



**London
South Bank**
University

Paternity Leave Policy

A guide to your paternity leave entitlement

1 July 2017

Become what you want to be

Purpose, Principles, Values

The first few days after a baby arrives is an exciting and important time for your family. As a father it's important for you to be able to take time get to know your new baby and support your partner.

This policy sets out your entitlement to paternity leave and the process for requesting it.

Equality, Diversity and Inclusion

The University is committed to creating a workplace where there are no barriers to inclusion. We view the differences between people as a source of strength. We will ensure that fathers taking paternity leave receive no less favourable treatment on the grounds of their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief (or no belief); sex; or sexual orientation.

Who does this policy apply to?

This policy applies to all LSBU employees from their first day of employment.

The policy does not apply to agency workers, anyone working for a third party supplier, external consultants or employees of University subsidiary companies or similar organisations associated with LSBU.

How much paternity leave am I entitled to?

You are entitled to take two working week's paternity leave on full pay. A week is based on your usual working pattern. For example if you only work on Monday and Tuesday a week means your two

working days. If you work part time Monday to Friday you can take five days off and receive your normal pay.

This applies to all staff regardless of length of service who meet the eligibility criteria below.

Who is eligible for paternity leave?

To qualify for paternity leave with pay you must:

- Have or expect to have responsibility for the child's upbringing
- Be taking time off to help care for the child or support the child's mother
- Be either the biological father of the child, the mothers' husband, civil partner or partner

Adoption

Paternity leave is also available if you are the adoptive father or mother of a child who is newly matched or placed with you and the other adoptive parent has elected to take adoption leave. If you wish to apply for paternity leave you must apply on the parental leave application form at least seven days before the date on which you are notified of the match by the adoption agency. The information you will need to provide on the application form is:

- The date you were notified of the match
- The date the child is expected to be placed
- The dates on which you wish to take paternity leave
- Confirmation that you meet the eligibility criteria

Adoptive parents are also entitled to reasonable paid time off for adoption appointments during working hours.

Please see LSBU's separate adoption leave policy.

Letting us know

It is important that you discuss your plans with your manager early on so that you can agree when you will take your leave and any arrangements for managing your work while you are away.

When can I take my paternity leave?

You can choose how you take your two week's paternity leave, either in whole weeks or odd days.

You can take your paternity leave any time from the day your child is born up to the eighth week of the baby's birth.

If you are planning to take paternity leave and shared parental leave you must take the paternity leave period first. You cannot take paternity leave if you have already taken shared parental leave in relation to the same child.

Formal notification

To apply for paternity leave you should complete the paternity leave application form and return it to the HR Service Desk giving at least 15 weeks' notice of the date on which the baby is due. If the baby arrives early, or this is not practical you should apply as soon as possible. The information you will need to provide on your application is:

- The week the baby is due
- The dates on which you wish to take your paternity leave
- Confirmation that you meet the eligibility criteria above

You can change your mind about the date on which you wish your leave to start as long as you let your manager know in writing at least 28 days in advance, or as soon as reasonably practical. Please complete a new form if you wish to change your dates.

Contractual terms and return to work

You will continue to receive all your contractual entitlements, during ordinary paternity leave. This includes accrual of contractual holiday entitlement and your pension contributions which will continue to be deducted in the usual way

You also have the right to return to the same job and terms and conditions after your paternity leave as long as you have followed the notification procedure outlined above.

Time off for Antenatal appointments

You have the right to take paid time off to accompany your pregnant partner to their antenatal appointments.

To be eligible to take this form of time off you should be the husband or civil partner of the pregnant woman, the biological father of the expected child or be living with the pregnant woman in an enduring family relationship.

Please try to arrange these appointments near the start or end of the day if you can. You should give your manager as much notice as possible and provide an appointment letter if your manager requests this.

Sources of Support

If you need help, guidance or information about paternity leave here are some sources of support available to staff at any time:

- HR Service Desk
- Your trade union representative
- Employee Assistance Programme – which offers free confidential counselling, information and advice 24 hours a day

Phone: 0800 882 4102

Website: www.pamassist.co.uk

Username: LSBUEAP

Password: LSBU1

- Occupational Health (through the HR Service Desk)
- Safety@lsbu.ac.uk
- LSBU Dignity at Work Advisers
- Equality and Diversity Team



HR Service Desk:
hrsd@lsbu.ac.uk