



Paternity/Partner Leave Policy

The University is fully committed to helping working parents to balance the needs of work and family life and appreciates the importance of providing greater choice for parents in how they arrange parental care during the first year of a child's life or following their adoption.

This policy is in addition to leave in respect of maternity and adoption (including eligible surrogacy arrangements subject to a Parental Order), and should be read in conjunction with these related policies.

Scope: All eligible employees, regardless of the gender of an employee's partner

Key principles:

1. Staff may take up to 2 working weeks Ordinary Paternity Leave (OPL) at full pay.
2. The provisions under this policy will also be applicable to eligible intended parents of a child born through a surrogacy arrangement, who will be subject to a Parental Order, where the child's expected week of birth begins on or after 5 April 2015.
3. All contractual benefits with the exception of pay will continue to accrue during the OPL period.

How the University supports this policy:

In addition to the above, there are also a number of family friendly policies aimed at supporting staff achieve work/life balance and meet demands faced when caring for dependents e.g. flexible working, parental leave, Parents@TUoS Network, the ability to purchase additional leave etc.

What to do next:

Full details explaining the provision of OPL, eligibility requirements and notification processes are detailed within the paternity/partner leave procedure and FAQs. A notification form can be downloaded from the main Family Leave page.

Document control

Last updated: 08/17

Date of next review: 08/18



Paternity/Partner Leave Procedure

1. Introduction

- 1.1 This procedure supports the implementation of the Paternity/Partner Leave policy.
- 1.2 Eligible staff can apply for Ordinary (OPL) Paternity/Partner Leave.
- 1.3 Reference to a 'partner' throughout this procedure is defined as a person (whether of the same or different gender) who lives with the mother or adopter and the child in an enduring family relationship but is not a relative of the mother or adopter.
- 1.4 This procedure will also apply to intended parents of a child, born through a surrogacy arrangement, this will be subject to the provision of a copy of the birth mothers MATB1 certificate prior to the birth of the baby, a copy of the 'Parental Order' within 6 months of the baby's birth, and the ability to fulfil the relevant eligibility/notification criteria defined within this policy/procedure.
- 1.5 The right to OPL is available to one member only of a couple who have had a child placed with them for adoption, or subject to a parental order, that has not/is not applying for either maternity or adoption leave.
- 1.6 Having read the information below, any queries should be raised with the Human Resources Team Contact or the Payroll Team.



2. OPL - Eligibility for leave and pay

2.1 All staff regardless of the number of hours worked or the length of service, have the ability to take up to 2 weeks paid OPL (taken in one block of either one or two weeks' duration) after the birth or adoption of the child (or entry into the UK for overseas adoptions), subject to meeting the below criteria:

Eligibility Criteria for leave	Up to 2 weeks' leave in a continuous block of 1 or 2 weeks	Pay Entitlement
<ul style="list-style-type: none"> • Employed at the time of the child's birth/placement/entry into the UK • Have or expect to have responsibility for a child's upbringing • Are taking time off either to support the mother/adopter or care for the new child • Are the child's biological father; or husband, partner, civil partner of the child's mother or person adopting the child, or one of a couple who have jointly adopted a child (or one of the intended parents of a child born through a legal surrogacy arrangement subject to a Parental Order) • Provide appropriate notification (see section 3) 		Full Pay (inclusive of any Ordinary Statutory Paternity Pay (OSPP) where applicable).

2.2 Leave can start on any date following the actual birth/placement of the child or entry into the UK and must be completed within eight weeks of this date (or in the case of an early birth within eight weeks of the expected week of childbirth).



3. OPL – Notification requirements

- 3.1 Written notification of the intention to take OPL should be provided through the submission of an OPL notification form, at the earliest date possible, and wherever practicable no later than:
- 15 weeks before the EWC for the birth of a baby (including those staff who are the intended parents of a child born through a surrogacy arrangement, subject to a Parental Order)
 - 7 days after the date on which notification of the match with the child was given by the adoption agency.
 - 28 days prior to the date which the employee has chosen as the date on which their period of paternity/partner leave should begin for overseas adoptions.
- 3.2 This notification, which includes a self-declaration as to the staff member's eligibility, should be submitted to their manager for signature, and forwarded to the individuals Human Resources Team Contact, who will acknowledge the notification and confirm leave arrangements as appropriate.
- 3.3 A staff member may change their mind about the date on which they want their leave to start providing they inform their manager and Human Resources at least 28 days in advance (or as soon as is reasonably practicable for example in the case of seeking to accommodate the early or late arrival of the baby/placement of the child).



4. Accrual and use of annual leave

- 4.1 Contractual annual leave (including bank holidays/closure days) will be accrued during any paternity leave period. (Guidance in relation to calculating public holidays for part time staff is available at: www.shef.ac.uk/hr/guidance/leave/ptleave).
- 4.2 The member of staff will be responsible in conjunction with their manager, for planning and arranging their annual leave around their paternity/partner leave period. Annual leave can be taken at any time (outside of the paternity/partner leave period), including being tagged onto the beginning or end of this leave period, subject to the agreement of their manager.
- 4.3 Annual leave cannot be taken during a period of paternity/partner leave and any period of annual leave taken following the commencement of the paternity/partner leave will be deemed to be a return to work i.e. the end of the paternity/partner leave period.
- 4.4 Staff are expected to take their annual leave in the leave year it is accrued, as in most cases there is sufficient notice to plan for this type of leave. However, the ability to carry over accrued annual leave into the following leave year may be feasible subject to departmental approval/business need. Such requests should be raised with the manager as soon as practicably possible to support the department's consideration of this request, and if relevant plan their ability to accommodate this.

5. Contractual entitlements

- 5.1 During the whole period of OPL the staff member is entitled to receive all their contractual benefits with the exception of terms relating to salary. This includes all non-cash benefits such as childcare vouchers that the employee is benefiting from prior to commencing paternity/partner leave. For additional information please see: www.shef.ac.uk/hr/reward/mybenefits, and the FAQ's.

6. Pension

- 6.1 During periods of OPL at full pay the contribution arrangement will remain as normal.

7. Continuity of service

- 7.1 Where a member of staff returns to work following a period of OPL, this absence will not affect the individual's recognised continuous service for employment rights purposes e.g. redundancy, pensions etc.



8. Ill-Health

- 8.1 Should a member of staff be unable to return to their post at the end of the OPL due to ill-health this will be managed in accordance with the University's Sickness Absence Management Policy. A medical certificate will be required for absence immediately following on from the date of the end of the paternity/partner leave even if this subsequent absence is for 7 days or less.

9. Multiple births/adoptions

- 9.1 Only one period each of OPL will be available to eligible members of staff, irrespective of whether more than one child is born or placed as a result of the same pregnancy or adoption arrangement.

10. Review

- 10.1 This revised policy was implemented by Human Resources with effect from 5th August 2013, and will be reviewed on a regular basis to ensure compliance with relevant legislation.

Document control

Last updated: 08/17

Date of next review: 08/18