

## **57. Paternity Leave Policy & Procedure For Teaching and Support Staff Employed by Schools**

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### **INTRODUCTION**

1. The Employment Act 2002 provides two weeks' paid leave for qualifying employees for the purposes of caring for a child or supporting the child's mother following the birth or adoption of a child. The Additional Paternity Leave Regulations 2010 provide for eligible parents and adoptive parents to take additional paternity leave of between 2 – 26 weeks and to receive additional statutory paternity pay for between 2 – 19 weeks subject to certain conditions.
2. This policy and procedure sets out the entitlements to ordinary and additional paternity leave and pay for eligible employees and the procedure to be followed.
3. This policy applies to any employee who is the biological father of a child or the husband or partner of the mother or, in the case of adoption, the spouse or partner of the person who is adopting a child, as long as they have, or expect to have, responsibility for the upbringing of the child. For the purposes of this policy a partner is defined as a person (whether of a different sex or the same sex) who lives with the mother or adopter and the child in an enduring family relationship, but is not a blood relative of the mother i.e. a parent, grandparent, sister, brother, aunt or uncle. This means that a woman in a same sex relationship would be able to take paternity leave. Where this policy refers to employees as 'father', 'he' or 'him' this should be taken to include those female same sex partners who qualify.
4. Employees who qualify for paternity leave are also eligible to apply for up to thirteen weeks' unpaid Parental Leave (see the school's Parental Leave Policy for details and an application form).
5. The school recognises that the statutory paternity provisions cannot cover all situations. Therefore, if the father of the child or the mother's partner is not available and someone else is to be the main person who provides support for the woman then he/she is able to apply for Maternity Support Leave which is covered by the Leave of Absence Policy. Employees cannot claim Maternity Support Leave if they are eligible for Paternity Leave.
6. The school provides a range of options to assist employees in balancing their parental and work commitments. Employees may wish to consider applying for a Career Break (see the Career Break Scheme for details). They may also make a request for flexible working arrangements.

### **ELIGIBILITY FOR ORDINARY PATERNITY LEAVE**

7. An employee can only take ordinary paternity leave in order to care for his new baby/newly adopted child or to support the mother of the baby/child's adopter - not for any other purpose.

8. To qualify for the ordinary paternity leave the employee must:
  - a) Be the biological father of the child, or be married to or the partner of the child's mother/child's adopter.
  - b) Have or expect to have responsibility for the upbringing of the child.
  - c) Not be taking adoption leave in respect of the child.
9. There is entitlement to only one period of ordinary paternity leave regardless of the number of children born as a result of the pregnancy or whether more than one child is placed together for adoption.

### **LENGTH OF ORDINARY PATERNITY LEAVE**

10. An eligible employee can choose to take 1 week's leave or 2 consecutive weeks' leave (not odd days). An employee cannot, however, take two non-consecutive weeks.

### **ORDINARY PATERNITY PAY**

11. To qualify for paid ordinary paternity leave employees must meet the eligibility criteria stated above. An employee may not elect to receive Ordinary Statutory Paternity Pay if he has elected to receive Statutory Adoption Pay. The amount of leave paid depends on the length of service of the employee.

12. **Less than 26 weeks' service**

Employees with less than 26 weeks' continuous service by the end of the 15<sup>th</sup> week before the week in which the baby is due or, in the case of adoption, by the end of the week in which the child's adopter is notified of being matched with the child, are not entitled to Ordinary Statutory Paternity Pay (OSPP) but will receive the following:

Week 1

Full contractual pay.

Week 2

Unpaid.

13. **More than 26 weeks' service**

Those employees who make regular National Insurance contributions and have at least 26 weeks continuous service by the end of the 15<sup>th</sup> week before the week in which the baby is due or, in the case of adoption, by the end of the week in which the child's adopter is notified of being matched with the child, are entitled to the following:

Week 1:

Ordinary Statutory Paternity Pay (OSPP) at the current rate (or 9/10<sup>th</sup> of pay if this is less). In addition the school will pay employees a sum which will ensure

that they receive their full contractual pay for this week.

Week 2:

Ordinary Statutory Paternity Pay (OSPP) at the current rate (or 9/10<sup>th</sup> of pay if this is less)

14. Ordinary SPP weeks can start on any day of the week e.g. if an employee starts his leave on a Tuesday then a week's SPP runs from Tuesday to the next Monday.
15. If an employee meets all the eligibility requirements (including the service requirements) he is still entitled to SPP even if his contract ends after the baby is born. However, if he starts work for a new employer he cannot be paid SPP for any week he works for them.
16. If an employee changes jobs before his baby is born he will not qualify for leave or SPP (unless he moves to another local authority).
17. The employee does not have to pay SPP back even if he does not return to work.
18. No extra Ordinary SPP is paid for multiple births or where more than one child is placed together for adoption.
19. If the employee is not entitled to Ordinary SPP then Employee Services will supply them with a written statement, SPP1, explaining why SPP cannot be paid. Employees who do not qualify for SPP may be able to get Income Support whilst on paternity leave.

