



PATERNITY LEAVE POLICY

Co-ordinator:

Director of HR

Reviewer:

Grampian Area
Partnership Forum

Approver:
Partnership Fora of
GUHT, GPCT and
Grampian NHS Board and
the Grampian
Management Team.

Signature

Signature

Signature

Identifier:

NHS/POL/12/HR

Review date:

This policy will be
reviewed annually by
the Harmonisation Sub
Group of the GAPF.

Implementation date:

1st July, 2003.

UNCONTROLLED WHEN PRINTED

VERSION 1

NOTE:

As NHS Grampian includes Grampian NHS Board, Grampian University Hospitals NHS Trust and Grampian Primary Care NHS Trust, all references to NHS Grampian within this policy apply equally to each of these organisations.

**NHS Grampian
PATERNITY LEAVE POLICY**

This policy is also available in large print and on computer disk. Other formats can be supplied on request.

Please call the Corporate Communications Team on 01224 554400 for a copy.

NHS Grampian PATERNITY LEAVE POLICY

1. INTRODUCTION

NHS Grampian recognises that staff have a need and desire to spend time at home during a period of family extension be that the birth or adoption of a child. This policy identifies a period of leave for use at this time. This will apply to biological fathers, adoptive fathers, nominated carers and same sex partners.

2. ELIGIBILITY/ENTITLEMENT

2.1 Birth

You must be able to declare that

- you are
 - the baby's biological father, or
 - married to the mother, or
- living with the mother in an enduring family relationship, but are not an immediate relative, and
- you will be responsible for the child's upbringing, and
- you will take time off work to support the mother or care for the child.
- you must supply a copy of a MATB1 Certificate or Birth Certificate.

Entitlement

A Less than 26 weeks service at Qualifying week (15 weeks before expected date of confinement)

Two working weeks unpaid leave.

B Twenty-six weeks or more but less than 1 year service at Qualifying week (15 weeks before expected date of confinement)

Two working weeks Statutory Paternity Leave/Pay

N.B. Leave must be taken in blocks of 1 or 2 weeks.

C More than 1 year service at Qualifying week

Two working weeks paid leave

2.2 In cases of adoption

You must be able to declare that

- you are
 - married to the person adopting the child, or
 - living with the person adopting the child in an enduring family relationship, but are not an immediate relative, and
 - you will be responsible for the child's upbringing, and
 - you will take time off work to support the person adopting the child or to care for the child.
- you must supply a copy of the Matching Certificate.

It is not normally available to foster parents or step-parents who go on to adopt the child, or their partners.

Entitlement

A Less than 26 weeks NHS service at Placement week

Two working weeks unpaid leave.

B Twenty-six weeks or more but less than 1 year service at Placement week

Two working weeks Statutory Paternity Leave/Pay (if applicable)

N.B. Leave must be taken in blocks of 1 or 2 weeks.

C More than 1 year NHS service at Placement week

Two working weeks paid leave

4. BIRTH OF CHILD

Those eligible may take a maximum of 2 working weeks, paid/unpaid, which can be utilised with the prior approval of their manager at the time of the birth itself or within 8 weeks of the birth of the child. In exceptional circumstances

where the child has to remain in hospital for a period beyond 8 weeks this will be altered to allow the leave to be taken on the child's return home.

If leave is taken under entitlement 'B' above, it must be taken in 2 x 1 week blocks or 1 x 2 week block.

5. STILL BIRTH/MISCARRIAGE (after 24 weeks)

If a still birth/miscarriage occurs after 24 weeks of the pregnancy the entitlement to Paternity leave still applies.

If there is no paid entitlement application can be made for Compassionate Leave.

6. ADOPTION

When a child is adopted the provision for Paternity leave will also be available to the parent who is not the primary carer. The leave may be taken at any time up to 8 weeks from the date that the child is placed for adoption.

Prospective adoptive parents of either sex regardless of length of service who require to be absent from work in connection with the formalities associated with adopting a child will be granted the necessary paid time off to attend interview etc. This is in addition to any Paternity leave entitlement.

(For further information on Adoption & Fostering – See Adoption & Fostering Policy.)

7. ANTE-NATAL CLASSES/VISITS

Arrangements for fathers, nominated carers and same sex partners to attend ante-natal classes or significant visits e.g. scans, is a separate provision and will be granted wherever possible in line with the needs of the service.

8. APPLICATION FOR PATERNITY LEAVE

Employees must notify their line manager in writing of the expected date of delivery/placement for adoption, at least 28 days in advance where possible, by completing the Paternity Leave request form. Actual leave dates should be mutually agreed with the line manager as soon as possible. A copy of this form will be kept in the Personal file.

NHS Grampian

PATERNITY LEAVE REQUEST FORM

NAME:

PAY NO:

JOB TITLE:

DEPARTMENT:

LOCATION:

DATE OF COMMENCEMENT:

DATE OF EXPECTED DATE OF CONFINEMENT/PLACEMENT:

DATE(S) OF REQUESTED LEAVE:

- I declare that I meet the eligibility as per Paragraph 2 of the Paternity Leave Policy.

Employee's Signature: Date:

Manager's Signature: Date:

CC: Payroll