# PATERNITY LEAVE PLAN

Although referred to as ‘Paternity’ leave it applies regardless of gender or marital status. You might be married to, the civil partner of, or the long-term partner of an expectant mother (or the primary adopter in an adopting couple, including surrogacy arrangements) but as long as you have, or expect to have, the main responsibility (apart from the mother/primary adopter) for the upbringing of the child and intend to take time off work in order to support the mother/ primary adopter and care for the child you can apply for up to 2 weeks paid leave. The leave may be taken as a block of either one or two weeks, or in two separate non-consecutive blocks of one week to be used within the first 52 weeks after your child is born or placed for adoption.

The entitlement applies regardless of staff group, grade or hours worked.

You can only claim paternity leave and pay if you are:

* a current employee of the University at the point at which you wish to take paternity leave, and
* hold a Chancellor, Masters and Scholars of the University employment contract.

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| Please read the full guidance on Paternity Leave on the [HR Support website](https://hr.admin.ox.ac.uk/) before completing this form. |

### Telling your department that you wish to take Paternity Leave

1. You must tell your department that you intend to take Paternity leave by completing Part A of the Plan at the latest 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.

If that is not possible (for example, if the baby is born prematurely, or 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.

2.You must give your department at least 28 days’ notice of the dates of each block of paternity leave by completing Part B of the Plan. Your departmental administrator will confirm the arrangements for your leave as soon as possible after receiving your completed plan. If you subsequently wish to change the date on which you start either period of Paternity leave you must give your departmental administrator 28 days’ notice of the new date by filling in a new Paternity Leave plan.

Complete the whole form and keep a copy for your own use; your administrator will retain the original on your personnel file.

If you have started employment with the University within the first 52 weeks after your child’s birth you may take any portion of the two weeks’ paternity leave which is unused from your previous employer.

Please note: if your contract of employment is due to terminate during any period of paternity or shared parental leave your entitlement to benefits under the University's contractual 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 paternity or shared parental leave.

For information about other schemes to support parents, including Shared Parental Leave, Additional Annual leave or Flexible Working, visit the Information for Staff pages of the [HR Support website](https://hr.admin.ox.ac.uk/).

**PART A –** Information about you and your child

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| **1 Your details** | |
| 1(a) Name  1(b) Department  1(c) Date employment started | |
| **2 Tell us when the child is due (complete 2 or 3)** | |
| 2(a)The baby is due on:   [*please give the date as specified on the MATB1 form]*  **or**  2(b) The child was matched for adoption on:  2(c)The child is due to be placed on:  [*please give the date notified to you by the adoption agency]* | |
| **3(a)** If the baby has been born, the actual date of birth was:  **Or, 3(b)** If the child has been placed, the actual date of placement was | |
| **4 About your employment** | |
| **4** I hold a contract of employment which will cover the whole of my intended period(s) of Paternity Leave:  **Yes**  (continue to 5)    or  **No** (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’ any entitlement to contractual Paternity Leave and Pay 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. | | |

**PART B – PATERNITY LEAVE AND PAY**

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| **5 Starting Paternity leave**  I intend to take a block of leave and start my paternity leave on  **5(a)**  or  **5(b)**  from the date of the child’s birth  **6** I intend to return to work on | **Guidance notes**  You can choose to take up to 2 weeks' leave and take this at any time from the expected week of childbirth, or placement date, until one year after the date of the birth/placement. The leave may be taken as a block of either one or two weeks, or in two separate non-consecutive blocks of one week. You do not have to take two weeks but you cannot treat the leave as individual days and no more than two weeks in total is available. The leave can start on any day of the week.  A week is the same number of days that you normally work in a week, eg if you only work on Tuesdays and Wednesdays, a week is two days.  You can specify a start date, or state that you intend to start your leave on the date that the child is born or placed for adoption. | |
| **7** I intend to take a second block of one week’s leave and start this leave on  **7(a)**  **7(b)** I intend to return to work on | Complete this section if you are taking your leave as two separate blocks of one week, and plan to take a second **non-consecutive** block of one week’s paternity leave.  NB You must give your department at least 28 days’ notice of the dates of each block of paternity leave by completing Part B of the Plan | |
| **8 Employee Declaration**  *I declare that:*  I intend to take time off work in order to support the mother or primary adopter, and care for the child; and  I am the child’s father or I am the spouse, partner or civil partner of the 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: | |

**Contact during paternity leave**

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| **9** I would like to be told about changes happening at work during my Paternity Leave  **Yes**  **No**  If yes, I would prefer to be contacted by:  Email to the address below    Telephone to the number below  Post to the home address below  Other, give details below | You and your department may make reasonable contact during your Paternity Leave.  Even if you choose not to be told about changes happening at work during your paternity leave, your departmental administrator 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 Paternity 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. |

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

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| **Qualifying for the Statutory Paternity Pay scheme**  Filling in the questions below will enable your HR administrator to understand whether the University can reclaim Statutory Paternity Pay from HMRC for your leave. NB this does not alter how much money you receive, all Paternity leave is at the rate of full pay. | | |
| **10(a)** The 15th week before the expected week of childbirth (the 'qualifying week') is:  **The week beginning Sunday**  **or**  **10(b)** The date I received notification of having been matched with a child is:    **10(c)** The date that my child will be placed for adoption (if known) is: | | *Guidance notes*  The qualifying week for UK adoptions is the week in which the employee is notified of having been matched with the child.  If adopting from overseas different rules apply. Please ask your departmental administrator for information. |
| **11** On the date given in 10 above I will have worked continuously for the University for at least 26 weeks, as an employee  **Yes**    or  **No**  (see box below) | Your length of employment runs continuously from the first day you started work with the University, as an employee, to the present day. Any gaps in your employment of over one week will normally create a break in continuity of service, and any length of time worked for the University in another capacity (eg as a worker, not as an employee) will not contribute to continuity of service as an employee. | |
| If you have ticked ‘No’ you will qualify for the University’s contractual Paternity paid leave scheme as long as your employment continues. However, 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 explore using the Shared Parental Leave scheme please check your eligibility carefully as failure to qualify to statutory pay benefits may affect your eligibility for Shared Parental Leave. | | |