



## **PATERNITY LEAVE**

Paternity leave can only be used to care for a new baby or support the child's mother.

To qualify for paternity leave you must fulfil the following requirements:

- You must be the biological father of the baby and/or
- Be the spouse or partner (defined as living with mother in an enduring family relationship) of the mother
- Worked continuously for York Childcare Ltd for 26 weeks by the end of the 15<sup>th</sup> week before the Expected Week of Confinement (EWC) – this is the “qualifying week” – and from then up to the date of the birth.
- You must be fully involved in the child's upbringing and are taking the time off to support mother and baby.

You will still be entitled to paid leave if the baby is stillborn after the 24<sup>th</sup> week of pregnancy, or at any point in the pregnancy if the baby is born alive but dies later.

If as an employee you do not have enough service for paternity leave you remain entitled to limited unpaid dependants leave.

### **How much leave can you take?**

If qualifying, you as an employee can take up to 2 weeks leave.

One or two consecutive weeks may be taken. Weeks cannot be taken separately nor can individual days.

Only one period of leave is available at a time even if the birth is a multiple one.

### **How to notify York Childcare**

Written notice must be submitted to your line manager by the end of the 15<sup>th</sup> week before the EWC stating that your partner is pregnant and you intend to take paternity leave. The expected week of childbirth should be stated, how much leave you intend to take (one or two weeks) and the date you want the leave to start.

### **When Can the Leave be Taken?**

Paternity leave cannot be started until the baby is actually born and can be taken:

- On the date of the birth (whether this is earlier or later than the expected date). If you are at work on this day the leave commences on the next.

OR

- On a chosen date after the expected week of childbirth, for which you have given York Childcare prior notice.

Paternity leave can start on any day of the week and must be completed within 56 days of the actual birth.

If the baby is born earlier than the EWC leave must be completed within 56 days of the birth.



**Rights While on Paternity Leave**

The time you are on paternity leave counts towards your period of continuous employment.  
All usual terms and conditions of employment apply apart from wages or salary.

**Statutory Paternity Pay**

Most spouses and partners will be able to claim statutory paternity pay for 2 weeks.

To be eligible to claim you must fulfil the same length of service requirements as for paternity leave.

Additionally, you must have average earnings above the Lower Earnings Limit for National Insurance contributions. Average weekly earnings are calculated on your earning in the 8 weeks ending the 15<sup>th</sup> week before the baby is due.