Are you eligible for Paternity/Maternity Support Leave?

In all cases, you must meet the following conditions:

- You¹ and your partner are having a baby, adopting a child (up to the age of 16 years), or having a baby through a surrogacy arrangement;
- You are taking Paternity/Maternity Support Leave to look after the child or your partner; and
- You have or expect to have responsibility for the child’s upbringing.

To be eligible for **College Paternity/Maternity Support Leave**, in addition you must meet the following requirements (these reflect the eligibility requirements for Statutory Paternity Leave):

- Have completed 26 weeks’ continuous service with the College, as an employee, by either the end of the 15th week before the expected week of childbirth, or by the end of the week you receive notification that you have been matched with a child for adoption²;
- Continue to be employed by the College up to the birth or adoption of the child; and
- Provide the required notice by completing the Paternity/Maternity Support Leave Request form [add link] and passing the completed form to your manager and HR contact by:
  - The end of the 15th week before the baby is due; or
  - Within 7 days of receiving notification from the adoption agency that you have been matched with a child for adoption⁴.

To be eligible for **Statutory Paternity Pay**, in addition to satisfying the conditions above, your average earnings in the 8 weeks up to and including the qualifying week must have been at least equal to the Lower Earnings Limit for NI contributions (please seek advice from your HR contact if you are at all unsure about this).

Statutory Paternity Pay is the same as the standard rate of Statutory Maternity Pay, this is the lesser of:
- £138.18 per week; or
- 90% of average weekly earnings if this is less than the flat rate.

Provided you satisfy all the above conditions, you will be entitled to College Paternity/Maternity Support Leave and Pay of two weeks at full pay³.

Please note, College Paternity/Maternity Support Pay will normally only be paid if you are eligible for Statutory Maternity Leave and Pay (please seek advice from your HR contact if you are at all unsure about this).

¹To be eligible for Paternity/Maternity Support Leave and Pay, you must be the father, husband or partner of the mother (or adopter), the child’s adopter, or intended parent (if you are having a baby through a surrogacy arrangement).
²If your baby is born earlier than the 14th week before it is due and, but for the birth occurring early, you would have been employed continuously for 26 weeks at the end of the qualifying week, then you will be deemed to have the necessary length of service.
³When in receipt of College Paternity/Maternity Support Pay, Statutory Paternity Pay is an inclusive part of that payment.
⁴If you are unable to meet these timescales, notice must be provided as soon as reasonably practicable.