

Paternity Leave	2 weeks. To be taken as a single block, or as 2 separate single weeks.	Paid	<p>The Expected Date of Childbirth (EDC) of the child must be expected to be on, take place on or after the 6<sup>th</sup> of April 2003.</p> <p>In order to qualify for this provision:</p> <ul style="list-style-type: none"> <li>• The employee must have 26 weeks continuous service at the 15<sup>th</sup> week prior to the Expected Week of Childbirth (EWC)/placement and continue in employment up until the child's date of birth/placement.</li> <li>• The employee must be the biological father, and/or husband or partner (male or female) of the mother.</li> <li>• The employee must be the partner of an individual who has adopted a child.</li> <li>• If the employee is a member of a couple, both employed by the Service, who have jointly adopted a child – the partner not taking Adoption Leave is entitled to Paternity Leave.</li> </ul> <p>Leave must be taken within 8 weeks of the birth/placement of the child, or the Sunday of the Expected Week of Childbirth (EWC), whichever is later.</p> <p>Requests must be made to the Line Manager by the 15<sup>th</sup> week prior to the Expected Week of Childbirth (EWC), or within 7 days of notification of the placement of a child.</p> <p>A Paternity Leave Handbook can be found in the appendices. Employees should be request a copy from the Personnel Department. This handbook contains further information on Paternity Leave and an Application Form for Paternity Leave, which must be completed.</p>
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# **PATERNITY LEAVE**

The following rights to Paternity Leave arise from The Employment Act 2002. Please note that they are only applicable to employees' whose child is expected to be born, or is born on or after the 6<sup>th</sup> of April 2003.

### **AM I ENTITLED TO PATERNITY LEAVE?**

You are entitled to Paternity Leave in order to care for your baby or to support the mother of your baby if you meet the following criteria:-

- Are the biological father and/or the husband of the mother.
- Are the partner of the mother (please note that a partner is defined as an individual, either male or female, who resides with the mother in a family relationship. However, this does not include a blood relative).
- Have 26 weeks continuous service at the 15<sup>th</sup> week prior to the Expected Week of Childbirth (EWC) and continue in employment up until the child's date of birth.
- Are the partner of an individual who has adopted a child.
- Are a member of a couple, both employed by the Service, who have adopted a child. The partner who does not take Adoption Leave (see Adoption and Fostering Policy) is entitled to Paternity Leave.

### **WHAT DURATION OF PATERNITY LEAVE AM I ENTITLED TO AND IN WHAT FORMAT CAN IT BE TAKEN?**

Employees who meet any of the above criteria are entitled to two weeks Paternity Leave on full pay. This must be taken either as a block of two weeks, or as two separate single weeks. It is not feasible to take odd days of Paternity Leave.

Please note that the same amount of entitlement applies even if more than one child is born as the result of the same pregnancy.

### **WHEN CAN I TAKE PATERNITY LEAVE?**

Paternity Leave must be taken within 8 weeks of the child's birth or placement of a child. In circumstances where the child is born prematurely, Paternity Leave must be taken between the actual date of birth and 8 weeks from the first day (the Sunday) of the Expected Week of Childbirth (EWC).

### **HOW DO I APPLY FOR PATERNITY LEAVE?**

Any employee who wishes to take Paternity Leave must notify their Line Manager by the 15<sup>th</sup> week prior to the Expected Week of Childbirth (EWC) of the following details:

- The date of the Expected Week of Childbirth (EWC).
- How you want to take the Paternity Leave ie. in a single block of two separate weeks, or as two separate single weeks.

- The date(s) on which you wish your Paternity Leave to commence. Please note that it is possible to change the original dates. However, in order to do this, 28 days written notice must be given to your Line Manager, where reasonably practicable.
- Your Line Manager should be advised of the child's date of birth as soon as is practicably possible.

The above information should be forwarded to your Line Manager in the Application for Paternity Leave form which can be found at the back of this handbook.

Upon receipt of your Application for Paternity Leave your Line Manager will write to you to confirm the date(s) you have requested. However, it may be the case that due to other conflicting operational demands on the date(s) chosen the specific date(s) requested may not be suitable. In this instance your Line Manager will contact you in order to arrange mutually agreeable alternative date(s).

### **WHAT ARE MY RIGHTS DURING AND UPON RETURNING FROM PATERNITY LEAVE?**

Throughout your period of Paternity Leave you are entitled to Service Terms and Conditions of Employment as per normal. You are also entitled to return to the job you were doing prior to Paternity Leave.

Any questions regarding Paternity Leave should be discussed with your Line Manager or the Personnel Department (tel: 0131 446 7050).

## **APPLICATION FOR PATERNITY LEAVE**

Prior to applying for Paternity Leave, I can confirm that I expect to have responsibility for the child's upbringing and that I am the child's biological/adoptive father and/or husband or partner of the child's mother. I intend the period of Paternity Leave/Pay to be used in order to care for my child or support the mother of my child.

Signed:

Date:

Print name:

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I can confirm that the Expected Week of Childbirth (EWC)/Placement Date of my child is \_\_\_\_\_.

I wish to apply to take:-

- a) 2 weeks Paternity Leave/Pay in one block commencing on \_\_\_\_\_.
- b) 2 separate single weeks. The first week commencing on \_\_\_\_\_ and the second week commencing on \_\_\_\_\_.

I confirm that should I wish to amend the above stated date(s) I will give my Line Manager 28 days written notice, where this is reasonably practicable.

Signed:

Date:

Line Manager's Signature:

Date:

Line Manager – please print name:

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### **FOR LINE MANAGER'S USE**

Child's date of birth/placement \_\_\_\_\_.

**Please forward copy to Personnel Department**