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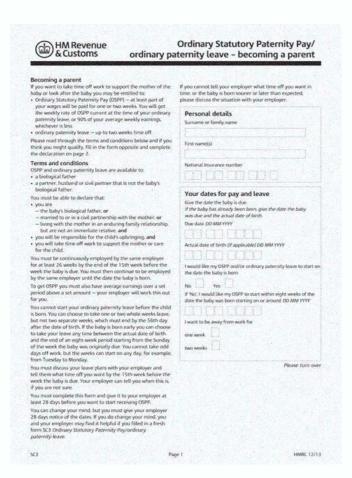
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You have rejected additional cookies. You can change your cookie settings at any time. Qualifying employees have a statutory entitlement to take either one or two weeks' off work as paternity leave. During this period, you may also be eligible for Statutory Paternity Pay (SPP). Employees are required to make their claim for paternity leave using the relevant paternity leave form. In this guide for expectant fathers, we explain how to notify your employer of your paternity leave? Employees who take time off work to care for a child, or support the child's mother, following birth or adoption may be eligible for statutory paternity leave. To qualify for statutory paternity leave, you must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners. have, or expect to have, responsibility for the upbringing of the child. have been continuously employed for a period not less than 26 weeks by the 15th week before the child is due or, if the child is born before then, would have been continuously employed for this period.

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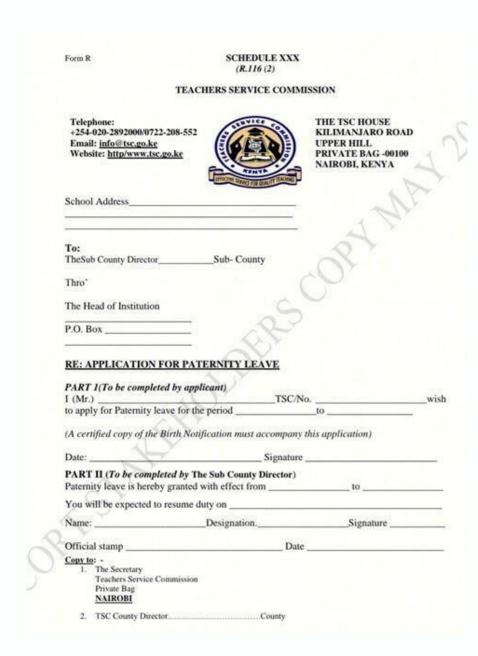


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Employees are required to make their claim for paternity leave using the relevant paternity leave form. In this guide for expectant fathers, we explain how to notify your employer of your paternity leave? Employees who take time off work to care for a child, or support the child's mother, following birth or adoption may be eligible for statutory paternity leave, you must be the biological father of the child, or married to or the partner of the child's mother, including same-sex partners. have, or expect to have, responsibility for the upbringing of the child is born before then, would have been continuously employed for this period.



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Qualifying employees have a statutory entitlement to take either one or two weeks' off work as paternity leave. During this period, you may also be eligible for Statutory Paternity Pay (SPP).

Employees are required to make their claim for paternity leave form. In this guide for expectant fathers, we explain how to notify your employer of your paternity leave? Employees who take time off work to care for a child, or support the child's mother, following birth or adoption may be eligible for statutory paternity leave.

To qualify for statutory paternity leave, you must satisfy the following criteria: you must be the biological father of the child, or expect to have, responsibility for the upbringing of the child. have been continuously employed for a period not less than 26 weeks by the

15th week before the child is due or, if the child is born before then, would have been continuously employed for this period. continue to work for the same employee.

Self-employed, agency, freelance or casual workers are not entitled to statutory paternity leave, although they may still qualify for statutory paternity pay.

Which paternity leave form should you use? To claim for statutory paternity leave and pay you must notify your employer in writing using the correct paternity leave form used to be known as the SC3. The latest version of the form can be found on the .gov website. Alternatively, the government guidance advises that if your employer has its own version of a paternity leave form that is different to the SC3, you should use this instead. You should check with your employer may also require you to provide a signed declaration of your family commitment.

