee to confirm to with HR any changes to Paternity Leave dates.

10.0 Time off for Antenatal Care

Employees are entitled to take reasonable paid time off work to attend antenatal appointments. Evidence of appointments must be provided to the line manager.

11.0 Miscarriage and Stillbirths

In the unfortunate event that the baby is stillborn (born dead after 24 weeks of pregnancy), all the paternity rights stated in this policy will apply in the same way as with a live birth.

If the mother has a miscarriage prior to the start of the 25th week of pregnancy then the employee will not be entitled to paternity leave or pay. Absence from work in this instance would be arranged under the Sickness Absence Policy, Compassionate Leave or Annual Leave.

12.0 Contractual Benefits

Normal employment terms and conditions continue throughout the period of paternity leave.

13.0 Payment of Pension Contributions

Employees will continue to contribute to their pension scheme while on paternity leave.

14.0 Childcare Vouchers

Some employees who intend to take paternity leave may already be enrolled in the QMU childcare vouchers scheme because they are already paying for childcare for existing children. If such an employee wishes to continue paying into the childcare vouchers scheme while they are on paternity leave then Payroll will continue to deduct the payments from their Paternity Pay. In instances where the employee is not entitled to Paternity Pay, QMU will continue to fund the provision of childcare vouchers to the same level that the employee paid before commencing paternity leave. QMU will not deduct childcare vouchers from Statutory Paternity Pay.



Queen Margaret University
EDINBURGH

Paternity Leave Form

please complete and return this form to HR

Employee Details		Additional Notes
Employee Name		
Job Title		
Department/School		
Line Manager Name		
QMU Start Date		
Paternity Leave		
Expected Week of Childbirth (copy of MatB1 must be attached)		
Proposed date of commencement of Paternity Leave (not binding)		
Number of weeks of proposed Paternity Leave (one week or two weeks).		
Proposed date of return after Paternity Leave		

Declaration	
I declare that I meet the eligibility criteria as outline in the QMU Paternity Policy and I wish to claim Paternity Leave as detailed in this application form.	
Employee signature	
Date	

Line Manager signature	
Date	

For HR use only		Additional Notes
Copy of MatB1 attached	Yes/No	
Length of service at QMU		
Entitled to SPP	Yes/No	
Entitled to Paternity Leave	Yes/No	