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| PCC LOGO | Paternity Leave and Pay Policy |

Document Overview

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| **Purpose** | The purpose of this policy is inform you of your entitlement to Paternity leave and pay. This policy applies to all staff with a contract of employment. |
| **Confidentiality** | This document is not confidential. |
| **Document owner** |  |
| **Status note** | Draft/Final |
| **Distribution** | All PCC staff. |
| **Required action** |  |
| **Proposed next step** |  |

Version History

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| **Version** | **Date** | **Status Note** |
| 1 | 05.06.2023 | HR Template |
| 1.1 | 06.02.2024 | Amends to section 2 due to law changes from 06.04.2024 |
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1. Eligibility
	1. Paternity leave is available on the birth of a child if you have been continuously employed by us for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth and either:
		1. You are the biological father and will have some responsibility for the child's upbringing; or
		2. You are the husband, civil partner or cohabiting partner of the biological mother and will have the main responsibility (with the mother) for the child's upbringing.
	2. Paternity leave is available where a child is placed with you for adoption by an adoption agency. In such cases you may be entitled to take adoption leave instead (see our Adoption Policy). However, adoption leave may only be taken by one adoptive parent. Paternity leave is available to the other adoptive parent (of either sex).
2. Leave
	1. Subject to satisfying the eligibility criteria above, you are entitled to choose to take either one week or two weeks' Paternity Leave (not odd days) if you:
		1. Have been continuously employed for at least 26 weeks by the 15th week before the Expected Week of Childbirth (EWC) or by the week in which an Approved Adoption Agency matches you with a child;
		2. Have given 28 days notice of your intention to take each period of leave (If you are taking 2 separate periods) specifying the EWC, length of period you have chosen to take and the dates you have chosen the leave to begin; and
		3. Take the leave within 52 weeks after the birth (or the date on which the child is placed for adoption) or if the child is born early, within a period from the actual date of birth up to 56 days after the first day of the expected week of birth.
		4. You must give 28 days notice to vary the dates of leave which you have already requested.
3. Pay
	1. PCC NAME has agreed that paternity leave will be paid at full pay. However, you must notify the administrator and submit a completed Form SC3 so that the Diocese can claim the statutory element from the government.

The above information is given for guidance purposes only and confers no extra rights to you beyond those provided by statute. In the event that the statutory scheme is amended then the statutory scheme takes precedence over the content of this Handbook.

1. Time off for accompanying a pregnant woman to antenatal appointments
	1. You may take time off to accompany a pregnant woman to an antenatal appointment if you have a "qualifying relationship" with the woman or the child. This means that either:
		1. you are the baby's father;
		2. you are the pregnant woman's spouse, civil partner or cohabiting partner or are living with her in an enduring family relationship and she is not your sister, mother, grandmother, aunt or niece; or
		3. you are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.
	2. Please give us as much notice of the appointment as possible. You must provide us with a signed statement providing the date and time of the appointment and confirming**:**
		1. that you meet one of the eligibility criteria in paragraph 4.1;
		2. that the purpose of the time off is to accompany the pregnant woman to an antenatal appointment; and
		3. that the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse;
		4. whether you have previously taken time off to accompany the same pregnant woman to an antenatal appointment in relation to the same pregnancy and, if so, the date of each occasion that you took such time off.
	3. You may take time off to accompany a pregnant woman to up to two antenatal appointments in relation to each pregnancy.
	4. You must not take more than six and a half hours off for each appointment, including travel and waiting time.
	5. Time off to attend these appointments is unpaid.
	6. If you wish to take time off to attend further antenatal appointments, you should request annual leave.