

# Paternity Leave Policy

headlam

Becoming a parent is an exciting time, and Headlam wants to support you through that.

To be eligible for statutory paternity leave you **must have, or expect to have, responsibility for the upbringing of the child**, and be making the request to **help care for the child or to support the child's other parent**.



You can take statutory paternity leave if you have been **continuously employed with Headlam for 26 weeks** by the end of the qualifying week (the qualifying week is the 15th week before the baby's due date).



Leave must be taken **within 8 weeks of birth**.

You must **notify your Line Manager** in writing of your intention to take statutory paternity leave at least **15 weeks before** you plan to take it.

You can take **1 or 2 weeks continuous statutory paternity leave**.



The **first week** of statutory paternity leave **is paid at full**, and the **second week is paid at the current rate** set by government ([Statutory Paternity Pay and Leave: employer guide: Entitlement - GOV.UK](#)).



# Paternity Leave Policy

<b>Purpose:</b>	Becoming a parent is an exciting time and we understand that you will want to be at home with your child, get used to the new routine, and help out generally. This policy sets out how Headlam will support you to do that.
<b>Scope:</b>	<p>This policy applies to colleagues at the Headlam group of Companies, who work in UK Distribution, Head Office or PLC in the UK only.</p> <p>This policy does not form part of any colleague's contract of employment.</p>
<b>Group or UK Only:</b>	UK only
<b>Issuing Department:</b>	The HR Department
<b>Issue/Last Review Date:</b>	August 2023
<b>Date of Next Review (if applicable):</b>	August 2024

## Contents Page

	<b>Page Number</b>
Introduction	4
SPL	4
Eligibility	4
Adoption	4
Taking SPL	5
Notice Requirements	5
Declaration	5
Statutory Paternity Pay SPP	5
Time Off for Antenatal Care	6
Rights During SPL	6
None Return	6
Shared Parental Leave	7

## Introduction

May Headlam take this opportunity to congratulate any colleague who is reading this policy after learning that they are soon to become a parent. This is an exciting time and we are happy to be supporting you through it.

Headlam recognises that paternity laws can be complicated so we have tried to simplify them as much as possible within this policy. That said, we understand that even after reading this policy our colleagues may still have questions, so we encourage them to contact their Line Manager or the HR Department for further discussion.

To ensure this policy is easily understandable, we have described below the meaning of some of the terminology used:

SPL	Statutory Paternity Leave
SPP	Statutory Paternity Pay
EWC (expected week of childbirth)	The week, starting on a Sunday, during which the colleague's doctor or midwife expects her to give birth
Qualifying week	The 15th week before the expected week of childbirth
MAT B1	A certificate provided by the colleague's GP or Midwife confirming the pregnancy and the EWC.

## SPL

A colleague whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child, may be entitled to take SPL. This is time which colleagues can take off work to spend with their new arrival.

## Eligibility

### Length of Service

Colleagues are entitled to take SPL providing they have 26 weeks' continuous service by the end of the qualifying week.

### Parental Responsibility

To qualify for SPL, colleagues must have, or expect to have, responsibility for the upbringing of the child, and be making the request to help care for the child or to support the child's mother. SPL is not available to biological fathers who do not expect to have responsibility for the upbringing of the child.

## Adoption

SPL is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either the adoptive father or the adoptive mother may take SPL where the other adoptive parent has elected to take adoption leave. A separate policy is available in respect of adoption leave.

## **Taking SPL**

Eligible colleagues are entitled to take up to two weeks SPL. The leave must be taken as a period of either one week or two consecutive weeks. It cannot be taken in instalments or in blocks of less than one week. If a colleague returns to work after taking one weeks' SPL, they will lose their entitlement to the second week.

SPL must be taken within 8 weeks of the baby being born. If the child is born early, SPL can be taken at any time between the baby's actual birth date, and 8 weeks from the EWC.

SPL can begin on any day of the week.

## **Notice Requirements**

### Births

Colleagues who wish to take SPL must complete an SC3 form for their line manager, giving the following information:

- The EWC
- The dates which they would like their SPL to start and end

The SC3 form must be submitted at least 15 weeks before the leave is intended to be taken.

### Adoption

In the case of an adopted child, the notice must be given no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify:

- The date the child is expected to be placed for adoption
- The date the colleague intends to start SPL paternity leave
- The length of the intended paternity leave period
- The date on which the adopter was notified of having been matched with the child.

If a colleague subsequently wishes to change the timing of their SPL, they must give 28 days' written notice of the new dates.

## **Declaration**

In some circumstances, colleagues may be asked to complete and sign a self-certificate declaring that they are entitled to SPL and SPP.

## **Statutory Paternity Pay (SPP)**

Colleagues whose average weekly earnings are below the lower earnings limit for national insurance contributions will not be eligible to receive SPP whilst they are on SPL. If a colleague is not entitled to SPP, the company will provide them with an SPP1 form confirming this.

Colleagues whose average weekly earnings are above the lower earnings limit for national insurance contributions are eligible to receive an enhanced paternity pay package from the company as follows:

- **Week 1** – Paid at the colleague’s usual full rate of pay\*.
- **Week 2** – Paid at the rate of SPP set by the government, or at 90% of their average weekly earnings, whichever is lower.

*\*This comprises of the colleague’s SPP entitlement plus an additional payment from the company, totalling full pay.*

SPP is treated as earnings and is therefore subject to PAYE and national insurance deductions.

### **Time off for antenatal care**

Colleagues have the right to take time off to accompany a pregnant person with whom they are having a child at up to two antenatal appointments on the advice of a registered medical practitioner, midwife or nurse. This time off will be unpaid and it is capped at a maximum of 6.5 hours for each appointment and this includes travelling time. If it is considered reasonable for the colleague to attend work before and/or after the antenatal appointment then the colleague must do so.

To be eligible to take this form of time off, the colleague could be the biological parent of the child, the partner of the pregnant person, or someone who expects to have responsibility for the upbringing of the child.

Colleagues should endeavour to give their line manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them near to the start or end of the working day.

Colleagues may be obliged, if requested by their line manager, to provide proof of the antenatal appointment.

### **Rights During SPL**

During SPL, all terms and conditions of the colleague’s contract, except normal pay, will continue. Salary will be replaced by SPP if the colleague is eligible for it. This means that, while sums payable by way of salary will cease, other benefits such as holiday and company car entitlement will remain in place.

The company’s pension contributions will continue based on the colleague’s normal pay during SPL. The colleague will remain in any life assurance and/or private medical insurance schemes that they are already in.

### **None Return**

If a colleague decides not to return to work after taking SPL, they should give written notice of resignation to the company as soon as possible and in accordance with the terms of their contract of employment.

In circumstances where a colleague does not return to work following their SPL, or if they return for a period of time which is shorter than their contractual notice period, the enhanced paternity pay they have received over and above their basic statutory paternity pay entitlement will be repayable to the company. If possible, the total amount repayable will be deducted directly via payroll from any payments owing to the colleague.

### **Shared Parental Leave**

Maternity leave can be shared between a child's mother/adopter and their partner. This is called Shared Parental Leave and full details can be found within the company's Shared Parental Leave policy.

Eligible colleagues can choose to take both SPL and shared parental leave, but their period of SPL must come first. A colleague cannot take SPL if they have already taken a period of shared parental leave in relation to the same child.

**End of Policy**