



Paternity Policy

Introduction

The University is committed to helping colleagues balance their family and work commitments. This policy explains what leave and pay entitlement is available to you when you become a new parent and wish to support your partner immediately following the birth or adoption of your child.


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1. Eligibility

You must be taking leave to look after the child and be one of the following:

- The father of the child
- The spouse or partner of the child’s mother
- The spouse or partner of the primary carer in an adoption or surrogacy arrangement



The right is not dependent on a qualifying length of service.

2. Leave and Pay

Eligible colleagues will be entitled to choose to take two single weeks or one two-week period of paternity leave (not odd days). They can choose to start their leave:

- From the date of the child's birth (whether this is earlier or later than expected)
- From a chosen number of days or weeks after the date of the child's birth
- From a chosen date

Leave can start on any day of the week or following the child's birth but must be completed:

- Within 56 days of the actual date of birth of the child
- If the child is born early, within the period from the actual date of birth up to 56 days after the expected week of birth

Only one period paternity leave may be taken, irrespective of whether more than one child is born from the same pregnancy. Colleagues that meet the eligibility criteria can take both Paternity and Shared Parental Leave.


During paternity leave, the colleague will be entitled to Paternity Pay from the University. This will be paid for two single or two consecutive weeks (not odd days) at normal salary, depending upon which option the colleague has chosen. This is inclusive of your statutory paternity pay.

3. Antenatal Appointments

Expectant mothers will have regular appointments with their midwife or GP during their pregnancy. Eligible colleagues can take paid leave to accompany the expectant mother to three antenatal appointments.

4. Notification Procedure

- 4.1. You will be required to inform your manager of your intention to take paternity leave by the 15th week before the child is expected, unless this is not reasonably practical. You do not need to give a precise date when you want the leave to start, instead, you can provide a general time e.g. the day of the birth or the week after.
- 4.2. You will need to inform the University of:

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- The week the child is due or the expected adoption placement date
 - Whether you are taking one or two weeks' leave
 - When the leave will be taken, by completing a Paternity Leave Notification form

4.3. You are able to change your mind about the date on which you want your leave to start, provided you inform the University at least 28 days in advance, unless this is not reasonably practical.

5. Contractual Benefits

Throughout paternity leave, colleagues are entitled to the benefit of their normal terms and conditions of employment. Information concerning paternity and pension scheme contribution is detailed on the relevant pension providers website. For academic colleagues this is Scottish Teachers Pension Scheme and for professional services colleagues this is Lothian Pension Fund.

6. Rights When Returning to Work

You are entitled to return to work from paternity leave to the same position you held before commencing leave. Your terms and conditions of employment shall be the same as they would have been had you not been on leave.

7. Bereaved Partners Paternity Leave

Bereaved Partners Paternity Leave enables bereaved partners to take time away from work to support their child following the death of the primary parent within the first year of birth, adoption placement, or (in the case of an overseas adoption) the child's entry into Great Britain.

In these tragic circumstances we will waive the normal eligibility criteria for our shared parental leave occupational pay. This will enable partners to access the untaken weeks of maternity or adoption leave.

8. Other Relevant Policies

- Maternity Policy
- Adoption Policy
- Shared Parental Leave Policy
- Unpaid Parental Leave Policy

- Flexible Working Policy

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