

BEARSTED PARISH COUNCIL
PATERNITY PAY & LEAVE POLICY
Document Reference – BPC_POL37

Version History & Change Control

Version	Release Date	Distribution	Notes	Adopted?	Date Adopted
0.1	2 nd March 2016	Finance Committee	For review and adoption if approved		
1.0	3 rd March 2016	Full Council	For adoption at Full Council meeting 8th March 2016		

Document Sign Off and Adoption

Signed off for Adoption by Councillor 1:

Signed off for Adoption by Councillor 2:

Name: _____

Name: _____

Position: _____

Position: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name: _____

Signature: _____

Date: _____

Document Purpose

This document describes Bearsted Parish Council's Paternity Pay & Leave Policy for Staff. It is based on Government guidelines outlined at <https://www.gov.uk/paternity-pay-leave/overview>

This Policy is based on Statutory Rights and forms part of the Employee Handbook for Parish Council Staff.

Records must be kept for 3 years from the end of the tax year they relate to from HM Revenue and Customs (formSPP2).

Statutory Paternity Leave

Employees are entitled to a maximum of two weeks' leave, following:

1. the birth of a child or;
2. the adoption of a child or;
3. having a baby through a surrogacy arrangement (after April 2015);

taken in order to support the mother or care for the new child. This leave may be taken as a single week or two consecutive weeks. It cannot be taken as odd days or as two separate weeks.

This leave must be taken within 56 days of the birth or adoption. If the baby is born earlier than expected, it must be taken within 56 days from the date the baby was due.

Statutory Paternity Leave is available to the biological father, the mother's husband, partner or civil partner, or the adopter's spouse, partner or civil partner – who have or expect to have responsibility for the child's upbringing.

Eligibility

An employee must have been employed for at least 26 weeks by the end of the 15th week before the EWC. The EWC is the week in which the baby is due. It starts on a Sunday. It is different from the actual week of childbirth. The EWC will be given on the MAT B1 certificate issued to the woman by her midwife or doctor when she is about 20 weeks pregnant. The employee must be on the Parish Council payroll and earn at least £112 a week (gross) in an 8 week relevant period.

In the case of adoption, an employee must have worked for the Parish Council for 26 weeks ending with the week in which the adopter is notified of being matched with a child and he or she has been employed by the Parish Council on the day the child is placed for adoption.

Statutory Paternity Pay (SPP)

SPP will be paid at the current levels as advised on the HMRC website.

Notice

The employee will give notice of his or her intention to take Statutory Paternity Leave at the latest during the 15th week before the EWC or within seven days of the adopter being notified of being matched with a child.

If the employee is also eligible to receive Statutory Paternity Pay, notice for Statutory Paternity Pay will also be given at the same time as notice for leave. Alternatively, at least 28 days' notice to receive Statutory Paternity Pay must be given or, if it is not reasonably practicable, notice must be given as soon as possible. The employee must notify the parish council of the EWC, whether they wish to take one or two weeks' leave and when they wish their leave to start. The notification must be in writing. In the case of adoption, the employee must state the expected date of adoption, the date they wish to start Statutory Paternity Pay, whether they wish to take one or two weeks' leave and the date the adopter was notified of being matched with a child.

In order to claim Statutory Paternity Pay, a declaration of their entitlement must be submitted. This must be submitted at least 28 days in advance of the date the employee would like his or her pay to start, or as soon as reasonably practicable thereafter.

Entitlements during Statutory Paternity Leave

During Statutory Paternity Leave, an employee is entitled to all of their normal contractual terms and conditions as if they were not absent, apart from basic wages and salary.