



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

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1.	INTRODUCTION			
	<p>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.</p>			
2.	PROCEDURES FOR PATERNITY LEAVE			
	<p>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.</p> <p>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).</p> <p>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.</p> <p>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 <i>insert link</i>.</p> <p>Recording Paternity Leave on iHR The HR Team will record your paternity leave absence on iHR.</p>			
3.	PROCEDURES VERSION AND HISTORY			
	Version No	Date of Approval	Approving Authority	Brief Description of Amendment
	V. 1.3 for approval	7.12.15	UE	Updated Procedure to reflect legislation and to link with new Supporting Family Life Overarching Policy



Application for Paternity Leave

Personal Details	
Name:	
Area and Directorate / School:	

Paternity Leave Details	
My baby is due on:	
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 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.