

CITIZENS ADVICE REIGATE AND BANSTEAD PATERNITY LEAVE POLICY AND PROCEDURE

1. Purpose and scope

This policy applies to all employees of Citizens Advice Reigate and Banstead

The purpose of this policy is to provide consistent and up to date advice to employees who want to take Paternity leave.

2. Responsibilities

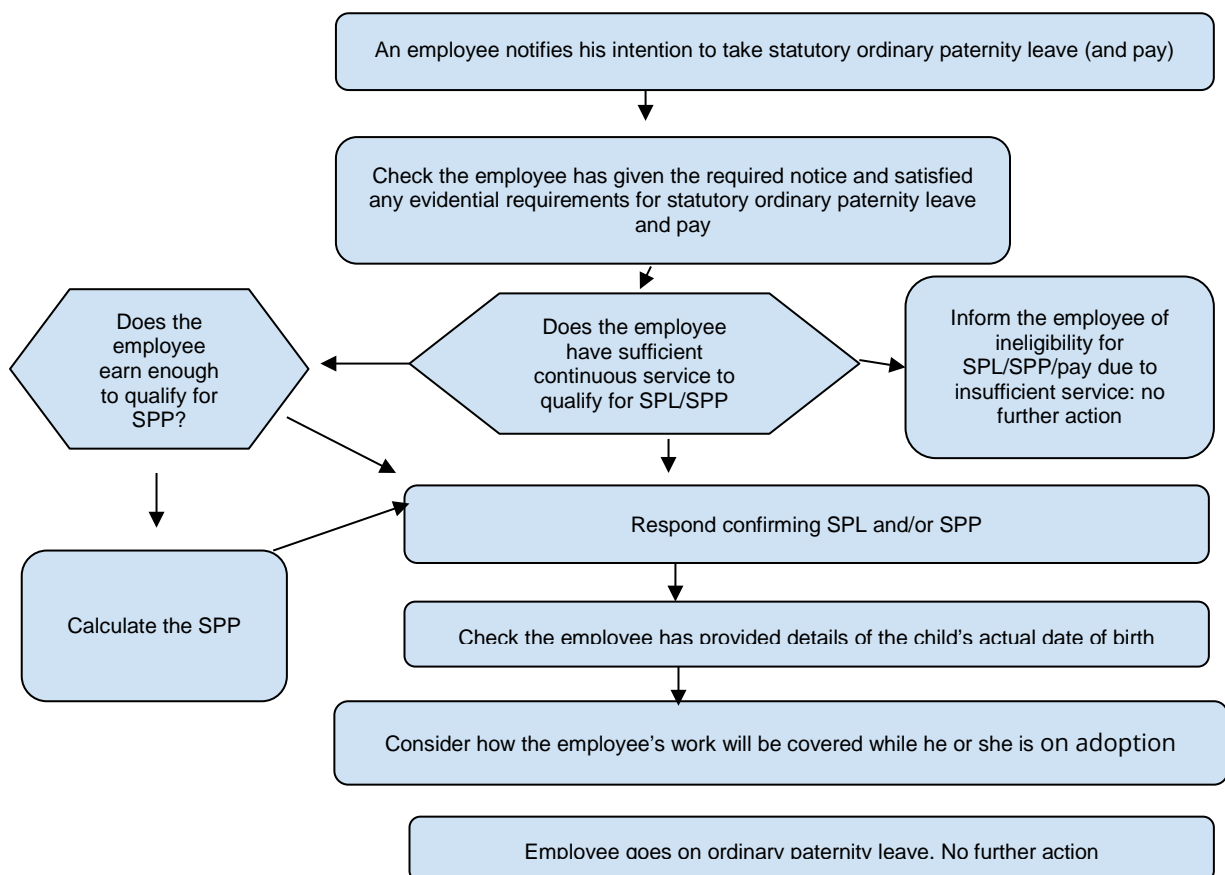
You have a responsibility to:

- ensure you follow the correct procedure for each area of leave
- maintain contact with your manager during periods of leave and ensure that you return to work as expected
- ensure your Manager is kept informed about your potential leave requirements
- provide the appropriate certificated proof in support of the applicable leave
- ensure you have completed the required form for the type of leave applied for
- provide any proof of evidence if required for application approval

Your Manager has a responsibility to:

- ensure you are made aware of your rights under the leave policy
- provide advice to you as appropriate
- maintain a full and up-to-date record of leave taken

3. The process



4. Paternity Leave Summary

Description	If you are the partner of someone expecting a baby or adopting a child/children
Who?	Father / Partner / Adopter
Eligible?	26 weeks service
When?	After birth or adoption
How Long?	Up to 3 weeks
Paid?	Yes – depending on length of service and eligibility

Paternity leave is where you take time off because your partner's having a baby, adopting a child or having a baby through a surrogacy arrangement. You might be [eligible](#) for:

- 1 or 2 weeks paid Paternity Leave
- [Shared Parental Leave](#).

You can only get Shared Parental Leave if your partner returns to work. You may not get both leave and pay, and there are rules on [how to claim](#) and [when your leave can start](#).

You are able to take two consecutive weeks as Paternity Leave to care for a newborn child or to support the mother - an employee cannot take odd days off but the weeks can start on any day, e.g Tuesday-Monday. Paternity leave can be taken on or from the date of birth of the child and must be taken within 8 weeks of the actual date of birth of the child.

5. Eligibility

To be eligible for paternity leave the employee must:

- have been continuously employed by Citizens Advice Reigate and Banstead for at least 26 weeks ending with the 15th week before the expected week of childbirth - the qualifying week, or the end of the week in which the child's adopter is notified of being matched with the child (UK adoption), or the date the child enters the UK (overseas adoptions);
- be the biological father of the child or be the mother's husband, civil partner or partner (including same-sex partners; and
- have or expect to have responsibility for the upbringing of the child.

6. Statutory paternity pay

Employees are entitled to statutory paternity pay (SPP) provided that their normal weekly earnings are equal to or above the lower earnings limit that applies to National Insurance Contributions. SPP is paid at either the standard weekly rate set by the Government for the relevant tax year or 90 per cent of the employee's average weekly earnings if this is lower.

6.1. Notification requirements for Paternity Leave

Employees must inform the {organisation name} of their intention to take Paternity Leave by the end of the 15th week before the expected week of childbirth or as soon as reasonably practicable if notice could not have been given sooner. They must inform Citizens Advice Reigate and Banstead of:

- the week the baby is due;
- whether they wish to take one or two weeks' leave;

- when they wish their leave period to start.

6.2 Time off to accompany a pregnant woman to antenatal appointments

You can take unpaid leave to accompany a pregnant woman to 2 antenatal appointments if you are eligible for Paternity Leave. This is up to a maximum of 6.5 hours for each appointment. Extra time, if required, can be taken from an employee's annual leave.

The employee must request this in writing stating that they are eligible for paternity leave and the date and time of the appointment.

6.3 Rights during Paternity Leave

Your [employment rights](#) are protected while on paternity leave. This includes your right to:

- pay rises
- build up (accrue) holiday
- return to work

7. Further information

You should contact your line manager at Citizens Advice Reigate and Banstead. Your managers should consult the relevant section of BMIS for more guidance and support. The SPP rates can be found on www.gov.uk website.