



# Our Paternity Policy



WILLMOTT DIXON

SINCE 1852

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## 1.0 Overview – what this policy covers

Our Paternity Policy is designed to help you understand how much leave and pay you are entitled to receive, how to apply for leave and what support is available to you.

Because we recognise how precious this time is, we are pleased to offer our people an enhanced entitlement in addition to the statutory amount, where eligible.

**Please note:** you may also be entitled to Shared Parental Leave and Pay. Please refer to the People section of the intranet for a copy of the [Shared Parental Leave and Pay Policy](#) or contact your local people representative.

As this policy doesn't form part of your contract of employment it may be amended at any time.

## 2.0 Entitlement to Paternity Leave

You will need to meet each of the following eligibility criteria in order for us to be able to process a paternity request and therefore qualify for paternity leave and pay:

- You have, or expect to have, responsibility for the upbringing of the child.
- You are either the biological father of the child, or you are married to, the civil partner or the cohabiting partner of the child's mother, or you are married to, the civil partner or the cohabiting partner of the child's adopter, or you are one of a couple jointly adopting a child. A cohabiting partner is a person, whether of a different sex or the same sex, who lives with the mother or adopter and the child in an enduring family relationship but is not an immediate relative of the mother or adopter.
- You are taking the leave to care for the child or to support the child's mother or adopter.
- You have worked continuously for us for 26 weeks calculated as at the 15th week before the expected week of childbirth or, in respect of an adopted child, calculated as at the week in which the child's adopter is notified of having been matched with the child for adoption.

## 3.0 Notification

You will need to have told us of your intention to take paternity leave by the end of the 15th week before the expected week of childbirth or, in the case of an adopted child, no later than

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seven days after the date on which notification of the match with the child was given by the adoption agency, unless this is not reasonably practicable.

Our [Paternity Leave/Pay Application](#) form will need to be completed. You can find this on the People (HR) intranet or from your Local People representative.

When this form is used, personal data will be collected from you in order to self-certify that you meet the eligibility criteria for Company Paternity Pay, as outlined above, and will also help us plan cover during your time away, based on how long you will be on leave.

This information is collected on Government advice and stored securely on our HR/Payroll system. Completed forms should be returned to your line manager. Where personal data is obtained, it will be used and stored in accordance with our Employee Privacy Notice, Data Protection Policy, Data Retention Policy and current privacy laws. These policies and privacy notices are used for exercising obligations and rights in connection with your employment.

You can bring forward your paternity leave start date, but must have notified us, in writing, at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. You may also postpone your paternity leave start date, provided you advise us in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable.

## 4.0 Taking Paternity Leave

Assuming you are eligible, you are entitled to take either one week, or two consecutive weeks of paternity leave. It cannot be taken as odd days.

You can choose to start your paternity leave from:

- The date the child is born or placed for adoption (whether this is earlier or later than expected), or
- A chosen number of days/weeks after the date of childbirth or placement for adoption (whether this is earlier or later than expected).

Paternity leave can start on any day of the week on or following the child's birth or placement for adoption but it must be completed either within **56 days of the actual date of childbirth or adoption** (or, if the child is born early, within the period from the actual date of childbirth up to 56 days after the first day of the expected week of childbirth).

If you have multiple births from the same pregnancy, only one period of paternity leave is available.

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During your period of paternity leave, your contract of employment continues, and you are entitled to receive all your contractual benefits, except for salary\* and incentive payments for the duration of the period of leave. In particular, any benefits-in-kind will continue, contractual annual leave entitlement will continue to accrue, and pension contributions will continue to be made.

\*Salary will be replaced by Company Paternity Pay (CPP) if you are eligible to receive it.

## 5.0 Company Paternity Pay (CPP)

We offer Company Paternity Pay (CPP) which consists of up to two weeks' full basic pay\* (inclusive of Statutory Paternity Pay). It is payable for up to two weeks' paternity leave if:

- You have been continuously employed by the Company for at least 26 weeks ending with the 15th week before the expected week of childbirth or, in respect of an adopted child, ending with the matching for adoption week and you are still employed during that week (and in the case of adoption, you continue to be employed until the date of the child's placement).
- Your average weekly earnings in the eight weeks up to and including the 15th week before the expected week of childbirth, or up to and including the matching week, are not less than the lower earnings limit for National Insurance contributions.
- You have declared your eligibility for CPP by giving us a completed self-certification form at least 28 days before you want your CPP to start. The paternity leave request form can be used for this purpose.

\*Based on your pre-salary sacrifice salary.

**Please note:** you cannot have two weeks CPP and then the two weeks SPP.

CPP can start from any day of the week in line with the date you start your paternity leave. We will pay this for either one week, or two consecutive weeks of paternity leave. It is only payable for weeks that you do not work.

**Please note:** if you have salary sacrifice arrangements, these will continue during paternity leave.

## 6.0 Returning to Work

When you come back from paternity leave, you are entitled to return to the same job on the same Terms and Conditions of Employment as if you had not been absent.

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## Special Note for EEA and rest of world workers

If you are an EEA or rest of the world worker then the Company may need to notify the Home Office of your absence.

Where applicable, we ask that you ensure your right to work in the UK status does not lapse during your paternity leave.

If your annual documentation check falls within the paternity leave period, we will ask you to present your right to work documents to us before you commence leave. Upon return, we will re-check that you still have the right to work in the UK.

## 7.0 Fertility Treatment

We recognise the emotional and physical challenges that can arise from fertility treatment, which is why we offer support to anyone, regardless of length of service or whether you are starting or continuing your fertility treatment journey. You are encouraged to discuss what support may be needed, including any time off or additional concerns with your manager and/or local People Team as early as possible so that they can be agreed with you. Please be assured that all conversations will be treated sensitively and in confidence.

## 8.0 Pregnancy Loss

*We refer to pregnancy loss as the loss of a baby due to miscarriage through to the loss of a baby up to 28 days after birth.*

We recognise pregnancy loss as a bereavement, and not isolated to affecting just women or heterosexual couples. Therefore, we offer support to anyone who suffers the loss of a pregnancy, whether it happens directly to you, your partner or your baby's surrogate mother, regardless of the nature of your loss or your length of service.

We will always try to be reasonable and flexible with the amount of time off you are able to take which will be based on your individual circumstances and at the discretion of your MD/Functional Head.

If you are affected by pregnancy loss, please get in touch with your local People Team who will offer guidance on related entitlements.

**Please note:** *Where there is a statutory requirement for leave and/or pay, we will always ensure that this is given.*

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Further support is available to you via your [Private Medical Insurance](#) (if applicable), [Employee Assistance Programme](#) and [Thrive](#) which can be found on the intranet under our benefits section.

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