Paternity/maternity support leave

This document is for staff who have babies born and babies/children placed before 6th April 2018

'Ordinary' leave

The University’s Ordinary paternity/maternity support leave policy incorporates all relevant legislation and statutory entitlement with regard to paternity leave and pay.

The term ‘maternity support leave’ is used by the University in addition to ‘paternity leave’ to recognise that any employee who is the partner of an expectant mother, or a child’s adopter, is entitled to leave under this policy.

From 1 October 2014 partners and fathers may be entitled to unpaid time off to attend ante-natal appointments.

If this guide does not answer all your queries, please seek advice and further details from your [Human Resources Business Partner](http://www.exeter.ac.uk/staff/contacts/hr/businesspartners/).

Time off to accompany a pregnant woman to ante-natal appointments

From the 1st October 2014 employees will be allowed unpaid time off to accompany a pregnant woman to up to 2 ante-natal appointments. This is a right from the first day of employment.

**Who can take the time off?**

The leave can be taken by

* The baby’s father
* The expectant mother’s spouse, her civil partner or partner (of either sex) in an enduring relationship
* Intended parents of a child in a surrogacy arrangement

**How much time off can be taken?**

The entitlement is to attend up to 2 ante-natal appointments with a maximum of 6 hours and 30 minutes per appointment. As this is unpaid time off, the normal expectation of the University is that the time off will be made up at another time, by agreement with your manager. Alternatively, if the nature of the work means this is not possible or if the employee requests this, then the time off can be taken as unpaid leave. Dates and times should be sent to Employee Services in HR Services so that the appropriate deduction can be made from your pay.

**Information for managers**

Please ensure that Employee Services are emailed at payandbenefits@exeter.ac.uk with the employees’ name, payroll number and the dates and times that they were away from work.

Time Off for Secondary Adopters

From 5th April 2015 secondary adopters will be entitled to take unpaid time off for up to two appointments. The process above should be followed.

Eligibility

To qualify for ordinary paternity/maternity support leave and pay (after birth) you must:

* have been employed continuously by the University for a period of 26 weeks or more ending with the 15th week before your partner’s expected week of childbirth and
* have, or expect to have, responsibility for the child’s upbringing and
* be the biological father of the child or the mother’s husband or partner

To qualify for ordinary paternity/maternity support leave and pay (after adoption) you must:

* have been employed continuously by the University for a period of 26 weeks or more by the end of the week in which you are formally informed by the adoption agency that you have been matched with a child and
* have, or expect to have, responsibility for the child’s upbringing and
* be the joint adopter of the child or be the adopter’s husband or partner

Leave and pay

**Leave**

Ordinary Paternity/ Maternity support leave is up to two weeks' leave and has to be taken in one block as per statutory requirements.

You can take your leave:

* from the date of the child's birth/placement, or
* from a chosen number of days or weeks after the date of the child's birth or placement, up to 56 days after the birth or placement of your child. The leave must be completed by day 56.

**Pay**

If you qualify for Ordinary Paternity/Maternity support leave you will be eligible for up to two weeks paid leave. You will receive your normal weekly pay for both weeks of Ordinary Paternity/Maternity support leave, which includes your [Statutory Paternity Pay (SPP)](http://www.exeter.ac.uk/staff/employment/payandconditions/payroll/salariesandoncosts/statutoryrates/) entitlement.

If your average weekly wage is below the [Lower Earnings Limit (LEL)](http://www.exeter.ac.uk/staff/employment/payandconditions/payroll/salariesandoncosts/statutoryrates/) you do not qualify for SPP. You may be able to get Income Support while on ordinary paternity/maternity support leave and further information is available from your local Jobcentre Plus office or Social Security office.

Applying for ordinary paternity/maternity support leave

To qualify for paid ordinary paternity/maternity support leave you must:

* inform your line manager/ Head of Discipline in writing (this can be email) and send a copy to your [Human Resources Business Partner](http://www.exeter.ac.uk/staff/contacts/hr/businesspartners/), by the 15th week before the expected week of childbirth (e.g. by the time your partner is approx. 25 weeks' pregnant) or no later than seven days after the date on which notification was received from the adoption agency of the match with the child
* complete form [PD76](http://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/parentscarers/PD76_Paternity_Pay_Claim_Form1.doc) at least 28 days before you want your paternity/maternity support pay to start.
* inform your [Human Resources Business Partner](http://www.exeter.ac.uk/staff/contacts/hr/businesspartners/) when the baby has been born or, in the case of adoption, when the child’s placement has commenced for your entitlement to SPP to begin

You will be able to change your mind about the date you want your leave to start, providing you inform your [Human Resources Business Partner](http://www.exeter.ac.uk/staff/contacts/hr/businesspartners/), in writing, at least 28 days in advance.

Returning to work

You are entitled to return to the same job following ordinary paternity/maternity support leave.