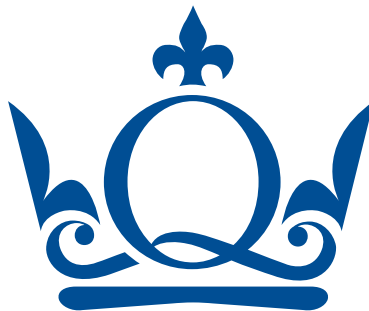


Paternity Leave

Employee Guide

First issued April 2007, amended April 2012



Employee Guide to Paternity Provisions

Contents	Page
QMUL ordinary paternity leave scheme	1
Qualifying	1
Ordinary paternity leave and pay	1
Before you start ordinary paternity leave	2
Additional paternity leave	3
Qualifying	3
Additional paternity leave and pay	3
Before you start additional paternity leave	4
Other provisions	4
Other provisions for working parents	5
Flexible working	5
Unpaid time off	5
Nursery	5
Childcare vouchers	5
Appendix I:	6
Application for ordinary paternity leave	



Paternity Provisions

QMUL ordinary paternity leave scheme

The College scheme applies to any employee who is:

- ❖ either:
 - the father of a newborn child; or
 - married to, or the civil partner or partner of someone who is having a baby; and
- ❖ will share responsibility for the upbringing of the child.

The QMUL¹ scheme applies equally to all College employees², including:

- ❖ part-time; and
- ❖ casual, temporary or fixed-term staff; and
- ❖ people in same-sex relationships;

You can take only one period of leave (and pay if any is due) even if more than one child is born.

-
1. *There is also a statutory ordinary paternity scheme. However, it is not described in detail in this document, since the College scheme pays more and is easier to qualify for.*
 2. *You must have a contract of employment with the College. If you have an honorary contract with the College but a substantive contract with another employer, their ordinary paternity leave scheme is the one that will apply to you.*

Qualifying

To qualify for the scheme:

- ❖ your partner must have given birth to a child³; and
- ❖ you must have or expect to have responsibility for the child's upbringing; and
- ❖ you must have at least 26 weeks⁴ continuous service with the College.

Ordinary paternity leave and pay

Leave

You can opt to take paid ordinary paternity leave lasting up to two weeks.

The following rules apply:

- ❖ both weeks must be taken as whole weeks - though they need not be consecutive; and
- ❖ you may start your leave on any day of the week on or after the child's birth; and
- ❖ you must complete your ordinary paternity leave within 8 weeks of the day the child is born.

Paternity pay during ordinary paternity leave

You will get full pay for both weeks' paternity leave.

-
3. *If the baby is still-born after the start of the 15th week before the week it is due, a father with sufficient service will qualify for the QMUL scheme.*
 4. *By the end of the 15th week before the baby is due.*

Paternity Provisions

QMUL ordinary paternity leave scheme

Before you start ordinary paternity leave

By the end of the 15th week before the week the baby is due you must inform your manager:

- ❖ that you intend to take ordinary paternity leave
- ❖ the date the baby is due to be born
- ❖ whether you wish to take one or two weeks' leave
- ❖ the start and end dates of your ordinary paternity leave

A form for you to use (which includes a self-certificate as evidence of your entitlement to ordinary paternity leave) is at Appendix I.

You can change your mind about the date on which you want the leave to start providing you give enough notice. You must normally give at least 4 weeks' notice of the new date. But if you cannot do so for practical reasons (for example if the baby is born earlier than expected) you must give notice as soon as is reasonably practicable.

Paternity Provisions

Additional paternity leave

Qualifying

To qualify for additional paternity leave:

- ❖ you must have at least 26 weeks' continuous service with the College by the end of the 15th week before the baby is due to be born; and
- ❖ your partner must have given birth to a child and you will share the responsibility of bringing up the child; and
- ❖ you must remain in continuous employment with the College until the week before the first week of additional paternity leave; and
- ❖ the mother of the child that you are sharing the upbringing with must have taken a minimum of 20 weeks' maternity leave from the date the baby was born and returned to work before the child's first birthday.

The right to request additional paternity leave applies equally to all College employees.¹

You can take only one period of leave (and pay if any is due) even if more than one child is born.

1. *You must have a contract of employment with the College. If you have an honorary contract with the College but a substantive contract with another employer, their additional paternity leave scheme is the one that will apply to you.*

Additional paternity leave and pay

Leave

Starting not before the mother has taken at least 20 weeks' maternity leave from the day the baby was born, you can opt to take additional paternity leave for a period of 2 and 26 weeks ending no later than the child's first birthday.

