

Paternity/Maternity Support Leave Policy

CONTENTS

1.0	Introduction
2.0	Paternity/Maternity Support Leave
2.1	Antenatal appointments
3.0	Eligibility for Paternity/Maternity Support Leave and pay
3.1	Who is eligible for leave and pay?
3.2	Will my previous continuous service be recognised?
4.0	Paternity/Maternity Support Leave
4.1	How much leave can I take?
4.2	How do I apply leave?
5.0	During the leave period
5.1	What happens to my annual leave during my leave?
6.0	What is Shared Parental Leave?
7	College Support
7.1	Early Years Education Centre
7.2	Flexible Working
8	Glossary of Terms used

Other Family related policies include:

[Maternity Policy](#)

[Adoption and Surrogacy Policy](#)

[Shared Parental Leave](#)

[Special Leave Policy](#)

[Flexible Working Policy](#)

1.0 Introduction

The following details outline employees of the College's entitlements to Paternity/Maternity Support leave rights and benefits. It will not normally apply to casual workers or agency workers.

The College treats equality of opportunity seriously and has an equality framework that is applicable to staff in order to promote and ensure equality of opportunity. Implementation of this procedure must be clear and transparent and not subject to any unfair discriminatory practices.

Line managers and supervisors are required to familiarise and understand this procedure.

Members of staff are encouraged to contact their [senior HR administrator](#) for their department or division to discuss their entitlement.

2.0 Paternity/Maternity Support Leave

Paternity/Maternity Support Leave is available to enable members of staff, both men and women, whose partners are having a baby or are adopting a child to take time off to support their partner. Paternity/Maternity Support Leave is also available where a couple are jointly adopting, and the other member of the couple is taking Adoption/Surrogacy leave.

Paternity/Maternity Support Leave cannot be taken for any other purpose than as set out above.

2.1 Antenatal appointments

Members of staff, both men and women whose partners are having a baby are, regardless of their length of service, entitled to paid time off to accompany the pregnant woman to two antenatal appointments, made on the advice of a doctor, registered midwife or registered health visitor. Ante-natal care is not necessarily restricted to medical examinations, for example, it could include parenting classes, as long as these are advised by a registered medical practitioner, midwife or health visitor. You should give your manager as much notice as possible of appointments and formally request your absence through the TeamSeer absence management system.

Your manager may ask you to confirm in writing the time and date of the appointment, the nature of your relationship with the pregnant woman and that the purpose of the time off is to attend an ante-natal appointment.

3.0 Eligibility for Paternity/ Maternity Support Leave and Pay

3.1 Who is eligible for Paternity/Maternity Support Leave and Pay?

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.

¹ To 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).

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/adoption of the child; and
- provide the required notice (see section 4.2 below).

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 the 26 weeks at the end of the qualifying week, then you will be deemed to have the necessary length of service.

To be eligible for **Statutory Paternity Pay**, in addition to satisfying the conditions outlined 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 HR if you are at all unsure about this).

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

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

When in receipt of College Paternity/Maternity Support Pay, Statutory Paternity Pay is an inclusive part of that payment.

Statutory Paternity Pay is the same as the standard rate of Statutory Maternity Pay, this is the lesser of:

- £148.68
- or**
- 90% of average weekly earnings if this is **less** than the flat rate.

3.2 Will my previous continuous service be recognised for the purposes of calculating my paternity/maternity support leave and pay entitlement?

The College will recognise previous continuous University or Trust service for the purposes of paternity/maternity support pay and leave for the following categories of staff: Professor, Reader, Non Clinical and Clinical Senior Lecturer, Non Clinical and Clinical Lecturer, and Clinical Research Fellows. In such cases, staff will be entitled to receive benefits as outlined in Section 4.1 below.

4.0 Paternity/Maternity Support Leave

4.1 How much Paternity/Maternity Support Leave can I take?

Provided you meet the all the conditions set out at section 3.1 above you are entitled to take 2 weeks paid Paternity/Maternity Support leave. You can choose to take the leave as either one week or two consecutive weeks. It cannot be taken as odd days or as two separate weeks.

You can choose to start your leave:

- from the date of your child's birth (whether this is earlier or later than expected); or
- from a chosen number of days or weeks after the date of your child's birth (whether this is earlier or later than expected); or
- from a chosen date later than the first day of the week in which your baby is expected to be born.

Leave can start on any day of the week on or following the child's birth, but must be completed:

- within 56 days of the actual date of birth of your child or date of placement of your child for adoption
- if your child is born early, within the period from the actual date of birth, up to 56 days after the first day of the expected week of birth.

If you specify the date of birth as the day you wish to start your leave and you are at work on that day, leave will begin on the next day.

Only one period of leave will be available to you irrespective of whether more than one child is born as a result of the same pregnancy, or placed together as a result of the adoption.

Following your period of Paternity/Maternity Support Leave, an additional 4 weeks of unpaid leave may be applied for under the Parental Leave scheme. Further information on Parental Leave is available in the [Special Leave Policy](#).

Eligible staff may also wish to consider [Shared Parental Leave](#) as an option.

4.2 How do I apply for Paternity/Maternity Support Leave?

To apply for this leave, and to qualify for paid leave, you should complete a [Maternity Support/Paternity/Adoption Pay and Leave Request](#) form and give the completed form to your manager and a copy to HR by the end of the 15th week before the baby is due, or within 7 days of being notified by the adoption agency that you have been matched with a child for adoption. If you are unable to meet these timescales, notice must be provided as soon as is reasonably practicable. HR will add the leave onto your TeamSeer absence management system record.

5.0 During the Paternity/Maternity Support Leave Period

5.1 What happens to my annual leave during my Paternity/Maternity Support Leave?

You are entitled to receive full contractual annual leave, both holiday and mandatory leave, during your ordinary paternity/maternity support leave period.

Any mandatory leave days which fall during your ordinary paternity/maternity support leave period should be added to and taken as holiday leave. Mandatory leave days which fall before or after the ordinary paternity/maternity support leave period should be taken as normal.

6.0 What is Shared Parental Leave?

Shared Parental Leave provides eligible parents with the opportunity to choose to share the care of their child during the first year following the child's birth/adoption. Its purpose is to give parents greater flexibility in considering how to best care for, and bond with, their child.

It is expected that members of staff will discuss their plans for Shared Parental Leave. Further information including eligibility requirements and full details of the Statutory and College Shared Parental Leave Schemes is available in the Shared Parental Leave Policy.

7.0 College Support

7.1 Early Years Education Centre

Child-care for children between the ages of 6 months and 5 years is available, by application, from the College Early Years Education Centre. For details of fees and how to apply for a place please contact the Manager, or the Supervisor, on telephone number 020 7594 5120 / 5121 or visit: www.imperial.ac.uk/eyec.

7.2 Flexible Working

If you are thinking about changing your work pattern when you return to work please speak to your line manager as soon as possible. Further information can be found in the [Flexible Working Policy](#).

8.0 Glossary of Terms Used

Expected Week of Childbirth	The week, beginning with midnight between Saturday and Sunday, in which it is expected that childbirth will occur
Keeping in Touch Days	Days agreed between a member of staff and their manager when they will carry out work or attend training
TOIL	Time off in lieu
Paternity/Maternity Support Leave	A leave of absence from work granted to an eligible member of staff to care for a new born child or child recently adopted

Further information is available via our [Paternity/Maternity Support Leave FAQs](#). If you require any additional guidance, please consult your local [HR Representative](#).