



LEEDS  
BECKETT  
UNIVERSITY

# Paternity/Partner Leave Policy & Procedure

[leedsbeckett.ac.uk](http://leedsbeckett.ac.uk)

# **POLICY STATEMENT**

## **Purpose and Core Principles**

The purpose of this policy is to set out employees' statutory paternity rights and additional contractual benefits offered by our University. The accompanying procedure provides clear guidance on the application of the policy and outlines the administrative processes to be followed by employees wishing to request time off under the provisions.

## **Scope**

The policy and procedure is applicable to all eligible employees, in both birth and adoption situations.

## **Responsibility**

Human Resources has responsibility for ensuring that this policy and procedure is adhered to and will provide advice and guidance to managers and employees on its application.

## **Review**

This policy and procedure will be monitored on an annual basis and reviewed a minimum of every three years or sooner, in light of legislative changes and organisational requirements as appropriate.

# PROCEDURE

## 1. PATERNITY/PARTNER LEAVE

1.1 Paternity/Partner Leave is available to employees wishing to take time off work to give much needed practical, emotional and other support to their partner, at or around the time of the birth, or adoption.

## 2. Eligibility for Paternity/Partner Leave

2.1 In order to qualify for paternity/partner leave, employees must meet the following conditions:

- Have, or expect to have, responsibility for the child's upbringing
- Be the biological father of the child, or the mother or adopter's husband or partner, including same sex partner or civil partner
- Have worked for our University continuously for at least 26 weeks by the end of the qualifying week which is either:
  - The 15th week before the expected week of childbirth; or
  - The week notification of being matched with a child is received.

## 3. Entitlement and Pay for Paternity/Partner Leave

3.1 Eligible employees may take up to a maximum of two weeks paternity/partner leave with full pay, within the first year following their child's birth, or the child's placement for adoption. This pay includes Statutory Paternity Pay (SPP)<sup>1</sup>.

3.2 In addition, up to a maximum of five half days with pay will be granted to the partner to attend ante-natal and child care clinics or in the case of adoptions, to attend pre-adoption interviews, visits, court appearances and child care clinics. Time off with pay will also be granted to the partner to attend the birth of the child (where this falls during normal working hours) up to a maximum of one day.

3.3 Paternity/Partner leave cannot start until the birth of the child/adoption placement. It can be taken in one or two blocks, either a single period of either one week or two weeks, or as two non-consecutive weeks' leave. Paternity/Partner leave cannot be taken as odd days. If you are taking Shared Parental Leave, all paternity leave must be taken in advance of any periods of Shared Parental Leave

3.4 Any bank holidays that fall within the period of leave will be accrued and added to the end of the paternity/partner leave.

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<sup>1</sup> Eligibility for SPP – average weekly earnings must be at or above the lower earnings limit for National Insurance contributions.

- 3.6 Only one period of paternity/partner leave will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy or more than one child is placed for adoption as part of the same arrangement.

#### **4. Notification for Paternity/Partner Leave**

- 4.1 Employees must complete the relevant Paternity/Partner Leave Application Form (Appendix 1 or 2) and submit this to HR Services, giving at least 4 weeks' notice of their intention to take leave. In the case of adoption, this should be no later than seven days after receiving the notification of a match of adoption.
- 4.2 Employees must confirm the actual date of birth, or date of adoption placement, and actual dates of paternity/partner leave, as soon as is reasonably practicable.
- 4.3 Employees can change the date on which their paternity/partner leave starts, by providing at least 28 days' written notice, to their manager and HR Services, or if this is not possible, as soon as is reasonably practicable.
- 4.4 On receipt of the request for paternity/partner leave, HR Services will write to the employee confirming their leave and pay arrangements.

