# LEAVE PLAN FOR NEW FATHERS/PARTNERS OF NEW MOTHERS

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| Before completing this form read the full guidance on Statutory Paternity Leave and OUAPPL at <https://hr.web.ox.ac.uk/paternity-leave> to check your eligibility and understand more about what is available. |

You can use this form to:

* **Notify** your department at the Qualifying Week of your eligibility for Statutory Paternity leave and/or University of Oxford Additional Paternity/Partner Leave
* **Book** up to 2 weeks **Statutory Paternity Leave**
* **Book** up to a further 10 weeks **University of Oxford Additional Paternity/Partner leave (OUAPPL),** which can be taken as a single block or as up to three non-consecutive blocks of minimum 1 week.

In order that your department is able to make any necessary plans to cover work during your absence **please give as much notice as possible of your planned dates of leave.** You can complete all sections of the form at once if you know your planned leave dates. If you complete in multiple stages you must ensure that the declaration (Part E) is signed on each occasion that you submit. On each occasion that you submit the form, keep a copy for your own records; your department will retain the original on your departmental file.

### Notification deadlines

You must tell your department that you intend to take Statutory Paternity Leave and Pay and/or OUAPPL **by the 15th week before the expected week of childbirth** (the 'qualifying week') or the week in which you are notified of having been matched with a child for adoption, at the latest. You do this by completing Part A of the plan.

If this is not possible (for example because you have only recently started work with the University), you should tell your department about your situation and complete the Plan as soon as is reasonably practicable.

**Booking periods of leave**

**Statutory Paternity Leave (SPL)** – complete Part B of the Plan to book a period of SPL. You must give your department **at least** **28 days’ notice** of your leave dates. Your HAF or equivalent or HR department will confirm the arrangements for your leave as soon as possible after receiving your completed plan. If you subsequently wish to change dates you have booked, you must give your department 28 days’ notice of the new dates.

**OUAPPL** – complete Part C of the Plan to give your department **at least** **8 weeks’ notice** of the dates of any period of OUAPPL. Your HAF or HR department will confirm the arrangements for your leave as soon as possible after receiving your completed plan. If you are requesting multiple blocks of OUAPPL, your department may suggest alternative dates if the dates you request are not operationally possible.

If you subsequently wish to change your leave dates you must give your department at least 8 weeks’ notice of the new dates.

If you are qualifying under the Day One scheme <https://hr.web.ox.ac.uk/the-day-one-family-leave-scheme> you must have started work with the University at least one day before your child is born or placed, or was due to be born or place, to be entitled to contractual Paternity Leave.

**Fixed-term contract staff**

If your contract of employment is due to terminate during any period of family leave your entitlement to benefits under the University's contractual family leave schemes will end on the contract end date. However, you will continue to be paid any remaining statutory pay to which you may be eligible. Your contract of employment will not automatically be extended because you are on family leave.

**Further information**

For information about other schemes to support parents, including Shared Parental Leave, Additional Annual leave or Flexible Working, see <https://hr.web.ox.ac.uk/family-leave>.

**PART A –** Notifying your eligibility for, and intention to take, Statutory Paternity Leave and/or OUAPPL

Complete this form and submit to your department by the ‘qualifying week’ (the 15th week before the baby is due to be born or placed for adoption).

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| **Your details** |
| 1(a) Name: 1(b) Department: 1(c) Date employment started: Click to enter a date. |
| **Tell us when the child is due**  |
| 2(a) The baby is due on Click to enter a date.*[date as specified on the MATB1 form]*or 2(b) The child was matched for adoption on or is due to be placed on: Click to enter a date. ***[****Date notified to you by the adoption agency]*or2(c) *If the baby has been born -* The actual date of birth was: Click to enter a date.or2(d) *If the child has been placed -* The actual date of placement was: Click to enter a date. |
| **Qualifying for Contractual Paternity Pay** |
| On the date that the child is due (or was born/placed) I will be employed by the University of Oxford **Yes**  **or** No (see box below) |
| *To qualify for contractual benefits you need to have started work for the University by the day before the date that the child is due, or was born/placed, at the latest.* |
| **Qualifying for Statutory Paternity Pay** |
| The 15th week before the Expected Week of Childbirth (the ‘qualifying week’) is week commencing Sunday Click to enter a date.On this date I will have been employed continuously by the University for at least 26 weeks. **Yes**  or  **No** (see box below) |
| *If you ticked ‘No’, you do not qualify for Statutory Paternity Pay (SPP) as you have insufficient continuous service with the University. If you and your partner wish to take Shared Parental Leave please check your eligibility carefully: failure to qualify for SPP benefits may affect your eligibility for Shared Parental Leave and Pay.* |

