



Paternity Leave

Human Resources Department

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1.0 Paternity Leave

1.1 Paternity Leave is granted to enable eligible members of staff to take up to 4 weeks paid leave:

- In the case of childbirth, to care for the child and or, to support the mother/birthing parent following the birth of the child.
- In the case of a UK adoption, to care for the child and or, to support a new adoptive parent 'the adopter,' following the placement of the child for adoption.
- In the case of an overseas adoption, to care for the child and or, to support a new adoptive parent, 'the adopter,' following the entry of the child in to the UK.
- In the case of a childbirth through surrogacy, to care for the child and or, to support the mother/birthing parent following the birth of the child.

1.2 Eligible staff members are entitled to the following payments:

Weeks	University Paternity Pay Scheme
1 – 4 (inclusive)	Full basic pay or 100% of average weekly pay, which is inclusive of 2 weeks of the basic statutory entitlement (<i>the lower of 90% of average weekly earnings or SPP at the standard rate – assuming eligibility criteria are met – see below</i>)

2.0 Eligibility for Paternity Leave

2.1 A member of staff is eligible to take Paternity Leave, pro rata for part-time staff, if they;-

- In a case of childbirth, has or expects to have responsibility for the upbringing of the child, and is either the biological father of the child, or is married to, or is the partner, or civil partner of the child's mother/birthing parent.
- In a case of a UK adoption, has or expects to have responsibility for the upbringing of the child, and is married to, or the partner, or civil partner of a person who has adopted a child, or is a member of a couple adopting jointly; and the member of staff has chosen not to take adoption leave.
- In a case of an overseas adoption, has or expects to have responsibility for the upbringing of the child, and is married to, or the partner, or civil partner of a person who has adopted a child, or is a member of a couple adopting jointly; and the member of staff has chosen not to take adoption leave.
- In a case of childbirth through surrogacy, if the biological mother but not the birth mother, or has or expects to have responsibility for the upbringing of the child, and is married to, or the partner, or civil partner of a person who has adopted a child, or is a member of a couple adopting jointly; and the member of staff has chosen not to take adoption leave.

3.0 The Duration of Paternity Leave

3.1 A member of staff can take up to 4 weeks of paid Paternity Leave. This can be taken as 4 consecutive weeks or as 2 blocks of 2 weeks. Paternity Leave cannot be taken as odd days or in more than 2 blocks. Members of staff can take only 1 period of Paternity Leave at a time, even if more than 1 baby is born as a result of the same pregnancy, or if more than 1 child is being adopted at the same time.

3.2 The earliest Paternity Leave can start is:

- In the case of childbirth, on the date of the child's birth. If a member of staff specifies the date of birth as the day they wish to start Paternity Leave and is at work on that day, Paternity Leave will begin on the next day.
- In the case of a UK adoption, on the date of placement of the child for adoption.
- In the case of an overseas adoption, on the date of entry of the child in to the UK.
- In the case of a child born through surrogacy on the date of the child's birth.

3.3 Paternity Leave can start on any day of the week and must be completed:

- In the case of childbirth, within 1 year of the actual birth of the child (or due date if the baby is early).
- In the case of a UK adoption, within 1 year of the date the child is placed for adoption.
- In the case of an overseas adoption, within 1 year of the date of entry of the child into the UK.
- In the case of a childbirth through a surrogacy, within 1 year of the child's date of birth (or due date if the baby is early).

Staff who wish to change their start date must provide 28 days' notice.

3.4 Annual Leave

- Annual leave, bank holidays and closure days continue to be accrued throughout the period of paternity leave.
- Annual leave and accrued closure days or bank holidays are to be taken in agreement with the employee's Line Manager. The University's expectation is that the leave accrued would be taken immediately following the end of the paternity leave period to assist with the management of operational requirements.

3.5 In circumstances where a pregnancy ends in miscarriage during the first 24 weeks of pregnancy, Paternity Pay is not payable. In these circumstances any absence would be managed in line with the [Compassionate Leave Policy](#) and [Sickness Absence Policies](#), as appropriate. After 24 weeks the employee remains entitled to paternity leave and pay. The University's [employee assistance programme](#) can provide support to staff during this difficult time.

4.0 Eligibility for Paternity Leave Pay/Terms and Conditions

- 4.1 During a period of Paternity Leave a member of staff is entitled to the benefit of all those contractual terms and conditions they would have enjoyed had they not been absent.
- 4.2 All staff members will receive full pay in line with their normal full pay during the period of paternity leave. This will include statutory pay where staff meet the eligibility criteria set out below (see 4.3). However, all individuals will receive full pay during the period of paternity pay regardless of eligibility for statutory pay.
- 4.3 To be eligible for statutory paternity pay our members of staff must:
- be the biological father or adopter of the child or be the mother's/birthing parent's (or adopter's) spouse, partner or civil partner or have or expect to have responsibility for the child's upbringing.
 - have continued to work for the same employer without a break for at least 26 weeks by the 15th week before the baby is due, or employed up to and including the week your spouse, partner or civil partner was matched with a child.
 - continue to work for that employer without a break up to the date the child is born or placed for adoption.
 - be earning an average amount per week in line with government guidance. For full details, please see [Paternity pay and leave: Eligibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/paternity-pay-leave).

