

Paternity Leave Policy & Procedure

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1. Introduction

This Policy sets out the arrangement for Paternity Leave for BSA members of staff. Blackpool Skills Academy recognizes that more and more men are wanting to be involved in supporting their partner around the time of their child's birth or, in the case of adoption, the child's placement. Paternity leave gives employees the opportunity both to spend time with their partner and to get to know their new child.

Employees who meet certain qualifying conditions have a statutory right to take one or two weeks paid paternity leave on the birth or adoption of a child for whom they have or expect to have responsibility. Both opposite sex and same- sex partners may be eligible.

2. Scope

This policy is applicable to all eligible members of staff including same-sex partners, regardless of sexual orientation and gender identify.

3. Roles and Responsibilities

The member of staff is responsible for applying for paternity leave as set out in this policy, providing the relevant documentation to their manager and Head of Centre.

The Manager/Head of Centre is responsible for liaising with the member of staff in relation to their period of leave, and where necessary arranging cover for the role.

4. Eligibility

To qualify for Paternity leave a member of staff must:

- Have, or expect to have, responsibility for the upbringing of the child.
- Be the father of the child or be the spouse, partner, or civil partner of the child's mother, or in the case of adoption, be an adoptive parent or the adopter's spouse or partner.
- Have worked continuously for BSA for 26 weeks by the end of the 15th week before the week in which the child is expected, or in the case of adoption, before the week in which the adopter is formally notified of being matched with a child from the UK or received official notification if the child is overseas.

5. Amount of Paternity Leave and Pay

Eligible staff may take up to two weeks' leave on full pay which will include statutory Paternity pay when applicable. Leave must be taken in one block. It can start any day of the week on or following the child's birth/placement but must be completed:

- Within 8 weeks of the actual date of birth.
- If the child is born early, within the period from the actual date of birth and up to 8 weeks after the expected week of birth.
- In case of adoption, leave must be completed within 8 weeks of the child's placement (whether this is earlier or later than expected), or within 8 weeks of a child from overseas entering Great Britain.

Paternity leave is granted in addition to the normal annual holiday entitlement. Paternity leave must be taken before the start of any shared parental leave, or the entitlement to paternity leave will be lost.

In the event of a premature birth (usually defined as a baby born more than three weeks before the EWC) the member of staff will be entitled to take an additional two-week unpaid leave, also to be taken with 56 days of the birth.

6. Shared Parental Leave

Staff wishing to take more time off to care for their child may also be eligible for Shared Parental Leave (SPL). This enables a mother/primary adopter to opt to end maternity/paternity leave early and to share the remaining leave and pay entitlement with the child's father or their partner. They may decide to be off work at the same time and/or take it in turns to have periods of leave to look after their child.

7. How to apply for Paternity Leave

Staff must complete the PL1 form 'Notice of intention to take paternity leave' and send copies to their manager and the Head of Centre by the end of the 15th week before the week in which the baby is expected.

In the case of adoption from within the UK, staff must complete for PL(A)1 'Notice of intention to take paternity leave for adoption' and send copies to the manager or the Head of Centre within 7 days of the adopter being notified by their adoption agency that they have been matched with a child.

8. Ante-natal/ Pre-adoption appointments

The father or partner of a pregnant women has a right to unpaid time off to accompany the mother to two antenatal appointments. The appointments (Such as scans, tests, or routine check-ups) must be on the advice of a registered medical practitioner.

The main adopter's partner (where they are adopting the child jointly with the main adopter) has a right to unpaid time off for up to two adoption appointments, where these are arranged by, or at the request of, the adoption agency for the purpose of having contact with the child or for any other purpose connected with the adoption.

The member of staff must produce documentation giving details of the appointment date and time and discuss their request with their manager.