



University of the
West of England

PATERNITY CO-PARENT LEAVE AT UWE

A GUIDE TO PATERNITY / CO-PARENT LEAVE AT UWE

PATERNITY / CO-PARENT LEAVE

The University recognises that more parents want to be involved in supporting their partner around the time of their child's birth or around the time of the adoption of their child. This guide is designed to explain to you, as an employee, the particular entitlement for paternity / co-parent leave and paternity pay. However, the provisions are dependant on how long you have worked continuously for the University or other employer we recognise for continuous service.

As an employee, you are entitled to paternity / co-parent leave where you are the

- biological father of the child
- mother's partner (irrespective of sex¹)
- child's adopter
- partner (irrespective of sex²) of the child's adopter

If you are adopting a child you and your partner will need to choose who takes adoption leave and who paternity / co-parent leave. A separate policy is available in respect of Adoption Leave.

The leave must be taken in a single block of either one or two weeks and must be taken within a period of 56 days beginning on the date the child is born or placed for adoption.

You will be entitled to paternity / co-parent leave and paternity pay provisions if you qualify under the statutory rules and if:

- your partner has an Expected Week of Childbirth (EWC) on or after 6 April 2003
- you are adopting a child who is to be placed with you on or after 6 April 2003

If you have had continuous service with the University for at least 26 weeks by the 15 week before the child is expected to be born, or by the week in which an approved adoption agency matches you and your partner with a child, then you qualify for Statutory Paternity Pay (SPP), provided your earnings have been above the lower earnings limit for the eight weeks leading up to the 15th week before the EWC. Some employees who have only recently joined the University or whose earnings are below the level at which National Insurance is payable, may not be entitled to receive SPP.

The government determines the rules which apply to statutory provision and the University's occupational provisions are based on the same principles. The amount of pay you are due during your paternity / co-parent leave depends on the amount of service you have. There are two kinds of paternity pay:

- Statutory Paternity (SPP) is money the University pays on behalf of the Department of Work and Pensions while
- Occupational Paternity Pay (OPP) is money due to you under your conditions of service with the University.

¹ Partner refers to a person you are in a relationship with who is of the same sex, opposite sex or is trans.

² See footnote 1

The University Occupational Paternity / Co-parent Scheme

If you have at least one year's continuous service by the EWC or by the week in which the child is placed with you for adoption, then you will qualify for both Occupational Paternity Pay and Statutory Paternity Pay as follows:

Leave: You are entitled to take either one or two week's' paternity / co-parent leave in a single block and paid leave to attend one ante-natal appointment. You will also be entitled to an additional one day's paid leave for the day of the birth if this falls on a working day.

SPP: Subject to SPP rules, you will receive 2 weeks of paternity pay at £124.88 per week (or 90% of your average weekly earnings if that is less).

OPP: You will receive the first week of paternity / co-parent leave at full pay (though this is offset by your SPP). During your second week you will only receive SPP as above.

The Statutory Paternity / Co-parent Scheme

(A) **If you have at least 26 weeks continuous service** with the University by the 15 week before the child is expected to be born, or by the week in which an approved agency matches the adopter with a child, then you qualify for Statutory Paternity / co-parent Leave as follows:

Leave: You are entitled to take either one or two week's' paternity / co-parent leave in a single block and paid leave to attend one ante-natal appointment.

SPP: Subject to SPP rules, you will receive 2 weeks of paternity pay at £124.88 per week (or 90% of your average weekly earnings if that is less).

OPP: You will not be entitled to OPP during you paternity / co-parent leave.

(B) **If you have less than 26 weeks service** by the 15 week before the child is expected to be born, or by the week in which an approved adoption agency matches you and your partner with a child, then you are not entitled to Statutory Paternity / co-parent Leave or payment. However, you are entitled to paid leave to attend one ante-natal appointment and will be able to apply for unpaid leave.

Informing your manager and HR

You will need to discuss with you manager as soon as possible your intention to take paternity / co-parent leave. You will also need to contact your HR Administrator who will be able to confirm your entitlements and provide you with a 'Self Certificate of Entitlement to Paternity / co-parent Leave and Paternity Pay' (Paternity Birth – Form SC3, or Paternity Adoption – SC4).

For contact details of your HR Administrator, please visit the HR Website at: <http://info.uwe.ac.uk/HR/contacts/administration.asp>

You will need to formally give notice of your intention to take paternity / co-parent leave and to confirm your eligibility by completing the 'Self Certificate of Entitlement to Paternity / co-parent Leave and Paternity Pay' form. You will need to return your form to HR Administration at least **28** days before the EWC, or if you are adopting a child no more than **7** days after you and your partner have been notified of the match for adoption.

The notice will need to specify the length of period of leave you intend to take, either one or two weeks in a single block and the expected week of birth or placement of the child for adoption.

