

PATERNITY LEAVE FREQUENTLY ASKED QUESTIONS

Who is entitled to Paternity Leave?

Employees are entitled to paternity leave if:

- They are the biological or adoptive father, the mother's husband or partner (including same sex partners), or a nominated carer, and
- They will be fully involved in the child's upbringing and are taking the time off to support the mother or care for the baby

If you meet this criteria you are entitled to two weeks' paid leave and reasonable paid time off to attend ante-natal classes

What leave am I entitled to?

If you have 12 months continuous service with one or more NHS employers at the beginning of the week in which the baby is due or the week they are notified of being matched with a child the entitlement is:

- Two weeks paternity leave with full occupational paternity pay (full pay inclusive of statutory paternity pay)

If you have less than 12 months continuous service with one or more NHS employers at the beginning of the week in which the baby is due or the week they are notified of being matched with a child the entitlement is:

- Two weeks unpaid leave
- If the employee has 26 weeks continuous service with the UHB at the 15th week before the baby is due or at the end of the week they are notified of being matched with a child, they may be entitled to statutory paternity pay.

How do I apply for Paternity Leave?

It is advisable to inform your manager of your plans as soon as possible so that they can support you and make arrangements to cover your absence.

Requests for paternity leave should be made in writing using the [paternity leave application form](#). A copy of the MATB1 (maternity certificate) or matching certificate should be attached.

You are required to give your manager at least 28 days notice of your intention to take paternity leave following the birth of a child.

If you are adopting a child you are required to give your manager notice of your intention to take paternity leave within seven days of being notified that you have been matched with a child. If it is not reasonably practicable to give this notice, you will still qualify for paternity leave providing you give as much notice as possible. You can change their mind about the date on which they want your leave to start providing you tell your manager at least 28 days in advance (unless this is not reasonably practicable)

When can I start my Paternity Leave ?

Paternity Leave cannot start prior to date of the child's birth or adoption placement and should be taken within 8 weeks (56 days) of this date.

It can be taken as one week or two consecutive weeks.

What is a nominated carer?

A nominated carer is someone who is nominated by the mother to assist in the care of the child and provide support to the mother at or around the time of the birth.

Nominated carers are entitled to paternity leave and pay providing they satisfy the criteria described above. This is intended to be used only if the biological or adoptive father or the mother's husband or partner (including same sex partners), is not able to provide this support.

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Appendix 1 – Entitlement to Paternity Leave Flow Chart