## **COMMENCEMENT OF ORDINARY PATERNITY LEAVE**

20. The employee may choose to begin the period of leave on:
  - a) The date the child is born/placed with the adopter (whether this is earlier or later than expected).
  - b) A certain number of days after the child is born/placed.
  - c) On a chosen date which is later than the expected week of the child's birth/the expected date of placement.
21. Leave cannot start until the baby is born. Leave can start on any day of the week on or following the child's birth but must be completed:
  - a) Within 56 days of the child being born/placed.
  - b) Where a child is born prematurely i.e. before the first day of the Expected Week of Childbirth (EWC), the leave must be taken within 56 days of the EWC. This is to allow fathers of babies who are very premature to take leave when the child is brought home from hospital.
22. In the case of adoption, leave can start on any day of the week on or following the child's placement but must be completed within 56 days of the child being

placed.

23. If an employee specifies the date of birth/date of placement as the day he wishes to start his leave and he is at work on that day, his leave will begin on the following day.

## **NOTICE AND ACKNOWLEDGEMENT REQUIREMENTS – ORDINARY PATERNITY LEAVE**

24. To help schools plan, employees wishing to take ordinary paternity leave should let their headteacher know well in advance when they wish to take this leave. However, as a minimum, employees must give notification at least 28 days before they intend to take the leave. The employee should complete Part One of the [Ordinary Paternity Leave \(Birth\) Notification Form](#) to notify ordinary paternity leave in respect of the birth of a child or, in the case of adoption, the [Ordinary Paternity Leave \(Adoption\) Notification Form](#) and sign the declaration. The signed declaration on the Paternity Leave Notification form is sufficient evidence. Medical evidence of a partner's pregnancy or an adoption agency certificate is not required.
25. The headteacher should sign Part Two of the Ordinary Paternity Leave Notification Form and return a copy of the form to the employee to confirm approval of his paternity leave. A copy should also be sent to Employee Services to ensure that the payroll implications are actioned.
26. An employee may change his mind about the date on which he wants to commence his leave providing he gives 28 days' notice of the new date.
27. Where it is not possible to give 28 days' notice then notice must be given as soon as is reasonably practicable.
28. Where an employee has given notice to take leave on a chosen date and the child has not been born/placed by that date, he must choose another date and give notice of the change as soon as practicable.

## **DEATH/STILL- BIRTH**

29. An employee who qualifies for ordinary SPP will still be entitled to paid leave if his baby is stillborn after 24 weeks or if the baby is born alive at any point in the pregnancy but dies later.

## **ADOPTION - SPECIAL LEAVE**

30. An employee who is eligible for ordinary paternity leave for adoption purposes is entitled to up to three days paid leave, to be taken as and when necessary, to attend to the legal and technical formalities in connection with the adoption.

## **ADOPTION - DISRUPTION OF PLACEMENT**

31. Where the placement has broken down the employee who is taking ordinary paternity leave is entitled to paid leave to attend a follow up meeting.

## **KEEPING THE JOB OPEN**

32. At the end of his ordinary or additional paternity leave the employee has the right to return to his existing job on the same terms and conditions as if he had not been absent, unless a redundancy situation has arisen. In such a case the employee must, where possible, be offered suitable alternative employment. Employees on additional paternity leave, adoption or maternity leave have additional legal protection to be offered a suitable alternative vacancy in preference to other staff who do not share that protection.

## **PATERNITY LEAVE AND SICKNESS**

33. An employee cannot be paid Statutory Sick Pay and Ordinary or Additional SPP at the same time. Therefore, if an employee is sick before starting his period of paternity leave, he should postpone it. The fifty-six day period within which he should take his ordinary paternity leave is not extended under these circumstances.
34. If an employee cannot return to his job at the end of his ordinary or additional paternity leave because he is ill he should follow the usual procedures for reporting sickness absence.

## **CONTRACTUAL TERMS AND CONDITIONS**

35. Whilst on ordinary or additional paternity leave the employee is entitled to benefit from all terms and conditions of employment (except for payment of salary for the second week of the ordinary paternity leave and the whole of the additional paternity leave period) which would have applied if he was not on paternity leave. Equally the employee continues to be bound by the obligations arising under his contract of employment. This means that the whole of the ordinary or additional paternity leave period counts for entitlements such as annual leave, bank holidays, length of service, essential user car allowance, provision of childcare vouchers etc.

## **PENSION**

36. The employee must pay pension contributions based on the amount of contractual paternity pay or ordinary or additional SPP actually received during his paternity pay.
37. He will be credited with paying contributions as if he had been on full pay during the second week of the ordinary paternity leave.

