



University
of Glasgow

Paternity Leave Policy



Paternity Leave Policy

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1. Introduction

- 1.1 The University is committed to supporting colleagues to understand the choices available to them when planning for the birth or adoption of a child. Families now have additional options open to them with regards to managing time off during the first year after their child’s birth or adoption and this policy should be read in conjunction with the University’s policies on [Maternity Leave](#) or [Adoption Leave](#) as well as [Shared Parental Leave](#) to ensure that colleagues are fully aware of all of the options available to them and their family. The [University Nursery](#) also provides childcare at subsidised rates depending on eligibility and availability.
- 1.2 The University provides an Enhanced Paternity Leave Scheme, which exceeds the statutory provision by providing for two weeks on full pay.
- 1.3 This policy sets out the entitlement and associated processes that apply to paternity leave and pay. Whilst known as ‘Paternity Leave’, this policy equally applies to same sex partners.
- 1.4 **The following definitions are used within this policy:**

<u>Expected Week of Childbirth (EWOC)</u>	The week, beginning with midnight between Saturday and Sunday, in which it is expected that childbirth will occur.
<u>Qualifying Week</u>	The 15th week before the EWOC. This is used for statutory pay calculation purposes, although the University offers Enhanced Paternity Pay (see below) by ‘topping up’ statutory pay.
<u>Matching Week</u>	The week commencing the Sunday on or immediately prior to the date on which the adopter was told that they have been told by the adoption agency that they have been matched with a child for adoption.
<u>Ordinary Paternity Leave (OPL)</u> <u>*referred to as ‘Paternity Leave’</u>	Two weeks of leave to which employees are entitled following a birth or adoption, providing they have complied with the notification requirements set out below. Whilst using this leave, employees will continue to receive all relevant terms and conditions of employment.
<u>Enhanced Paternity Pay (EPP)</u>	This is an enhanced rate paid by the University as an additional benefit to eligible employees, to allow them to receive full pay during Ordinary Paternity Leave.

<u>Shared Parental Leave</u>	An alternative or supplementary option to maternity or adoption leave, which allows a proportion of maternity or adoption leave to be converted and shared with a partner (if eligible). Details are available in the University's Shared Parental Leave Policy.
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1.5 The provisions of this policy apply irrespective of contract type. Any questions or concerns regarding eligibility should be directed to the relevant [College/University Services People & OD Team](#).

2. Antenatal/Adoption Appointments

2.1 Expectant fathers or partners of pregnant individuals/main adopters have a right to take unpaid time off during working hours to accompany them to up to two antenatal appointments made on the advice of a Medical Practitioner, or to two adoption appointments.

The right is available to:

- the father or partner of the pregnant individuals' expected child
- the spouse or partner of the pregnant individual or main adopter

2.2 The expectant father or partner may be requested to provide evidence of any appointments to their line manager by declaring the following:

- The date and time of the appointment;
- That they qualify for the time off through their relationship to the mother or child;
- That the time off is for the purpose of attending an appropriate appointment with the expectant mother or main adopter

Where possible, appointments should be made at times which cause minimal disruption to the working day.

Managers should try to allow for a degree of flexibility (e.g. allowing an individual paid time off to attend an appointment on the basis that the time will be worked back), if possible, where an individual wishes to attend an appropriate appointment but does not wish to take unpaid leave.

3. Paternity Leave & Pay Entitlement

Paternity Leave

3.1 Eligible individuals can take up to two weeks of Paternity Leave any time in the 52 weeks after the birth or adoption of their child. This can be taken in one block of two weeks, or two separate one-week blocks.

Paternity Pay

3.2 The University offers Enhanced Paternity Pay which exceeds the statutory provision by providing full pay during the two weeks of Paternity Leave.

3.3 Colleagues with variable hours will have their Enhanced Paternity Pay calculated based on average earnings over the 12 months preceding the Qualifying Week, if no clear or established hours are scheduled over the paternity pay period.

3.4 In order to be eligible for Paternity Leave, an individual must:

Have, or expect to have, responsibility for the child's upbringing (born or adopted), and must be making the request for leave to care for the child and/or to support the mother or carer of the baby or child.
Be the biological father of the child; the mother's husband, civil partner or partner; or the adopter's spouse or partner.
Comply with the notification process set out in Section 4.

3.5 Where an individual is a parent in a surrogacy arrangement who is entitled to and intends to apply for a Parental Order, they will be able to take paternity leave (or shared parental Leave) providing they meet the normal qualifying conditions.

3.6 In order to be eligible for Enhanced Paternity Pay, colleagues must simply be working at the University at the Expected Week of Childbirth (EWOC).

4. Notification Process

4.1 It is recognised that the timing of Paternity Leave cannot always be fully predicted. Colleagues should therefore give as much notice as possible to their manager of the likely or actual dates to be taken.

4.2 Paternity Leave should be requested through [Employee Self Service](#), giving at least 28 day's notice wherever possible (subject to para 4.1) or, in the case of the adoption of a child, within 7 days of having been notified by the adoption agency of the match with a child. When requesting the leave, the employee will be required to specify the expected week of childbirth or the date the child is expected to be placed for adoption, together with the date that the adopter was notified of having been matched with a child;

4.3 When requesting the leave, colleagues will also be asked to declare that the absence from work is to care for the relevant child and/or to support the child's mother/main adopter.

5. Commencement of Paternity Leave

5.1 Eligible individuals may use their paternity leave any time from the date of the birth/placement of their child (subject to compliance with the notification procedures), up to 52 weeks afterwards.

6. Shared Parental Leave (SPL)

6.1 Eligible parents can convert maternity or adoption leave into Shared Parental Leave which can then be shared between both parents as they wish in order to share the care of their child during the first year. Full details can be found in the University's [Shared Parental Leave Policy](#).

7. Additional Information

7.1 Paternity leave and pay covers both single and multiple births and, with regard to adoption, the placement of one child or more. Entitlement to leave and pay will, therefore, remain the same irrespective of the number of children born as a result of the same pregnancy or placed for adoption as part of the same arrangement.

7.2 During periods of ordinary paternity leave, colleagues are entitled to all relevant terms and conditions of employment which would have applied had they not been absent.

7.3 Any period of paternity leave does not affect continuous service with the University.

7.4 Pension rights and contributions shall be managed in accordance with the provisions of the relevant superannuation scheme, providing that these provisions do not conflict with any statutory requirements that may apply at the time.

7.5 Paternity leave does not impact on an individual's ability to progress through the normal annual increments on the University's salary scale in accordance with their terms and conditions of employment.

8. Other Provisions

8.1 Colleagues will remain eligible for paternity leave (and/or pay) if their baby is stillborn after the start of the 24th week of pregnancy, or if their baby dies after being born. In such

circumstances however, unused maternity leave cannot be converted into Shared Parental Leave (as per Section 6).

8.2 This policy will be regularly reviewed by the University and may be amended at any time following appropriate consultation.

9. Further Information

For further advice and information on this policy, please contact your [College/University Services HR team](#).

The following links may also be helpful:

[Shared Parental Leave Policy](#)

[Maternity Leave Policy](#)

[Adoption Leave Policy](#)

[Parental Leave Policy](#)

[Emergency Time Off to Care for Dependants](#)

[University of Glasgow Childcare Voucher Scheme](#)

<http://www.gla.ac.uk/services/finance/staff/pay/Childcarevouchers.htm>

[University Nursery](#)

[Maternity Cost Calculator](#)

Further information on maternity allowance and benefits can be viewed on the Direct Gov website at: [Benefits for Families](#)

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