

Paternity Leave Policy

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For the most up to date / current Government guidance regarding paternity leave and pay, please see:

<https://www.gov.uk/paternity-pay-leave>

1. Paternity leave:

HND Children's Care Ltd implements the paternity leave rights set out in legislation. Paternity leave is additional to both parental leave and time off to deal with family emergencies. It is additional to paid annual leave entitlement.

In order to qualify for the right to take paternity leave, you must have worked for HND Children's Care Ltd for a continuous period of 26 weeks by the week that falls 15 weeks before the week in which the child is expected to be born. In respect of an adopted child, the period is calculated as at the week in which the child's adopter is notified of having been matched with the child for adoption. You must also meet each of the following eligibility criteria:

- You have, or expect to have, responsibility for the upbringing of the child.
- You are either the biological father or adopter of the child or you are married to or the cohabiting partner of the child's mother or adopter.
- You are making the request to help care for the child or support the child's mother.

Assuming you are eligible, you are able to take up to two weeks paid paternity leave. You can take this in a single block of either one or two weeks. Odd days cannot be taken.

Paternity leave can start either from the date the child is born or from a chosen number of days or weeks after the date of childbirth (or, in respect of an adopted child, from the date



of placing for adoption). It can start on any day of the week, but it must be completed within eight weeks of the date of childbirth (or date of placement for adoption). If the child is born early, it must be completed within the period from the date of childbirth up to eight weeks after the expected date of childbirth.

In the case of multiple births, for example, twins, note that only one period of paternity leave is available.

During paternity leave, most employees will be entitled to statutory paternity pay. The rate of statutory paternity pay can be found at:

<https://www.gov.uk/employers-paternity-pay-leave>

Employees who earn less than the lower earnings limit for National Insurance purposes are not eligible to receive statutory paternity pay.

If you wish to request to take paternity leave, you must inform your line manager in writing of your request no later than the 15th week before the expected week of childbirth. You must provide written details of when the child is due, whether you wish to take one- or two weeks' paternity leave and when you want your paternity leave to start.

In the case of an adopted child, you must give written notice of your intention to take paternity leave no later than seven days after the date on which notification of the match with the child is given by the adoption agency. The notice must specify the date on which the adopter was notified of having been matched with the child, the date the child is expected to be placed for adoption, whether you wish to take one- or two-weeks' paternity leave and when you want your paternity leave to start.

You are able to change your mind about the date on which you want your paternity leave to start provided you give at least 28 days' written notice of the new date to the manager and / or Director.

End.