

Paternity Leave

1. The Purpose

This policy sets out the rights and responsibilities of employees who wish to take paternity leave.

2. The Principles

The principles of the policy are to:

- support a healthy work/life balance culture in the FC, where employees can take time off for caring responsibilities;
- support the FC's equality and diversity agenda;
- comply with statutory provisions regarding paternity leave and pay; and
- continue your contract of employment and your contractual benefits, with the exception of pay, if you take additional paternity leave.

3. The Policy

You can request paternity leave:

- if your wife, civil partner or partner gives birth, or you are the biological father, and you have, or expect to have, responsibility for the upbringing of the child; or
- in cases of adoption, where the other adoptive parent has elected to take adoption leave.

Ordinary paternity leave (OPL) provides up to 2 weeks leave on full pay which must be taken in a single block of 1 or 2 weeks and taken within 8 weeks of the birth or adoption of the child.

Additional paternity leave (APL) provides up to 26 weeks leave which must be taken as single block of complete weeks, the minimum being 2 weeks.

APL can be taken no earlier than 20 weeks after the child is born, placed for adoption or, in the case of overseas adoption, from the date the child enters Great Britain. It must end no later than 52 weeks after the child is born.

APL is only available if the mother or primary adopter has returned to work before using their full entitlement to maternity leave. If they have returned to work before their entitlement to statutory maternity/adoption pay has been exhausted, additional statutory paternity pay may be payable during some or all of the APL period.

For more information on additional statutory paternity pay, including more detailed information on eligibility, please refer to [HR Procedure – Paternity Leave](#).

3.1 Your Responsibilities as an Employee

You are expected to:

- understand the eligibility requirements for paternity leave and pay;
- discuss your paternity leave plans with your manager, providing the minimum notice requirements as detailed in the paternity procedure;
- provide accurate information to your manager by completing paternity leave application form(s);
- keep in touch with your manager when taking a significant period of additional paternity leave;
- manage and take responsibility for the handover of your current work; and
- advise your manager as soon as possible if circumstances change and you no longer meet the eligibility criteria for additional paternity leave or pay.

3.2 Your Responsibilities as a Manager

You are expected to:

- undertake appropriate resource planning when notified of paternity leave;
- send the completed paternity leave application form(s) to HR for action;
- make sure there is a handover of current work; and
- agree and maintain keep in touch arrangements for those employees taking a additional paternity leave.

3.3 Human Resources Responsibilities

Human Resources have responsibility for:

- giving advice and guidance on the application of this policy and associated procedure;
- processing applications for paternity leave and pay;
- answering employee's pay queries and keeping personnel and pay records up to date;
- where necessary confirm eligibility by checking information with the mother or primary adopters employer; and
- monitoring and reviewing this policy, and associated procedure, in consultation with the FC Trade Unions.