

**QUEEN'S UNIVERSITY BELFAST**  
**PATERNITY LEAVE PROCEDURE**



**Introduction**

Queen's University is an equal opportunity employer committed to supporting the work life balance of its employees and as such has enhanced the statutory paternity leave and pay provision to offer eligible employees 3 weeks leave with full pay.

Paternity leave gives eligible members of staff, following the birth of a child or the matching and placement of a child for adoption, the statutory right to leave to care for the child or support the mother.

All eligible employees are entitled to Queen's enhanced paternity leave and pay provision provided that they follow the appropriate notification procedure.

<b>Statutory Paternity Leave and Pay Entitlement</b>	<b>Queen's Enhanced Paternity Leave and Pay Provision</b>
2 weeks leave	3 weeks leave
Leave to be taken in a block within 56 days of the birth of the child	2 of the 3 weeks leave to be taken in a block within 56 days of the birth of the child. The other week can be taken within 4 months of the birth, in a block or as individual days
Weeks 1 - 2, Statutory Paternity Pay (SSP)	Weeks 1 – 3, full pay
Must have worked continuously for employer for 26 weeks leading into the 15 <sup>th</sup> week before the child is due to be born	Must have worked continuously for employer for 26 weeks leading into the 15 <sup>th</sup> week before the child is due to be born

Only one period of paid paternity leave is available irrespective of whether more than one child is born as the result of the same pregnancy or whether more than one child is placed for adoption in the same placement.

## 1. Paternity Leave and Pay

1.1 Paternity leave is available to a member of staff who:

- has worked continuously for the University for 26 weeks leading into the 15<sup>th</sup> week before the child is due; or the end of the week of being notified of having been matched with a child for adoption within the UK; or the date the child enters the UK for the purpose of adoption (adopting from overseas).
- has or is expected to have responsibility for the child's upbringing; and
- is the biological father of the child or the mother's husband or partner<sup>1</sup>; or
- is the adopter's spouse or partner

1.2 Members of staff who meet the eligibility criteria as set out in paragraph 1.1 above are entitled to 15 working days (pro rata) fully paid paternity leave, comprising of 10 days statutory leave and 5 days University enhanced leave.

## 2. Notice of intention to take Paternity Leave

### Birth of a child

2.1 The member of staff must inform the HR Hub and their Head of School / Department / Unit of their intention to take paternity leave no later than the end of the 15<sup>th</sup> week before the expected week of childbirth (unless this is not reasonably practical) and provide the following information, in writing:

- the week the child is expected to be born;
- when they want their paternity leave to start; and
- how they wish to take the leave.

### Placement of a child for adoption

2.2 Where a member of staff is taking paternity leave as a result of adopting a child they must inform the HR Hub and their Head of School / Department / Unit of the intention within seven days of being notified by the adoption agency that they have been matched with a child for adoption (unless this is not reasonably practical) and provide the following information, in writing:

- the expected date that the child will be placed;
- when he wishes the paternity leave to start; and
- how he wishes to take the leave.

2.3 The above information should be recorded on the appropriate Paternity Leave Form and sent to the HR Hub.

2.4 Paid paternity leave can only be authorised when People and Culture have received the Paternity Leave Form.

2.5 If the adoption placement ends after an employee has commenced Paternity Leave, the member of staff will be entitled to the rest of their paternity leave. Where such circumstances occur, only statutory Paternity leave will apply.

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<sup>1</sup> 'Partner' may include a female partner in a same sex couple.

### **3. Commencement and duration of Paternity Leave**

- 3.1 Paternity leave can begin from:
- the date of the child's birth; or
  - in the case of a child placed for adoption, the date of the child's placement.
- 3.2 The member of staff must take the 10 days statutory paternity leave as two consecutive weeks within 56 calendar days of the actual date of birth or date of placement of the child or if the child is born early, within the period from the actual date of birth up to 56 calendar days after the expected date of birth.
- 3.3 If a member of staff wishes to take less than 10 days statutory paternity leave he must only take 5 days as an individual week.
- 3.4 The member of staff must take the enhanced 5 days paternity leave within 4 months of the actual date of birth or date of placement of the child; and may take these 5 days either:
- as an individual week; or
  - in a manner different from the above that suits the member of staff in consultation with his Head of School/ Department/Unit.

#### **Change of date for commencement of Paternity Leave**

- 3.5 The member of staff may change his mind about the date on which he wants his ordinary paternity leave to start by informing People and Culture and their Head of School/Department/Unit, in writing. The change of date to the commencement of his paternity leave must be recorded on a Paternity Leave Form and given at least 28 days in advance (unless this is not reasonably practicable to do so).

### **4. Annual Leave**

- 4.1 A member of staff accrues contractual annual leave entitlement while on ordinary paternity leave.
- 4.2 A member of staff is expected, where possible, to take their full annual leave entitlement in a particular leave year. However should this not be possible due to paternity leave arrangements, or exceptional circumstances, they will be able to carry over up to the full complement of leave (42 days) to the next leave year, the scheduling of which must be taken by agreement with the Head of School/Department/Unit.

### **5. Pension**

- 5.1 Pensionable service will continue to accrue as normal as long as the member of staff is receiving salary or statutory paternity pay.

## **6. Return to Work**

- 6.1 A member of staff is entitled to return from paternity leave to the job in which they were employed before their absence under the original contract of employment and on terms and conditions not less favourable than those which they would have received had they not been absent.

## **7. If you lose your baby**

- 7.1 Paternity leave and Pay are still applicable if the baby is stillborn from 24 weeks of pregnancy or born alive at any point during the pregnancy.

## **8. Other Work Life Balance Leave**

Please see also the University's procedures in relation to:

- Adoptive Leave
- Career Break
- Dependant Leave
- Flexible Working
- Maternity Leave
- Parental Leave
- Shared Parental leave

Further information on these policies can be accessed through the web at the following address:

<http://www.gub.ac.uk/directorates/HumanResources/annual-family-other-leave/work-life-balance-policies/>

**If you have queries regarding any of the above please contact the HR Hub, extension 3000 or e-mail [hrrhub@gub.ac.uk](mailto:hrrhub@gub.ac.uk)**