

Policy

Title: PATERNITY (Version 5.1)

From: Human Resources / Employee Relations

Last updated: 14/05/15

1. Introduction

The purpose of paternity leave and pay is to enable a member of staff to be present at the birth of their child and/or to meet their family responsibilities after the birth or placement of a child for which they are responsible.

2. Paternity leave & pay

Members of staff are entitled to a maximum of two weeks paternity leave on full salary. The pay received will include any entitlement to statutory paternity pay. Where the member of staff chooses two weeks paid ordinary paternity leave, this must be taken consecutively.

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

Paternity leave must be taken within 56 days following the birth of the child. Where a child is born prematurely, paternity leave can be taken within the period from the actual date of birth up to 56 days after the expected date of birth.

If a member of staff is a partner in a couple adopting jointly, they may apply for paternity leave where the other partner is taking adoption leave and pay.

2.1 Eligibility

In order to be eligible for paternity leave and pay a member of staff must have worked at the University continuously for 26 weeks leading into the 15th week before the baby is due or they are notified of being matched with a child(ren) for adoption.

Paternity leave and pay is available to biological fathers, a partner/ husband that is not the baby's biological father or a partner in a same sex couple. Members of staff must also be responsible for the child's upbringing and be taking the leave in order to support the mother or care for the child.

2.2 How to apply

Members of staff are required to inform their manager of their intention to take paternity leave 15 weeks before the baby is due, unless this is not practicable.

To apply for paternity leave and pay a member of staff needs to complete the application form on the HR website. This form needs to be completed at least 1 month before the employee intends to commence their leave. The form should be signed by the employee and their manager and sent to Human Resources.

The University of Southampton may contact the mother's or the child's adopter (who elected to take adoption leave) employer to confirm the leave taken to date and that the individual has returned to work.

3. Shared Parental Leave

For children due or placed on or after 5 April 2015 eligible parents will be able to share any untaken statutory maternity / adoption leave as shared parental leave and statutory maternity / adoption pay as shared parental leave and pay. For more information please refer to the [Shared Parental Leave policy](#).

4. Time off for antenatal care

From 01 October 2014, fathers and partners, and intended parents in a surrogacy situation have the right to take unpaid time off work to accompany a pregnant woman at an antenatal appointment on two occasions. The time off should be requested in writing.

5. Further information

Employees may wish to consult the following sources of information:

[Your HR manager](#)

Your Line Manager

Your Trade Union Representative

[The HR website](#)

[ACAS](#)

[GOV.UK](#)

6. Maintaining this policy

The University will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and application standards and guidelines.

DATE	REV No	CONTENT	PREPARED BY	APPROVED BY
May 2015	4.1	Minor corrections to ensure consistency with legislation.	S Quin	JJNC