The leave must be taken as a single continuous block.

Paternity pay during additional paternity leave

If the mother has not used up all her entitlement to maternity pay or maternity allowance, you will be paid the balance at the statutory rate (currently £135.45 per week as at 1 April 2012).

Paternity Provisions

Additional paternity leave

Before you start additional paternity leave

At least 8 weeks before you want to start your additional paternity leave you must inform your manager in writing:

- ❖ that you intend to take additional paternity leave
- ❖ the expected date of birth and actual date the baby was born
- ❖ the intended start and end dates of the leave

A form for you to use (which includes a self-certificate as evidence of your entitlement to additional paternity leave) is available from HR. You should contact your HR Administrator who will send you the form and answer any questions you may have.

You can change your mind about the date on which you want the additional paternity leave to start providing you give enough notice. You must normally give at least 6 weeks' notice of the new date. But if you cannot do so for practical reasons you must give notice as soon as is reasonably practicable.

Death of the mother during maternity leave

You should contact your manager and HR as soon as possible in the event of the mother's death during maternity leave.

Other provisions

Keeping in touch (KIT) days

You are entitled to up to 10 keeping in touch days when you are on additional paternity leave. This means that you can come into work for a meeting with your manager or team members and you will be paid your normal rate of pay (minus any statutory paternity pay that may be due) without ending your additional paternity leave.

There is no obligation to offer you a KIT day or to attend it.

Returning to work after additional paternity leave

You are entitled to return to the same job as you had before you went on additional paternity leave. In the event that this is not reasonably practical, you are entitled to return to a job that is suitable and appropriate for you to do.

Terms and conditions of employment

With the exception of pay, all other terms and conditions of employment such as pension and annual leave will still apply during a period of additional paternity leave.

Paternity Provisions

Other provisions for working parents

Flexible working

You may wish to reduce your hours or consider flexible working arrangements after your return to work. You should discuss this matter as soon as possible with your manager.

Any application you make will be considered under the College's Code of Practice on Flexible Working. The Code and an application form are available from the HR website.

Unpaid time off

The HR Code of Practice on Maternity and other family leave provisions includes details of entitlement for employees to take unpaid time off in connection with their children. These include:

- ❖ time off to care for dependants
- ❖ unpaid parental leave

Any application for time off you make will be considered under this Code.

Nursery

The College nursery:

- ❖ is run from a purpose-built nursery in Bancroft Road;
- ❖ has 65 places for the children of staff and students of Queen Mary (and others);
- ❖ caters for children aged from 3 months to 5 years;
- ❖ is open between the hours of 8.30am and 5.30pm, 49 weeks of the year.

You can find out more about the nursery, its fees, the services it offers and how to apply for a place from the Nursery or its website.

Childcare vouchers

Under this scheme, staff can agree to take some of their pay as child-care vouchers rather than cash.

The advantage of this is that child-care vouchers can be paid to you without deduction of income tax or National Insurance. The vouchers can then be used to pay child-care providers for caring for your children.

You can get more details of the scheme from the HR Department or website.

Paternity Provisions

Appendix 1: Application for ordinary paternity leave

Instructions for the employee

1. Use this form to tell HR that your partner is expecting a child and that you want to take ordinary paternity leave. Don't forget to tell your manager that you are applying for ordinary paternity leave too. There is a box for them to sign at the foot of the page.
2. Make sure that HR get this form and a copy of your partner's MatBI by the end of the 15th week before the week the baby is due. If there are practical reasons why you cannot do this, tell your HR Administrator. The address is: HR Department, QMUL, Mile End, London, E1 4NS.

1. Your name:

2. Your payroll ref. number (see MyHR):

3. My partner is expecting a child. The week the baby is due is:

4. I plan to take the following two weeks (which need not be consecutive) as ordinary paternity leave:
 [Give at least 4 weeks notice. You cannot begin ordinary paternity leave before the day the baby is born. Both weeks must be taken in the 8 weeks after the date of birth.]

Week one

Week two

I will give you 4 weeks' notice of any change to the date I plan to start ordinary paternity¹ leave (unless I am unable to do so for practical reasons - in which case I will let you know as soon as is reasonably practicable).

5. I declare that:

[Tick all the appropriate boxes]

I qualify for ordinary paternity leave as I am one of the following:

- the father of the child; or
- married to the mother of the child; or
- the civil partner or partner of the mother of the child.

I will have joint responsibility for the child's upbringing.

6. Your signature

7. Date

8. Your manager's signature

