



Paternity Scheme – Support Staff

Based on Liverpool City Council Schools' HR Paternity Scheme – Support Staff (Version 3.0, May 2026)

1. Paternity Scheme – Support Staff

1.1 Paternity Leave is a scheme that allows employees to take time off work after becoming a parent or becoming an adoptive parent, where eligible.

1.2 Paternity Leave is a day-one right of employment, allowing an employee to give notice of their intention to take paternity leave from the first day of their employment.

1.3 In order to be granted Paternity Leave, the employee must be the:

- biological father of the child;
- mother's husband or partner, including same-sex relationships;
- child's adopter; or
- husband or partner, including same-sex relationships, of the child's adopter.

1.4 Entitlement to pay and leave is dependent on length of continuous service and is based on the following:

Continuous Service	Occupational Paternity Pay	Statutory Paternity Pay
Less than 26 weeks at the qualifying week	Nil	Nil
More than 26 weeks but less than 1 year at the qualifying week, insufficient NI contributions	Nil	Nil
More than 26 weeks at the qualifying week but less than 1 year, sufficient NI contributions	Nil	2 weeks
One year or more at 11 weeks before EWC, insufficient NI contributions	2 weeks	Nil
One year or more at 11 weeks before EWC, sufficient NI contributions	2 weeks	Nil

2. Statutory Paternity Leave and Pay (SPP)

2.1 Employees can choose to take either one or two weeks' leave. Employees receive the same amount of leave where their partner has a multiple birth, such as twins.

The two weeks' leave can be taken as either:

- two consecutive weeks; or
- two separate blocks of one week each.

A week is the same number of days that the employee normally works in a week.

2.2 Paternity Leave must be taken within 52 weeks of the birth or placement for adoption.

2.3 Statutory Paternity Pay (SPP) is a government scheme under which employers are responsible for making payments to eligible employees. SPP is paid at the National SPP rate or 90% of average weekly earnings, whichever is lower.

2.4 To qualify for SPP, the employee must:

- have continuous service of at least 26 consecutive weeks up to and including the 15th week before the week in which the baby is due;
- continue to work into the 15th week (the Qualifying Week) before the Expected Week of Childbirth, for at least one day;
- have average weekly earnings during the relevant period that exceed the lower earnings limit for payment of National Insurance contributions; and
- give at least 28 days' notice to Abbot's Lea School of their intention to stop working.

3. Occupational Paternity Leave and Pay (OPP)

3.1 Occupational Paternity Pay is provided under the Liverpool City Council scheme and pays two weeks at 9/10ths of the employee's average salary.

3.2 To qualify for Occupational Paternity Pay, the employee must:

- have at least one year's continuous service at the 11th week before the baby is due;
- continue to work up to the 11th week prior to the week in which the baby is due; and
- give Abbot's Lea School at least 28 days' notice of the date on which the employee intends to stop working.

3.3 The employee must apply for Paternity Leave at least 28 days before the leave is due to commence by completing the Request for Paternity Leave Application Form and providing this together with the appropriate statutory form (SC3, SC4 or SC5, where applicable).

3.4 Paternity Leave can commence up to eight weeks following the date of confinement.

3.5 The employee's length of continuous service will determine entitlement to Occupational Paternity Pay (OPP) and/or Statutory Paternity Pay (SPP).

Antenatal appointments

3.6 Employees are allowed unpaid time off to attend up to two antenatal appointments with the child's mother. Any unpaid leave is subject to management approval.

A request for time off to attend an antenatal appointment must be supported by a written declaration detailing:

- the time and date of the appointment;
- the nature of the relationship between the employee and the expectant mother; and

- whether the appointment has been recommended by a medical professional.

3.7 An employee can accompany a pregnant woman to two antenatal appointments if they are:

- the baby's father;
- the expectant mother's spouse or civil partner;
- in a long-term relationship with the expectant mother; or
- the intended parent, where they are having a baby through a surrogacy arrangement.

Shared Parental Leave

3.8 The employee may be eligible to take Shared Parental Leave where their partner chooses to curtail their maternity leave and opts to take Shared Parental Leave.

4. Application and Approval Process

Employees wishing to take Paternity Leave should complete the Request for Paternity Leave Application Form and submit it to the HR Manager at least 28 days before the proposed start of Paternity Leave.

The HR Manager will:

- review and authorise the application;
- confirm the arrangements with the employee;
- notify the Payroll Service of the approved Paternity Leave; and
- ensure an electronic copy is retained on the employee's personnel file in accordance with the school's Data Retention Policy.

Where an employee is unsure about their entitlement or the notice requirements, they should speak to the HR Manager as soon as possible.

Request for Paternity Leave Application Form

1. To be completed by the employee

Please complete this form at least 28 days before Paternity Leave is due to commence.

Surname: _____

First Name: _____

Payroll/Employee Number: _____

Job Title: _____

Grade: _____

Contact Details

Email Address: _____

Contact Telephone Number: _____

Details of Leave

Paternity Leave can be taken as one or two weeks, either as two consecutive weeks or as two separate blocks of one week each.

Date the baby is due: _____

Paternity Leave start date: _____

Number of weeks requested: _____

If taking one week's leave initially, a further application should be submitted for the second week when the date is known.

NB: All Paternity Leave must be taken within 52 weeks of the birth or placement for adoption.
Supporting documentation

- ☐ Form SC3 – Becoming a Parent attached
- ☐ Form SC4 – Becoming an Adoptive Parent attached
- ☐ Form SC5 – where applicable

In accordance with statutory requirements, payment cannot be processed until the appropriate statutory form has been received by the Payroll & Pensions Service.

Employee name: _____

Signature: _____

Date: _____

2. To be authorised by the HR Manager

Name: _____

Email Address: _____

Signature: _____

Date: _____

3. Following authorisation

Once the Request for Paternity Leave Application Form has been completed and authorised, the HR Manager will:

- send confirmation to the employee;
- inform the Payroll Service, who will process the Paternity Leave and pay arrangements; and
- place an electronic copy on the employee's personnel file, which will be retained in accordance with the school's Data Retention Policy.