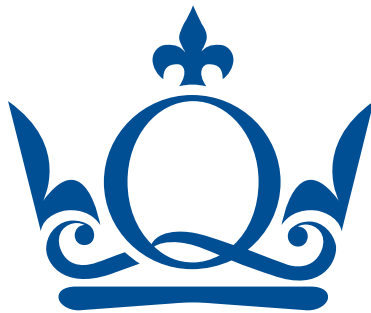


# Paternity Leave

## Employee Guide

First issued April 2007, amended April 2024



# Employee Guide to Paternity Provisions

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## Paternity Provisions

### QMUL ordinary paternity leave scheme

The College scheme applies to any employee who is:

- ❖ either:
  - the father of a newborn child; or
  - married to, or the civil partner or partner of someone who is having a baby; and
- ❖ will share responsibility for the upbringing of the child.

The QMUL<sup>1</sup> scheme applies equally to all College employees<sup>2</sup>, including:

- ❖ part-time; and
- ❖ casual, temporary or fixed-term staff; and
- ❖ people in same-sex relationships;

**The entitlement to paternity leave and pay is the same whether one or more than one child is born.**

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1. *There is also a statutory ordinary paternity scheme. However, it is not described in detail in this document, since the College scheme pays more and is easier to qualify for.*
  2. *You must have a contract of employment with the College. If you have an honorary contract with the College but a substantive contract with another employer, their ordinary paternity leave scheme is the one that will apply to you.*

### Qualifying

To qualify for the scheme:

- ❖ your partner must have given birth to a child<sup>3</sup>; and
- ❖ you must have or expect to have responsibility for the child's upbringing; and
- ❖ you must have at least 26 weeks<sup>4</sup> continuous service with the College.

### Ordinary paternity leave and pay

#### Leave

You can opt to take paid ordinary paternity leave lasting up to two weeks.

The following rules apply:

- ❖ both weeks must be taken as whole weeks - though they need not be consecutive; and
- ❖ you may start your leave on any day of the week on or after the child's birth; and
- ❖ you must complete your ordinary **paternity** leave within 52 weeks of the day the child is born.

#### Paternity pay during ordinary paternity leave

You will get full pay for both weeks' paternity leave.

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3. *If the baby is still-born after the start of the 15th week before the week it is due, a father with sufficient service will qualify for the QMUL scheme.*
  4. *By the end of the 15th week before the baby is due.*

## Paternity Provisions

### QMUL ordinary paternity leave scheme

Before you start ordinary paternity leave

By the end of the 15th week before the week the baby is due you **should advise** your manager:

- ❖ that you intend to take ordinary paternity leave
- ❖ the date the baby is due to be born ❖ whether you wish to take one or two weeks' leave
- ❖ the start and end dates of your ordinary paternity leave

A form for you to use (which includes a self-certificate as evidence of your entitlement to ordinary paternity leave) is at Appendix I.

You can change your mind about the date on which you want the leave to start providing you give enough notice. You must normally give at least 4 weeks' notice of the new date. But if you cannot do so for practical reasons (for example if the baby is born earlier than expected) you must give notice as soon as is reasonably practicable.

## Paternity Provisions

### Appendix 1: Application for ordinary paternity leave

#### Instructions for the employee

1. Use this form to tell HR that your partner is expecting a child and that you want to take ordinary paternity leave. Don't forget to tell your manager that you are applying for ordinary paternity leave too. There is a box for them to sign at the foot of the page.
2. Make sure that HR get this form and a copy of your partner's MatBI by the end of the 15th week before the week the baby is due. If there are practical reasons why you cannot do this, tell your HR Administrator. The address is: HR Department, QMUL, Mile End, London, E1 4NS.

1. Your name:

2. Your payroll ref. number (see MyHR):

3. My partner is expecting a child. The week the baby is due is:

4. I plan to take the following two weeks (which need not be consecutive) as ordinary paternity leave:

**[Give at least 4 weeks notice. You cannot begin ordinary paternity leave before the day the baby is born. Both weeks must be taken in the first 52 weeks following the birth of the baby.]**

Week one

Week two

I will give you 4 weeks' notice of any change to the date I plan to start ordinary paternity<sup>1</sup> leave (unless I am unable to do so for practical reasons - in which case I will let you know as soon as is reasonably practicable).

5. I declare that:

[Tick all the appropriate boxes]

I qualify for ordinary paternity leave as I am one of the following:

- the father of the child; or
- married to the mother of the child; or
- the civil partner or partner of the mother of the child.

I will have joint responsibility for the child's upbringing.

6. Your signature

7. Date

8. Your manager's signature