



OLD BUCKENHAM HALL

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Website: www.obh.co.uk

Paternity Leave Policy



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PATERNITY LEAVE POLICY

Old Buckenham School implements the paternity leave rights set out in legislation. Paternity leave is additional to paid annual leave entitlement.

Qualification for Paternity Leave

In order to qualify for the right to take paternity leave, you must have worked for the School for a continuous period of 26 weeks by the week that falls 15 weeks before the week in which the child is expected to be born. In respect of an adopted child, the period is calculated as at the week in which the child's adopter is notified of having been matched with the child for adoption. You must also meet each of the following eligibility criteria:

- you have, or expect to have, responsibility for the upbringing of the child
- you are either the biological father or adopter of the child or you are married to or the cohabiting partner of the child's mother or adopter
- you are making the request to help care for the child or support the child's mother.

Amount of Paternity Leave Allowed

Assuming you are eligible, you are able to take up to two weeks' paid paternity leave. You can take this in a single block of either one or two weeks. Odd days cannot be taken. Paternity leave can start either from the date the child is born or from a chosen number of days or weeks after the date of childbirth (or, in respect of an adopted child, from the date of placing for adoption). It can start on any day of the week, but it must be completed within eight weeks of the date of childbirth (or date of placement for adoption). If the child is born early, it must be completed within the period from the date of childbirth up to eight weeks after the expected date of childbirth.

In the case of multiple births, for example, twins, note that only one period of paternity leave is available.

Statutory Paternity Pay

During paternity leave, most employees will be entitled to Statutory Paternity Pay (SPP). The weekly rate of SPP is set by the Government for the relevant tax year, or it is 90% of your average weekly earnings if this is lower than the Government's set weekly rate.

Employees whose average weekly earnings are less than the lower earnings limit for National Insurance contributions are not eligible to receive SPP.

SPP is treated as earnings and is therefore subject to PAYE and National Insurance deductions.

SPP is paid into your bank account in the same way as salary is normally paid.

Requesting Paternity Leave

If you wish to request to take paternity leave, you must inform your line manager in writing of your request no later than the 15th week before the expected week of childbirth. You must provide written details of when the child is due, whether you wish to take one or two weeks' paternity leave and when you want your paternity leave to start. A copy of the MATB1 is also required.

In the case of an adopted child, you must give written notice of your intention to take paternity leave no later than seven days after the date on which notification of the match with the child is given by the adoption agency. The notice must specify the date on which the adopter was notified of having been matched with the child, the date the child is expected to be placed for adoption, whether you wish to take one or two weeks' paternity leave and when you want your paternity leave to start.

You are able to change your mind about the date on which you want your paternity leave to start provided you give at least 28 days' written notice of the new date to your line manager.

Transfer of maternity leave

If the expected week of childbirth began on or after April 3 2011 and the mother proposes to return to work early without using her full 52-week entitlement to maternity leave by giving at least eight weeks' advance written notice of an early return in accordance with the rules set above, she may be eligible to transfer up to 26 weeks of her outstanding maternity leave entitlement (and outstanding SMP) to her spouse, civil partner or cohabiting partner, or to the father of the child, to be taken by them as additional paternity leave (and additional statutory paternity pay) once the mother has returned to work.

The earliest that additional paternity leave may commence is 20 weeks after the date on which the child is born and it must end no later than twelve months after the date of childbirth. The minimum period of additional paternity leave is two consecutive weeks and the maximum period is 26 weeks. There must therefore be at least two weeks of maternity leave which remains unexpired if you wish to take advantage of these provisions.

Further details should be obtained from your spouse's or partner's employer. If you do wish to have a transfer part of the maternity leave entitlement in this way, you will be required to submit a written and signed declaration form to your employer and you should be aware that it may also make additional enquiries of the School to verify its employee's entitlement to additional paternity leave and pay.

Monitoring and Review

This Policy will be monitored by the Governors, Headmaster and Bursar. It will be reviewed by the Business Manager annually or when changes in legislation arise.

Anne-marie Shropshire
Business Manager

~~Jan 2011~~
Oct 2013