

Green Templeton College University of Oxford

Paternity Policy

Paternity Leave – Green Templeton College Provisions

There are two separate entitlements to paternity leave and pay:

- Ordinary Paternity Leave and Pay (OPL): two weeks leave at full pay in the first 26 weeks following the birth or adoption.
- Additional Paternity Leave and Pay (APL): up to 26 weeks' leave after the mother returns to work some of which may be paid.

Eligibility

In line with statutory provisions, the paternity leave arrangements apply to any employee who meets the criteria regardless of gender or marital status, i.e. any employee who is either:

- married to
- the civil partner of
- or the partner of

an expectant mother or adoptive parent.

Ordinary Paternity Leave (OPL)

In order to qualify for Ordinary Paternity Leave employees must:

- i) Hold a current contract of employment with Green Templeton College. If the employees' contract is due to expire during the period of OPL or APL, the right to any contractual payments ends on the contract end date.
- ii) Have at least 26 weeks' continuous service with Green Templeton College by the end of the qualifying week. The qualifying week is 15 weeks before the expected week of childbirth or the week in which adoptive parents receive notification that they are matched with a child.
- iii) Have the main responsibility (apart from the birth mother/primary adopter) for bringing up the child.

Entitlements (OPL)

- Employees who meet the qualifying criteria may take two weeks' (10 days) OPL on full pay on the birth or adoption of a child.
- The leave can be taken between the date of the child's birth or adoption and 26 weeks after that date
- The leave is usually taken in one block but may be split into two separate blocks of one week, at the discretion of the line manager and in accordance with operational

requirements. Only one period of leave is permitted even in the case of multiple births or placements.

- Employees' must give at least 28 days' notice of their intention to take OPL. In the event of the baby arriving earlier than expected, this notice can be waived.

Additional Paternity Leave and Pay

In order to qualify for **additional paternity leave and pay** an employee must:-

- i) Be the father of the baby and/or the husband, partner or civil partner of a woman who is due to give birth
- ii) Have or expect to have the main responsibility for the baby's upbringing (with the exception of the mother/primary adopter).
- iii) Have at least 26 weeks' continuous service with Green Templeton College by the end of the qualifying week. The qualifying week is 15 weeks before the expected week of childbirth or the week in which adoptive parents receive notification that they are matched with a child.
- iv) Hold a current contract of employment with Green Templeton College. If the employees' contract is due to expire during the period of OPL or APL, the right to any contractual payments ends on the contract end date.

The baby's mother must also meet the following criteria:-

- i) Be entitled to statutory maternity leave, statutory maternity pay or maternity allowance
- ii) Return to work at least two weeks' after the baby's birth, but with at least two weeks of unexpired statutory maternity leave entitlement remaining.

And there are criteria for adopters to meet as well:-

- i) One of the adoption partners (the primary adopter) can claim adoption leave and the partner (co-adopter) is eligible for paternity leave.
- ii) Employees can take their APL any time between 20 and 52 weeks after the child is placed for adoption (with UK adoptions) or arrives in the UK from overseas.

Entitlements (APLP)

- Eligible employees may take between 2 weeks' and 26 weeks' leave not earlier than 20 weeks after the birth or adoption placement and ending no later than 12 months after this date.
- The Additional Paternity Pay is known as Additional Statutory Paternity Pay (ASPP). ASPP is paid at either the rate of SMP (Statutory Maternity Pay) or at 90% of the average weekly pay, whichever is the lower.
- The amount of ASPP the father/partner can take depends on the amount of maternity leave and pay that the mother has remaining, following her return to work. (i.e. if the mother returned to work having taken 26 weeks' maternity leave, the father/partner could claim up to 13 weeks of ASPP with a further 13 weeks unpaid leave).

- Green Templeton College does offer an enhanced Paternity Pay Scheme for staff. This is available if the mother returns to work between 20 and 26 weeks after the birth or placement for adoption. She may still have up to 6 weeks of her entitlement to full pay remaining and in these circumstances the father/partner is entitled to claim up to 6 weeks' leave at **full pay**. Any additional leave is paid at statutory rates.

Giving notice

Employees must give 8 weeks' notice of their intention to take APL. A return date will be agreed before the staff member goes on APL, but if they wish to change this, then 6 weeks' notice must be given to the employer, to allow them to make arrangements regarding any paternity cover.

Evidence of the child's birth/adoption or the mothers/partners' employment

Green Templeton College has the right to request a copy of the child's birth certificate or adoption notification and the name and address of the mother/partners' employment. Any employee asked for this information must respond within 28 days.

Keeping in Touch

Green Templeton College may make reasonable contact with staff during any period of paternity leave, and in the same way, employees may stay in contact with the workplace. The College should keep the employee informed of any information relating to their employment.

Keeping in Touch (KIT) Days

An employee on APL may, with the agreement of their line manager, work for up to 10 KIT Days without bringing the APL period to an end or losing the entitlement to pay.

Any work carried out during APL will count as a whole KIT day, up to the 10 day maximum. Even if the employee comes into work for a one hour training session, they will be paid for the hours they work but one of their KIT days will have been exhausted.

Any work over the 10 day limit will automatically bring the APL and pay periods to an end.