



Paternity

Policy

1. Introduction

The University is committed to supporting staff to achieve a balance between work and family that works for them.

This policy sets out the rights of employees to Statutory Paternity Leave and Pay.

The use of 'Paternity' in this policy refers to the language used for statutory leaves and pay. However, Royal Holloway recognises that employees of all genders can be eligible for Statutory Paternity Pay. This policy applies to all employees in all partnerships regardless of gender identity, expression, and sexual/romantic orientation.

This Policy applies to:

- Second parent on birth certificate, regardless of gender
- Spouse or partner of birth parent, regardless of gender
- Child's adopter
- Intended parent in a surrogacy arrangement

All rights described in this policy apply equally to both part-time and full-time employees, providing they meet the qualifying conditions.

2. Purpose

The purpose of this policy and associated procedures is to:

- Outline the entitlements for Paternity Leave and Pay in relation to benefits for new parents
- Ensure managers are aware of their responsibilities to employees who are covered by this policy
- Provide clear guidance on employee rights and responsibilities prior to, during and after Paternity Leave

3. Eligibility

- An employee must have worked for the University for at least 26 weeks before the baby is due, to qualify for statutory **paid** leave.
- Employees must give 28 days' notice of their intention to take Paternity Leave.
- Employees can separate their leave into separate one-week blocks.
- Employees can take their paternity leave any time in the 52 weeks after the birth or adoption of their child.

There is no length of service requirement for an employee to be eligible for **unpaid** Paternity Leave. However, they should have or expect to have responsibility for the child's upbringing.

Additionally, the employee must be either the biological second parent of the child, or the birth parent's spouse or partner.

The biological father/parent of the child, or the birth parent's spouse or partner if the employee joins the University before the baby is born but after the qualifying period, they will not be eligible for Ordinary Paternity Leave or Pay unless their previous employer is a member institution of the University of London.

4. Roles and Responsibilities

Employees

- In order to access the benefits outlined in this policy, employees must meet the formal eligibility requirements including the various notification procedures.
- Notify HR and line manager of paternity leave date and submit leave request.
- Engage and communicate with managers as requested
- Complete the HMRC ordinary paternity leave [form](#)
- Complete the Paternity Leave form and submit to HR.
- Provide evidence of pregnancy through MAT B1 and/or birth of child through a copy of the birth certificate to HR.
- Complete the appropriate paperwork for adoption (UK and overseas) and return to HR.
- Discuss initial request and arrangements for contact during paternity leave with line manager.
- Notify HR and line manager if there is a need to vary the Paternity Leave date(s) and complete the Paternity Variation to Dates form.

Line Managers

- Manage all cases in a timely and supportive manner.
- Discuss and agree arrangements for contact during paternity leave with employee

Human Resources

- Manage all cases in a timely and supportive manner.
- Process paternity leave requests.
- Respond to employee written notifications of paternity leave plans

5. Period of Paternity Leave

An employee who meets the above criteria is entitled to take up to 2 weeks leave (based on their normal working week). An employee may take either one or two full weeks of paternity leave, or the same amount of days that they will normally work in a week.

The employee may choose to start their Paternity Leave on any day of the week, but it must be taken between the date of the birth/adoption and 56 days thereafter.

Employees can only take one period of leave even if more than one baby is born as the result of the pregnancy.

Process

6. Notification of Intention to take Leave

Employees wishing to take Paternity Leave should notify their manager and local HR Team by either:

- the 15th week before the baby is expected
or
- within seven days of the Adopter being notified by the Adoption Agency that they have been matched with a child (Adoption)

The employee must complete the HMRC ordinary Paternity Leave and OPL1 forms and indicate the intended start date and confirm either:

- the date the baby is due
or
- the date the child is expected to be placed (Adoption)

Forms should then be submitted to HR. Following the birth of the baby/placement of the child, HR should be informed of the actual paternity leave dates.

7. Stillborn birth or death of a child following birth

A qualifying employee will still be entitled to paid Paternity Leave if their baby is still-born after 24 weeks of pregnancy. If the baby is born alive at any point in the pregnancy but dies later, the employee will be entitled to paid Paternity Leave in the usual way.

The University's Employee Wellbeing Programme can be found [here](#).

8. Time off to attend Antenatal Appointments

The right to reasonable **unpaid** time off to attend antenatal appointments is available to employees.

Partners of pregnant staff have a right to take unpaid time off during working hours to accompany them up to two antenatal appointments made on the advice of a medical

practitioner. A partner is considered someone who will have joint responsibility for the care of the child/children once born.

The partner may be requested to provide evidence of any appointments to their line manager. Where possible, appointments should be made at times, which cause minimal disruption to the working day.

9. Shared Parental Leave and Pay

Spouses/partners wishing to take more time off to care for their child in the first year after its birth/placement may be eligible to take Shared Parental Leave. This enables a birth parent/lead adopter to curtail their Maternity/Adoption leave and to share any remaining leave and pay entitlement with their partner. Full details of the Shared Parental Leave Policy can be found at [here](#).

10 Linked Policies

Details on other family friendly policies can be found on the HR webpages, including:

- Maternity Leave and Pay
- Adoption and Surrogacy
- Paternity
- Shared Parental
- Bereavement

Policy Schedule	
Policy Title	
Policy Owner	
Policy Lead Contact	
Consultation with University Unions	
Approving Body	
Date of Approval	
Review Interval	