Procedures

Applying for Paternity Leave
Part of Supporting Family Life Overarching Policy
October 2015
**HERIOT-WATT UNIVERSITY**

**Paternity Leave Procedures to Support Supporting Family Life Overarching Policy**

**Content**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Procedures for Paternity Leave</td>
</tr>
<tr>
<td>3</td>
<td>Procedures Version and History</td>
</tr>
<tr>
<td>Appendix</td>
<td>Application for Paternity Leave</td>
</tr>
<tr>
<td>Appendix</td>
<td>Application for Paternity Leave Adoption</td>
</tr>
</tbody>
</table>

Version 1.3 October 2015 Approved by University Executive
Author: HRD Helen Hymers
1. **INTRODUCTION**

This Procedure, which is part of the proposed Supporting Family Life suite of procedures, sets out guidance on how to request and notify the University of your paternity leave; the time off; and returning to the University at the end of your paternity leave.

2. **PROCEDURES FOR PATERNITY LEAVE**

   **How to apply**
   You should complete a Paternity Leave Application form (contained at the end of this Appendix 2) and submit this to the Human Resources department by no later than the Qualifying Week or, in adoption cases, when the placement date is known. The University will formally respond in writing to your Paternity Leave Application form within 28 days, confirming the relevant start and end dates of paternity leave and pay.

   You should also inform HR and your department of the actual date of birth as soon as possible (as this is the earliest paternity leave and pay can begin).

   **Returning to Work**
   The University expects you to return to work two weeks after you commenced paternity leave, unless you notify the University that you will be returning before this date or you agree a further period of leave (e.g. annual leave) with the University prior to you commencing paternity leave.

   If you wish to consider Shared Parental Leave as an option instead of or as well as paternity leave, please see the Shared Parental Leave Procedures [insert link].

   **Recording Paternity Leave on iHR**
   The HR Team will record your paternity leave absence on iHR.

3. **PROCEDURES VERSION AND HISTORY**

<table>
<thead>
<tr>
<th>Version No</th>
<th>Date of Approval</th>
<th>Approving Authority</th>
<th>Brief Description of Amendment</th>
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<tbody>
<tr>
<td>V. 1.3 for approval</td>
<td>7.12.15</td>
<td>UE</td>
<td>Updated Procedure to reflect legislation and to link with new Supporting Family Life Overarching Policy</td>
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Application for Paternity Leave

**Personal Details**

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
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<tr>
<td>Area and Directorate / School:</td>
<td></td>
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**Paternity Leave Details**

<table>
<thead>
<tr>
<th>My baby is due on:</th>
<th></th>
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<tbody>
<tr>
<td>I would like my paternity leave to start on:</td>
<td></td>
</tr>
<tr>
<td>I would like my paternity leave to end on:</td>
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</tbody>
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**NB:** You will be entitled to take up to one week or two consecutive weeks’ paid paternity leave anytime up to eight weeks after the date of birth. It cannot be taken as odd days or as two separate weeks.

**Declaration**

In order to confirm your eligibility for statutory paternity leave and pay, please sign this form declaring that you meet the criteria as noted below.

I declare that:

- I am the baby’s biological father OR  
- I am married to the mother OR  
- I am living with the mother  
- I have responsibility for the child’s upbringing  
- I will take time off work to support the mother or to care for the child  
- I have spoken to my Manager / Supervisor who has approved this period of leave

Signed (employee)  

Date  

Applications should be completed and sent to Human Resources at least 15 weeks before the Expected Week of Childbirth
Application for Paternity Leave (adoption)

Personal Details

Name:

Area and Section / Directorate:

Paternity Leave Details

Date on which adopter was notified of match with child:

Date on which child is expected to be placed with adopter:

Actual date of placement for adoption (if known):

I would like my paternity leave to start on:

I would like my paternity leave to end on:

NB: You will be entitled to take up to one week or two consecutive weeks paid paternity leave anytime up to 8 weeks after the date of placement. It cannot be taken as odd days or as two separate weeks.

Declaration

In order to confirm your eligibility for statutory paternity leave and pay, please sign this form declaring that you meet the criteria as noted below.

I declare that:

- I am married to or in a civil partnership with the primary adopter OR □
- I am living with the primary adopter AND □
- I have responsibility for the child’s upbringing AND □
- I have responsibility for the child’s upbringing □
- I have elected to receive statutory ordinary paternity leave and pay, and not statutory adoption leave and pay, in respect of the child. □
- I have spoken to my Manager / Supervisor who has approved this period of leave □

Signed (employee)

Date

Applications should be completed and sent to Human Resources when adoption placement date is known

NB: Primary Adopter in this form refers to the individual taking Adoption Leave and Pay.