#### **5. Related Policies**

Adoption Leave Policy  
Flexible Working Principles  
Formal Flexible Working Request Policy  
Maternity Leave Policy  
Parental Leave Policy  
Shared Parental Leave Policy  
Time off for Public Duties and Special Leave Policy

*Reviewed April 2024*

**APPENDIX 1 – PATERNITY/PARTNER LEAVE APPLICATION FORM (BIRTH)**

| PERSONAL DETAILS |  |
|------------------|--|
| Surname:         |  |
| First name(s):   |  |
| Pay Number:      |  |

| YOUR DATES FOR PAY AND LEAVE   |  |
|--|--|
| The child is due on:   |  |
| Or, if the child has been born, please enter the actual date of birth:   |  |
| I would like my paternity/partner leave to start on:<br><i>(please indicate an expected start date, although the actual date will be dependent on the date of birth)</i>                           |  |
| I want to be away from work for:<br><br>Two weeks together <input type="checkbox"/><br><br>Two separate weeks<br>(please provide dates below) <input type="checkbox"/><br><br>Week 1<br><br>Week 2 |  |

| YOUR DECLARATION  |  |
|---|--|
| <p><b>You must be able to tick all three boxes to get paternity/partner leave and pay.</b></p> <p><b>I declare that:</b></p> <ul style="list-style-type: none"> <li>• I am               <ul style="list-style-type: none"> <li>- the child's biological father, <b>or</b></li> <li>- married to, or in a civil partnership, with the mother, <b>or</b></li> <li>- living with the mother in an enduring family relationship, but am not an immediate relative, <b>and</b></li> </ul> <input type="checkbox"/> </li> <li>• I will have responsibility for the child's upbringing, <b>and</b></li> <li>• I will take time off work to support the mother or to care for the child</li> </ul> |  |
| Signature:  |  |
| Date:   |  |

Please return your completed form to HR Services, [HRServicesteam@leedsbeckett.ac.uk](mailto:HRServicesteam@leedsbeckett.ac.uk)

(word version of form available on the [HR and Payroll forms webpage](#))

**APPENDIX 2 - PATERNITY/PARTNER LEAVE APPLICATION FORM (ADOPTION)**

| PERSONAL DETAILS |  |
|------------------|--|
| Surname:         |  |
| First name(s):   |  |
| Pay Number:      |  |

| YOUR DATES FOR PAY AND LEAVE   |  |
|--|--|
| The adoption agency told me that I had been matched with the child on:   |  |
| The child is expected to be placed on:   |  |
| And, if the child has been placed, please enter the date they were placed:   |  |
| I would like my paternity/partner leave to start on:<br><i>(please indicate an expected start date, although the actual date will be dependent on the date of placement)</i>                       |  |
| I want to be away from work for:<br><br>Two weeks together <input type="checkbox"/><br><br>Two separate weeks<br>(please provide dates below) <input type="checkbox"/><br><br>Week 1<br><br>Week 2 |  |

| YOUR DECLARATION  |  |
|---|--|
| <p><b>You must tick this box if you are adopting a child with your partner:</b></p> <p>I declare that I am adopting the child with my partner and I want to receive paternity/partner leave, not adoption leave <input type="checkbox"/></p> <p><b>You must be able to tick all three boxes to get paternity/partner leave and pay.</b></p> <p><b>I declare that:</b></p> <ul style="list-style-type: none"> <li>• I am               <ul style="list-style-type: none"> <li>- married to, or in a civil partnership, with the person adopting the child, <b>or</b></li> <li>- living with the person adopting the child in an enduring family relationship, but am not an immediate relative, <b>and</b> <input type="checkbox"/></li> </ul> </li> <li>• I will have responsibility for the child's upbringing, <b>and</b> <input type="checkbox"/></li> <li>• I will take time off work to support the person adopting the child or to care for the child <input type="checkbox"/></li> </ul> |  |
| Signature:  |  |
| Date:   |  |

Please return your completed form to HR Services, [HRServicesteam@leedsbeckett.ac.uk](mailto:HRServicesteam@leedsbeckett.ac.uk).