

Policy and procedure

Paternity leave and pay

In Summary

In accordance with UK legislation, employees have the option to take two weeks of statutory paternity leave and to be paid statutory paternity pay. This policy applies to all employees regardless of the gender identity of their partner.

Paternity leave and pay are subject to continuous service and earnings requirements and can be taken anytime within the first 52 weeks of the date of birth or adoption.

Employees will need to give their manager/Head of Department notification of the paternity leave 28 days before their intended start date, where possible or no later than seven days after notification of an adoption match with a child.

Paternity leave may be taken as two separate one-week blocks or two consecutive weeks.



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1. Purpose

1.1. The University is fully committed to promoting equality of opportunity and enabling working parents to balance work and family responsibilities.

1.2. In accordance with UK legislation, parents have the option to take statutory paternity leave and to be paid statutory paternity pay.

2. Scope

2.1. Paternity leave and paternity pay is available to all employees at the University, subject to relevant eligibility requirements.

2.2. This policy applies to all employees regardless of the gender identity of their partner.

3. Eligibility for paternity leave

3.1. Parents are able to take two weeks of paternity leave within the 52 weeks after the baby is born, or within 52 weeks of the child's placement for adoption (UK adoption), or entry to the UK (overseas adoption). The leave can be taken as two separate one-week blocks or two consecutive weeks.

3.2. In order to qualify for paternity leave (birth) employees will need to:

- Have or expect to have responsibility for the child's upbringing
- Be the biological parent of the child or the other parent's husband or partner.
- Be making the request to help care for the child
- Have worked continuously for the University for at least 26 weeks by the end of the 15th week before the expected week of birth.

3.3. In order to qualify for paternity leave (UK adoption) employees will need to:

- Have or expect to have responsibility for the child's upbringing
- Be married to or the partner of the child's primary adopter
- Be making the request to help care for the child
- Have worked continuously for the University for at least 26 weeks by the end of the week in which the adoption agency formally notifies the primary adopter they have been matched with the child.

3.4. In order to qualify for paternity leave (overseas adoption) employees will need to:

- Have or expect to have responsibility for the child's upbringing
- Be married to or the partner of the child's primary adopter
- Be making the request to help care for the child
- Have worked continuously for the University for at least 26 weeks by the end of the week in which the adopter receives official notification from the relevant domestic authority, or starting with the week in which the employee's employment began. (The latter option allows for the possibility that the official

notification may be received a year or more before the child enters the UK, and the employee may have changed employer in this time).

3.5. If adoption is via a surrogacy arrangement the primary adopter and the secondary adopter may be eligible for [shared parental leave](#), which may be taken after paternity leave.

3.6. The duration of paternity leave is not extended for multiple births from one pregnancy, or the adoption of more than one child at the same time.

3.7. If any bank holidays fall within the paternity leave period, the bank holidays can be added to the end period of leave (pro-rata entitlement for employees working part time).

4. Notification of paternity leave

4.1. Individuals must inform their manager/Head of Department of their intention to take paternity leave by the end of the 15th week before the week the baby is expected, or no later than seven days after the receipt of notification that they have been matched with a child in the case of adoption.

4.2. The notification must state the expected week of birth. Employees must then provide 28 days' notice in writing, of their intended leave start dates and end dates.

4.3. Where a child is adopted the notification must state the date on which the child is expected to be placed with the adopter (or if the adoption placement has already happened the date of placement), the length of paternity leave the start date(s) for the leave and formal written notification from the adoption agency.

4.4. If colleagues wish to change the dates of their paternity leave they need to provide 28 days' notice of the new dates, where viable.

5. Paternity pay

5.1. The University will pay normal full pay for the two weeks of paternity leave where the employee meets the eligibility requirements for paternity leave. Statutory paternity pay rates are available [here](#).

5.2. Terms and conditions of employment, including pension contributions, will continue as normal during paternity leave.

6. Shared parental leave and pay

6.1. Up to 50 weeks of shared parental leave and 37 weeks of shared parental pay is available to all employees at the University, subject to a number of eligibility requirements.

6.2. There is a two stage eligibility test for shared parental leave (please refer to the University's [Shared Parental Leave Policy](#)). Employees eligible for paternity leave and shared parental leave must take the paternity leave prior to any shared parental leave.

7. Time off to attend antenatal appointments

7.1. Colleagues who are the prospective parent or whose partner/other parent is pregnant are entitled to take unpaid time off work to attend two antenatal appointments.

8. Responsibilities

8.1. Manager/Head of Department

8.1.1. Managers/Heads of Departments are responsible for ensuring colleagues are aware of the policy and procedures, and that any requests submitted are in line with the notice and information requirements detailed in this policy.

8.1.2. Managers/Heads of Departments are responsible for ensuring that HR receive adequate notice of any leave periods and return to work dates so that colleagues receive the correct pay.

8.2. Human Resources

8.2.1. HR Business Partners will work with individuals and departments to provide guidance as required.

8.3. Individuals

8.3.1. Individuals are responsible for ensuring that they are familiar with the policy and procedures, and that they submit any requests for paternity leave in line with the notice and information requirements detailed in this policy.

9. Breaches of the policy/procedure

9.1. All individuals are responsible for ensuring that University policies and procedures are adhered to and implemented in a consistent and fair way. Where queries or issues arise, the HR Business Partner should be contacted for guidance.

10. Confidentiality

10.1. Information shared for the purposes of paternity leave will be classed as confidential information.

11. Further information

11.1. Employees on a career break will not be eligible for University paternity pay. Eligibility for statutory paternity pay may be affected during a career break and advice should be sought from the HR Business Partner.

12. Equality Impact Assessment

12.1. The University of Warwick recognises its responsibility to ensure that no-one is discriminated against or disadvantaged in relation to a protected characteristic which include: age, disability, sex, trans and gender reassignment, maternity, paternity and adoption, marriage and civil partnership, race, religion or belief, or sexual orientation. For further information, please refer to the University's Diversity and Inclusion website.

12.2. The Paternity policy and procedure has been assessed as being of high relevance to our duties under equality legislation and the University will review its impact on equality and diversity, identify any inequalities by regular monitoring, and take action where necessary.