You will need to decide on which date you wish to commence paternity / co-parent leave. This may be either the date of birth/placement for adoption, a date falling a specified number of days after the birth/adoption, or a predetermined date.

Clearly, the date of actual birth cannot be predicted. Where you have indicated that you wish to start paternity / co-parent leave immediately following the child's birth and provided you have given the required notice, paternity / co-parent leave will start on the day on which the child is born regardless of whether the child is born early or late. However, if you do have any difficulties please talk with your line manager, or contact Human Resources.

Taking your paternity / co-parent leave

Paternity / co-parent leave must be taken within a period of 56 days beginning on the date your child is born or placed with you for adoption. It is often difficult to know the actual day a child is going to be born, but the earliest date paternity / co-parent leave can start is on the birth of your child, or the date your child is placed for adoption with you and your partner.

A false start to labour does not trigger off your paternity / co-parent leave. However, where a birth is premature you can take paternity / co-parent leave any time between the birth and 56 days after the expected week of childbirth (EWC). This is to recognise the risk that in cases of premature birth, the child and mother may not return home for some time after the birth.

Bank Holidays / UWE Closure Days

If your baby is due on or after 1 October 2009, you will also accrue any Bank Holidays or UWE Closure dates that fall during the paternity / co-parent leave period.

When you choose to return from maternity leave you will be compensated for the actual number of Bank Holidays or Closure days that occurred during your paternity / co-parent leave.

Receiving your pay

Paternity Pay will be paid to you through the normal payroll process. SPP and OPP will be identified separately on your normal pay advice slip.

Child care

It's never too early to start thinking about childcare and investigating the options available to you. The government sets stringent standards for the regulation of nurseries and child minders and they often have waiting lists, particularly in relation to places for babies.

The University in conjunction with KiddiVouchers offers a child care voucher scheme which enables you to make savings on your tax and National Insurance contributions. Please visit www.kiddivouchers.com or call 0845 094 1412 for further details.

If you are already claiming vouchers you should be aware that, as the scheme requires you to sacrifice part of your salary, you will have to ensure that your total salary will be sufficient to cover the costs of the total voucher cost in the month you take paternity / co-parent leave. This should only generally be an issue if you work a small number of hours for the University.

Returning to work

You will have the right to return to work following a period of paternity / co-parent leave and will have protection from detriment and unfair dismissal in connection with paternity / co-parent leave.

Summary of Process

- 1 If you intend to take paternity / co-parent leave, inform your manager as soon as possible.
- 2 Contact your HR Administrator who will be able to confirm your entitlements and will provide you with the necessary paperwork.
(<http://info.uwe.ac.uk/hr>)
- 3 If you qualify, decide whether you want to apply for one or two weeks in a block and when you intend to start.
- 4 Submit your Self-Certificate of Entitlement to Paternity / co-parent Leave and PaternityPay (Form SC3) at least 28 days before your partner's Expected Week of Confinement, or if adopting (Form SC4) no more than 7 days after you and your partner have been notified of the match for adoption.
- 5 Finally, if there are any changes to your circumstances please let your manager and HR know immediately.

USEFUL CONTACTS

Childcare

The nursery at the Frenchay Campus has 40 places for children aged 3 months to 5 years and is open all year round from 8.00am to 5.30pm Monday to Friday.

For further details and price information please contact:

Frenchay Nursery: 0117 328 6290

Or visit the website: [UWESU Nurseries](http://www.uwesu.ac.uk/nurseries)

Other nurseries

There are a large number of nurseries in and around Bristol. Some are private, others are run by Social Services and, in some areas, local authority nursery schools and classes attached to primary schools cater for children aged three to five.

Lists of nurseries are available from:

Local Social Services Office (see telephone directory for address)

Avon Parents Network, telephone: 0117 941 3999

Children Information Services:

ENGLAND

Bristol:	0845 129 7271	Somerset	0845 6007171
South Gloucestershire:	01454 868666	Wiltshire	08457 585072
Bath & NE Somerset:	01225 395343	Gloucestershire	0800 5420202
North Somerset:	0125 888778	Swindon	01793 541786

WALES

Monmouthshire	01633 644527	Blaenau Gwent	08000 323339
Newport	0800 3288483	Caerphilly	01443 863232
Torfaen	08000 196330	Merthyr Tydfil	01443 694700
Cardiff	02920 520100	Vale of Glamorgan	01446 704732
Rhondda Cynon Taf	0800 1804151		

Child minders

Child minders care for children in their own homes and are required by law to register with the Social Services Department if they work for more than two hours per day. The numbers and ages of children that child minders can care for is controlled by Social Services. Lists of registered child minders and advice from your Local Social Services Office (see telephone directory for the address).

Other childcare options:

Government Website – Childcare Options: www.childcarelink.gov.uk Tel: 0800 096 0296

KiddiVouchers – 0845 094 1412 Website: www.kiddivouchers.com

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