If so, you will need to expressly state that you are the father of the child's mother, that you have or expect to have responsibility for the upbringing of the child's mother. This declaration can be included on your paternity leave form. You must provide your employer with acceptable evidence of your entitlement to leave at least 28 days before you intend to take your period of leave. How long is paternity leave for you can choose to take one or two consecutive weeks of your normal working hours; if you work five days a week, you work five days a week, you work five days a week, you must provide your employer with notice of your intention to take leave at least 15 weeks before the expected week of your child's birth. You should use the paternity leave form to give notice for leave and pay together. You must provide the following information: the child's due date the date you intend to take your period of leave the amount of time you will be taking off work. If you have been unable to notify your employer by the qualifying week, you should give notice as soon as is reasonably practicable. In the event that you change your mind about the dates for pay and leave, you must give your employer at least 28 days notice of the new dates. If you do not qualify for statutory paternity leave forms. If you do not qualify for statutory paternity leave for you, with reasons why, within 28 days of your notice using forms. PP1. How do I work out the qualifying week? To establish the qualifying week in which you must give your employer must inform you, with reasons why, within 28 days of your notice using form the paternity leave start? You do not have to give a precise date when you want your paternity leave start? You do not have to give a precise date when you may choose to state any one of the following: on the day your child is born a fixed date when during the week of the birth of your child. You can decide when during

this period you want to start your paternity leave. For example, you could start the period of leave as soon as your partner or the mother of your have to notify your employer of the start date of your leave. Employers are expected to be supportive of

the employee's request, particularly where there are challenging circumstances.

If the child is born prematurely, paternity leave can be taken any time from the actual date of birth up to 56 days from the date the child would have been due. Given that statutory paternity leave and pay cannot start before the child is born, your employer will need to be flexible with cover arrangements to account for the possibility that the child may not arrive on time.

may not arrive on time.

If the child is stillborn after the 24th week of pregnancy, or if the child is born alive at any point during the pregnancy but later passes away, you are still entitled to full statutory paternity pay is payable to eligible employees at a weekly rate of £156.66 a week until 1 April 2023, or £172.48 from 2 April 2023, or 90% of your average weekly earnings, whichever is less. Whilst you may be contractually entitled to a higher rate of pay, any contractual rate cannot be lower than the statutory rate. Am I also entitled to statutory shared parental leave and pay? If the expectant mother intends to curtail her maternity leave, this can create up to a maximum of 50 weeks' shared leave and 37 weeks pay to be divided between the two of you. Statutory shared parental pay apalbe at the same rate as paternity pay. When taking shared parental leave, you can be taken at any time between the birth and the child's first birthday. Whilst you can choose to take both paternity leave and shared parental leave. To claim statutory paternity leave must come first. Paternity leave must come first. Paternity leave must come first. Paternity leave and pay, you must notify your employer in writing using paternity leave and pay, you must notify your employer of their paternity leave. A week for the purposes of paternity leave and pay. Fathers use form SC3 to notify their employer of their paternity leave. A week for the purposes of paternity leave and pay. Fathers use form sc3 to notify their employer of their paternity leave. A week for the purposes of paternity leave is based on your the number of days in your normal working week. For instance, if you usually work three days a week, your paternity leave entitlement would be up two working weeks of three days. Use form the leave is a week, your paternity leave to start. Legal disclaimer The member of days. It a complete or authority to be of the rules and should not be treated as such. Whilst every effort is made to ensure that the information is correct, no

eligibility and to outline the date and time of the appointment.

The form also includes a definition of a 'qualifying relationship' which entitles the employee to accompany a pregnant woman. This form details the information required from an employee who is requesting paternity leave. The form allows the employee to outline the expected week of birth (EWC) of the child or the expected date the child will be

placed for adoption or the date the child was born/placed for adoption. The form also asks the employee to outline the dates of leave request for paternity leave has been accepted, setting out details on pay and terms of employment.

letter-accepting-paternity-leave-request.docx57.22 KB Send this letter to an employee who has submitted a request for paternity leave that does not meet the necessary requirements. The letter outlines that the employee cannot be taken as a series of occasional days which adds up to two weeks and explains that the employee compassionate leave and counselling if applicable. This letter should be sent to an employee whose partner has suffered a stillbirth after 24 weeks of pregnancy. The letter informs an employee that under the circumstances they are equest for paternity leave and counselling if applicable. This letter sets out the reasons why a request for paternity leave has been refused by the organisation, including options for agency/casual workers, length of service and responsibility for the upbringing of the child. Letter refusing paternity leave request for paternity leave and includes options such as the date the baby is due, the date the baby is due, the date the baby is due, the date the healt of paternity leave policy covers eligibility, length of paternity paternity leave following adoption. Note - this policy outlines the eligibility, requirements. The policy outlines the eligibility.