



Paternity Leave Policy – Teachers

Applies to: Teachers employed by Abbot's Lea School

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1. Paternity Scheme – Teachers

1.1

Paternity Leave is a scheme that allows employees to take time off from work after becoming a parent or becoming an adoptive parent, if 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;
- the mother's husband or partner, including same-sex relationships;
- the child's adopter; or
- the 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 based on:

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's service and insufficient NI contributions	Nil	Nil
More than 26 weeks but less than 1 year's service and sufficient NI contributions	Nil	2 weeks
More than 1 year's service at 11 weeks before the expected week of confinement	1 week	1 week

2. Statutory Paternity Leave and Pay (SPP)

2.1

Employees can choose to take either 1 or 2 weeks' leave. Employees get the same amount of leave if their partner has a multiple birth, such as twins.

The two weeks' leave can be taken as either:

- 2 consecutive weeks; or
- 2 separate blocks of 1 week each.

A week is the same amount 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 (Qualifying Week) before the expected week of confinement, for at least one day;
- have average weekly earnings at the Qualifying Week, calculated over an 8-week period, that exceed the lower earnings limit for payment of National Insurance contributions; and
- give at least 28 days' notice to the school of their intention to stop working.

3.Occupational Paternity Leave and Pay (OPP)

3.1

Occupational Paternity Pay is the applicable occupational scheme and includes:

- one week at full pay; plus
- one week at the SPP rate or 90% of salary, whichever is lower.

3.2

To qualify for Occupational Paternity Pay, the employee must:

- have at least 1 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 the 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 prior to the leave commencing by completing the Paternity Leave Application Form and providing the appropriate statutory form, as applicable:

- Form SC3 – Becoming a Parent;
- Form SC4 – Becoming an Adoptive Parent; or
- Form 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 payments of Occupational Paternity Pay (OPP) and/or Statutory Paternity Pay (SPP).

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 approval by the HR Manager.

Any 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, if they are having a baby through a surrogacy arrangement.

3.8

The employee may be eligible to take Shared Parental Leave in the event that their partner chooses to curtail Maternity Leave and opts to take Shared Parental Leave.

Please refer to the school's Shared Parental Leave Policy for further information.

4. Paternity Leave Application Form

Request for Paternity Leave Application Form

To be completed by the employee at least 28 days prior to Paternity Leave commencing.

Employee Details

Surname: _____

First Name: _____

Job Title: _____

Grade: _____

Email Address: _____

Contact Telephone Number: _____

Details of Leave

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

Date the baby is due: _____

Paternity Leave Start Date: _____

First week of Paternity Leave: _____

Second week of Paternity Leave: _____

If taking one week's leave initially, a second request form should be completed for the second week when the date is known.

Please note: All Paternity Leave must be taken within 52 weeks of the birth date or placement for adoption.

Statutory Form

Form SC3 – Becoming a Parent attached: ☐

Form SC4 – Becoming an Adoptive Parent attached: ☐

Form SC5 attached, where applicable: ☐

In accordance with statutory regulations, payment cannot be processed until the required statutory documentation has been received by the school's Payroll provider.

Employee Declaration

I confirm that the information provided in this application is correct and that I have read and understood the Abbot's Lea School Paternity Leave Policy – Teachers.

Name: _____

Signature: _____

Date: _____

HR Manager Authorisation

HR Manager's Name: _____

Email Address: _____

Date: _____

Signature: _____

School / Payroll Use

Date application received: _____

Paternity Leave start date confirmed: _____

Paternity Leave end date confirmed: _____

Payroll provider notified: ☐

Date submitted to Payroll: _____

OPP/SPP entitlement confirmed: ☐

Payroll confirmation received: ☐

Administration

The completed Paternity Leave Application Form should be returned to the HR Manager, who will:

- send confirmation to the employee that the application has been received;
- process the request through the school's Payroll service;
- place an electronic copy on the employee's personnel file; and
- retain the record in accordance with the school's Data Protection and Data Retention requirements.