



Paternity Leave Policy

Birth or Adoption

This policy applies to all companies within the Relyon Group.

The aim of this policy document is to set out clearly the Company's policies in respect of paternity leave in order to ensure consistency of approach in line with employment legislation and the Company's commitment to family-friendly policies and good employment practice.

This policy is designed to assist individuals by confirming their entitlement and setting out the procedure that needs to be followed if a period of paternity leave is requested by an employee.

The right to take paternity/adoption leave is available to employees whose children are born or are expected to be born on or placed after 6 April 2003. The rights and requirements relating to paternity leave are set out in the Paternity and Adoption Leave Regulations 2002, which came into force on 8 December 2002.

Employees are protected from suffering unfair treatment or dismissal for taking, or seeking to take, paternity leave.

Qualification

In order to be eligible for paternity leave (birth or adoption) the employee must:

- have or expect to have responsibility for the child's upbringing
- be the biological father of the child or the mother's husband or partner
- (in a birth situation) have been continuously employed by the Company for 26 weeks ending with the 15th week before the baby is due.
- (in the case of adoption from within the UK) have been continuously employed by the Company for 26 or more weeks by the end of the week in which the child's adopter was notified of having been matched with the child for adoption.

If the child is born more than 14 weeks early, the employee will still be treated as having satisfied the continuous service requirement on the birth date, if the employee would have had 26 weeks' continuous service by the 14th week before the week in which the child's birth was expected.

Paternity leave is still available where a child is stillborn after 24 weeks of pregnancy or dies.

Entitlement

Eligible employees are entitled to take up to two weeks' Statutory Paternity Leave (SPL). This must be taken either as a single block of one week or as two consecutive weeks.

If the employee chooses to take only one week's leave, he or she may not take the second week at a later time.

When Can Paternity Leave be Taken?

Employees can choose to start their leave on any day of the week from the date the baby is born (whether such date is earlier or later than expected). This can be:

- the day the baby is born
- the day falling such number of days after the day on which the baby is born (whether this is earlier or later than expected) as the employee notifies to his employer
- any other day chosen by the employee, as notified to his employer, which falls after the first day of the expected week of the baby's birth

Leave must be taken within 56 days of the actual date of birth or the placement of the child, or if the child is born early, within the period from the actual date of birth up to 56 days after the first day of the expected week of birth.

Only one period of leave is available to employees irrespective of whether more than one baby is born as the result of the same pregnancy.

Notification

Employees must inform their employers of their intention to take paternity/adoption leave by the end of the 15th week before the baby is expected (unless this is not reasonably practicable). Or in the case of a child adopted from within the UK, within seven days of formal notification that they have been matched with a child for adoption.

Employees must tell their employers:

- the name of the person claiming statutory paternity pay;
- the week the baby is due or in the case of adoption, specify the date on which the child is expected to be placed for adoption;
- whether they wish to take one or two weeks' leave; and
- when they want their leave to start

If an employee changes his/her mind about the date on which they want their leave to start they must tell their employer at least 28 days in advance (unless this is not reasonably practicable).

Employees must tell the Company the date they expect any payments of Statutory Paternity Pay (SPP) to start at least 28 days in advance, unless this is not reasonably practicable.

During the employee's period of absence on paternity leave, the employee will continue to accrue their statutory and contractual holiday entitlement in the usual way.

Paternity Pay

The employee will be entitled to Statutory Paternity Pay (SPP) for the period of paternity leave the employee takes, provided:

- the employee satisfies the conditions relating to continuous employment; and
- having satisfied those conditions relating to continuous employment, the employee remains employed by the Company until the day on which the child is born or adopted;

- the employee satisfies the conditions as to relationship with the child (including the requisite responsibility for its upbringing), and relationship with the mother;
- the employee's normal weekly earnings are not less than the lower earnings limit applying to National Insurance contributions; and
- in the case of adoption, where the employee is the person with whom the child is being placed for adoption, the employee has elected to receive statutory paternity pay rather than Statutory Adoption Pay (i.e., elected not to be 'the adopter').

SPP is paid for either one or two consecutive week's dependant on the leave the employee has chosen.

The rate of Statutory Paternity Pay at the current statutory rate or at 90% of the employee's average weekly earnings whichever is the lesser.

Employees who have average weekly earnings below the Lower Earnings Limit for National Insurance purposes do not qualify for SPP but may be able to get Income Support while on paternity leave. Additional financial support may also be available.

Evidence

The Company will request employees to submit a completed self-certificate as evidence of entitlement to paternity leave. The self-certificate can include:

- a declaration that the employee is eligible to paternity/adoption leave
- provide the information required as part of the notice requirements
- a declaration of entitlement to SPP

Contractual Benefits

Employees are entitled to receive benefits under their normal terms and conditions of employment, except for any terms relating to remuneration during paternity leave.

Returning to Work

Employees are entitled to return to the same job following paternity leave.