5.0 Attending Antenatal Appointments

- 5.1 A member of staff eligible for paternity leave, regardless of length of service, has an entitlement to paid time off to accompany the expectant mother/birthing parent to 2 antenatal appointments ordinarily, or to up to 4 antenatal appointments where such additional appointments are recommended on medical grounds. The Head of Department or Line Manager will not unreasonably refuse consent but may request (except for the very first appointment) that the member of staff provide evidence where appropriate, showing that the appointment has been made.

6.0 How to apply for Paternity Leave

- 6.1 A member of staff should consult with their Head of Department at the earliest opportunity regarding Paternity Leave for the purposes of departmental planning. In cases of childbirth and surrogacy, staff members must inform the University of the child's due date by the end of the 15th week before the baby is expected, or if this is not possible, as soon as reasonably practicable. Staff members must also provide at least 28 days' notice of their Paternity Leave dates and the duration of leave they wish to take. In cases where a staff member wishes to

take their leave in two blocks of two weeks, the 28-day notice period will apply for each period of leave.

To formally notify the University and apply for Paternity Leave:

- In the case of childbirth, the staff member should complete the **‘Paternity Leave- Childbirth’** Employee Request, available on the Staffing Requests tab of their Employee Dashboard on CORE Portal. If they have decided to take their leave in two blocks of two weeks, they will be required to complete two separate **‘Paternity Leave- Childbirth’** Employee Requests for each period leave. Their Line Manager will authorise the request and an email Notification will be sent to the Head of Department as confirmation. Once approved, the request will be sent to the Payroll Team in Human Resources for processing. Please note if the date of childbirth is unknown at the time the request is completed, the staff member should state the expected due date. When the birth date is known, the member of staff should confirm the date in writing to their Line manager or Head of Department, who will confirm the position to the Payroll Team in Human Resources on payroll@liv.ac.uk.
- In the case of a UK adoption, the staff member should complete the **‘Paternity Leave – UK/Overseas Adoption’** Employee Request, available on the Staffing Request tab of their Employee Dashboard on CORE Portal within 7 days of the date official notification is received that there is a match with a child, or if this is not possible, as soon as reasonably practicable. If they have decided to take their leave in two blocks of two weeks, they will be required to complete two separate **‘Paternity Leave – UK/Overseas Adoption’** Employee Requests for each period leave. Their Line Manager will then authorise the request and an email Notification will be sent to the Head of Department as confirmation. Once approved, the request will be sent to the Payroll Team in Human Resources for processing.
- In the case of an overseas adoption, the staff member should complete the **‘Paternity Leave – UK/Overseas Adoption’** Employee Request, available on the Staffing Request tab of their Employee Dashboard on CORE Portal within 28 days of receiving official notification of the adoption, or if this is not possible, as soon as reasonably practicable. If they have decided to take their leave in two blocks of two weeks, they will be required to complete two separate **‘Paternity Leave – UK/Overseas Adoption’** Employee Requests for each period leave. Their Line Manager will then authorise the request and an email Notification will be sent to the Head of Department as confirmation. Once approved, the request will be sent to the Payroll Team in Human Resources for processing. Please note if the date of the entry of the child in to the UK is unknown at the time the above form is completed, the staff member should state the date that the child is expected. When the child’s arrival date is known, the member of staff should confirm the date in writing to their Line Manager or Head of Department, who will confirm the position to the Payroll Team in Human Resources on payroll@liv.ac.uk. If the child does not enter the UK, the member of staff should confirm this in writing to the Head of Department as soon as

reasonably practicable. The Head of Department will then confirm the position to the Payroll Team in Human Resources on payroll@liv.ac.uk.

In the case of childbirth through surrogacy, the staff member should complete the **'Adoption/Surrogacy'** Employee Request, available on the Staffing Request tab of their Employee Dashboard on CORE Portal. If they have decided to take their leave in two blocks of two weeks, they will be required to complete two separate **'Adoption/Surrogacy'** Employee Requests for each period leave. Their Line Manager will then authorise the request and an email Notification will be sent to the Head of Department as confirmation. Once approved the request will be sent to the Payroll Team in Human Resources for processing.

- Please note if the date of birth is unknown at the time the above form is completed, the staff member should state the expected due date. When the birth date is known, the member of staff should confirm the date in writing to their Line Manager or Head of Department, who will confirm the position to the Payroll Team in Human Resources on payroll@liv.ac.uk.
- Should a member of staff wish to change the arrangements, they should complete a **'Paternity Leave change of Start Date'** Employee Request, available on the Staffing Request tab of their Employee Dashboard on CORE Portal, at least 28 days before the new requested start date, or if this is not possible, as soon as reasonably practicable. Their Line Manager will then authorise the change request, with an email Notification to the Head of Department as confirmation. Once approved the request will be sent to the Payroll Team in Human Resources for processing.

7.0 Further information and related policies

- 7.1 Parents who wish to take additional leave after the period of paternity leave has finished can consider Shared Parental Leave. Full information on the [Shared Parental Leave](#) policy can be found on the Human Resources website.
- 7.2 For further information and advice, please [contact](#) your Area Human Resources Assistant.