



PATERNITY LEAVE POLICY

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The Society is committed to helping working parents balance work and family life, whilst managing the operational needs of the business.

If you are a father-to-be, or you will be responsible with the mother for bringing up the child, you have the right to unpaid time off to attend antenatal appointments and paid paternity leave, providing you meet certain conditions.

Ante-natal appointments

Biological fathers or the mother's husband/partner are able to take time off work to accompany their partner to antenatal appointments. This allows for unpaid time off for up to two appointments at a maximum of 6.5 hours per appointment. There is no qualifying criteria this unpaid time off is available from the first day that employment commences.

Ordinary Paternity Leave

To qualify employees must satisfy the following:

- Have 26 weeks continuous service by the 15th week prior to the Expected Week of Childbirth (EWC).
- Be the biological father or the mother's husband/partner.
- Have or expect to have responsibility for the child's upbringing.
- Adopting a child with their partner or the partner of someone adopting a child on their own through a UK adoption agency

Eligible employees can choose to take either one week or two consecutive weeks (not odd days)

- From the child's date of birth (whether later than/earlier than expected). Or the date an adopted child is placed
- From a chosen number of days or weeks after the date of birth, as specified by you before the child is born.
- Or from a pre-determined date that falls after the first day of the week that the child is due, which the you specify to the us.

Leave can start on any day of the week on or following the birth of the child but must be completed:

- Within 56 days of the actual date of birth.
- Or if the child is born early, within the period from actual birth date to 56 days after the expected date of birth.

You maintain continuous service, and your terms and conditions remain unaffected during this period. You are entitled to return to the same job following Paternity Leave.

Paternity Pay

Payment during Paternity Leave will be made at your normal basic rate.

What must an employee tell the Society to take Paternity leave?

Employees must contact the Human resources department requesting a Paternity Pack and PL1 form, **15 weeks before** the beginning of the week when the baby is due, or in the case of adoption, within 7 days of the matching date. For further information on paternity leave in the case of adoption please see the Society's Adoption Policy.

In all cases the employee can change the date that the leave starts, as long as they give **28 days** notice. If the baby is born early the employee should give as much notice as possible of the date of birth.

The employee must fill in the PL1 form stating;

- when the baby is due
- whether they want one or two weeks' leave
- when they want the leave to start

The PL1 form must be returned to the HR Department. The Wages Department will process any paternity pay through the normal payroll.

The employee must also tell the Society when the baby was actually born as soon as is reasonably practicable after the birth.

Shared Parental Leave

You may be entitled to Shared Parental Leave if you and your partner meet the qualifying criteria as set out in our policy. Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year after birth or adoption. For more information on this type of leave please see the Shared Parental Leave policy.