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| **Notification of intention to take family leave** |
| 5 I intend to take [*tick all that apply*]* Statutory Paternity Leave
* Oxford University Additional Paternity/Parental Leave
* Shared Parental Leave
 | *Note that the maximum period of full pay leave available through any combination of these schemes will be 26 weeks* |
| 6 I hold a contract of employment which will cover the whole of my intended period(s) of Statutory Paternity Leave and OUAPPL: Yes (continue to Part B) orNo (see yellow box below) | *If you have a fixed-term contract, check your contract of employment to confirm the end date or speak to your departmental HR team* |
| *If you have ticked ‘No’ to 6 above any entitlement to contractual Statutory Paternity Leave and Pay or OUAPPL will end upon the expiry of your contract. You should discuss the expiry of your contract, and possible redeployment, as soon as possible with your administrator.* |

Please give as much notice as possible, to allow your department to make any necessary plans to cover your absence.

**PART B – Statutory Paternity Leave and Pay**

*Leave can start on any day of the week. The minimum period of leave is 1 week and a week is the number of days you normally work. A maximum of 2 weeks can be booked either together or as 2 separate blocks.*

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| **Booking a period of Statutory Paternity Leave (SPL)** | **Guidance notes** |
| 7a) I wish to book a block of SPL starting on Click to enter a date.Or, I wish to start leavefrom the date of the child’s (or, for adoption, the date the child is placed with us) [*tick if applicable]*I intend to return to work on Click to enter a date. | *Complete this section in all cases. You can book a single week, or a 2 week block.* |
| 7b) *(if only one week is booked in 5a above)*I wish to booka 2nd block of 1 week’s leave and start this leave on Click to enter a date.I intend to return to work on Click to enter a date. | *Complete this section if you are taking your leave as 2 separate blocks of 1 week* |

**PART C – Oxford University Additional Paternity/Partner Leave**

*Leave can start on any day of the week. The minimum period of leave is 1 week and a week is the number of days you normally work. A maximum of 10 weeks can be booked in either one block or up to 3 separate blocks.*

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| **8 Booking a period of OUAPPL** | **Guidance notes** |
| 8a) I wish to book a block of **OUAPPL** starting on Click to enter a date.I intend to return to work on Click to enter a date. | *Complete this section in all cases. You can book leave as either a single block or up to 3 blocks.*  |
| 8b) *(if leave is being taken in multiple blocks)*I wish to booka 2nd block of OUAPPL starting on Click to enter a date.I intend to return to work on Click to enter a date. | *Complete this section if you are taking your leave as 2 or more blocks.* |
| 8c) *(if leave is being taken in multiple blocks)*I wish to booka 3rd block of OUAPPL starting on Click to enter a date.I intend to return to work on Click to enter a date. | *Complete this section if you are taking your leave as 3 blocks* |

**PART D - Contact during paternity leave**

You and your department may make reasonable contact during any period of family leave. Even if you choose not to be told about changes happening at work during your leave, your HAF or equivalent will still contact you about any matters relating to your employment.

If you have a fixed-term contract which is due to end during your leave you need to agree with your Head of Administration and Finance how you wish to be contacted so that you are fully involved in the end of fixed-term contract procedure.

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| I would like to be contacted about changes happening at work during my Statutory Paternity Leave and/or OUAPPL**Yes**   **No** If yes, I would prefer to be contacted by [*delete any that do not apply]* Email – [*give address]*Phone [*give preferred phone number*]Other [*give details*] |

**PART E - Employee Declaration**

*I declare that:*

I intend to take time off work in order to care for my child; and

I am the child’s father/the partner of the child’s mother; and

I have or expect to have the main responsibility (apart from the mother) for the upbringing of the child; and

the information I have provided on this form is correct.

Signed: Date:

Full Name:

**You should sign the form and pass it to your HAF or equivalent. Don’t forget to keep a copy of it for yourself.**