## **RIGHT NOT TO BE DISMISSED**

38. It is automatically unfair to dismiss an employee because he took, or sought to take paternity leave.

## **ENTITLEMENT AND ELIGIBILITY FOR ADDITIONAL PATERNITY LEAVE (APL)**

39. The rights to additional paternity leave apply to babies due on or after 3<sup>rd</sup> April 2011, to children matched for adoption on or after 3<sup>rd</sup> April 2011 or children who

enter the UK for adoption on or after 3<sup>rd</sup> April 2011.

40. Eligible employees may take between 2 and 26 weeks APL within the first year of their child's life provided that the mother has returned to work before using her full entitlement to maternity leave. It must be taken in a single block of complete weeks.
41. APL is also available to adoptive parents within the first year after the child's placement for adoption, provided that the child's adopter (the primary adopter who elected to take adoption leave), has returned to work before using his/her full entitlement to adoption leave.
42. The earliest APL can start is 20 weeks after the date of the child's birth, 20 weeks after the date of placement of the child for adoption or 20 weeks after the date the child entered the U.K; and it must end not later than 12 months after that date
43. An employee must satisfy each of the following criteria :-
  - a). – a father,  
– a spouse, partner or civil partner of the baby's mother (partner meaning the person who lives with the mother and baby in a family relationship even though is not a relative of the mother), or  
– a male/female who has been matched for adoption along with their spouse and must be taking the leave to care for the child.
  - b). He/she must have a minimum of 26 weeks continuous service by the end of the 15<sup>th</sup> week before the expected week of childbirth, **or** in the case of an adopted child, 26 weeks continuous service ending with the week in which he/she was notified of having been matched with the child **or** in the case of overseas adoption, 26 weeks continuous service ending with the week the child enters the U.K.  
Previous service with another local authority does not count for this purpose – unless the employee has been transferred from another employer. Where an employee was employed by the governing body of a school maintained by a local authority and then became employed by the local authority (or vice versa) the service is treated as continuous.
  - c). He/she must remain in continuous employment until the week before the first week of additional paternity leave.
  - d). The mother of the child must be entitled to one or more of maternity leave, statutory maternity pay or maternity allowance. In the case of adoption, the primary adopter must be entitled to one or both of adoption leave or statutory adoption pay. The mother or primary adopter must have returned to work and forfeited a portion of his/her maternity or adoption leave.

#### **NOTICE REQUIREMENTS AND ACKNOWLEDGEMENTS – ADDITIONAL PATERNITY LEAVE**

44. An employee who wants to request APL and pay must give his or her headteacher 8 weeks written notice of the date on which they wish to take leave

by completing the relevant leave and declaration form:

- a) [Additional Statutory Paternity Pay/APL Notification Form - Birth](#)
- b) [Additional Statutory Paternity Pay/APL Notification Form - Adopting a child in the UK](#)
- c) [Additional Statutory Paternity Pay/APL Notification Form - Adopting a child from overseas](#)

- 45. The notification forms provide information to allow eligibility to APL and pay to be determined and also provide consent for the Council to confirm the mother's or primary adopter's details with their employer.
- 46. The notification form (and additional information) should be forwarded by the headteacher to Employee Services immediately as the school has to respond formally within 28 days of receiving the notification.
- 47. The response is provided by Employee Services after checking eligibility requirements (and also copied to the headteacher) confirming the relevant start and end dates of additional paternity leave and pay or giving the reasons why additional paternity leave or pay cannot be granted.

#### **ENTITLEMENT TO ADDITIONAL STATUTORY PATERNITY PAY.**

- 48. Additional Statutory Paternity Pay (ASPP) may be payable during some of the additional paternity leave period if :-
  - a). the employee meets the eligibility requirements for additional paternity leave (shown above) and
  - b). has average weekly earnings (for the period of 8 weeks ending with the relevant week) in excess of the lower earnings limit for national insurance contributions. The relevant week is the 15<sup>th</sup> week before the expected birth of the child or the 15<sup>th</sup> week before notification of being matched with the child.
  - c). the mother is entitled to statutory maternity pay (SMP) or maternity allowance or in the case of adoption, the primary adopter is entitled to statutory adoption pay and the mother or primary adopter has returned to work before they have exhausted their full entitlement to SMP, maternity allowance or statutory adoption pay.
  - d). the mother or primary adopter has at least 2 weeks of his/her maternity or adoption pay period that remains unexpired.
  - e). the father or partner has given proper notification as described above.
- 49. ASPP is the **lower** of 9/10<sup>th</sup> of the employee's weekly earnings or the standard rate of ASPP. The rate of ASPP is revised by the government annually.  
<http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1085866140&type=R ESOURCES>

ASPP starts either when the father or partner gave notice for it to start or on the

mother's or primary adopter's return to work if this is later. The number of weeks payable is the remainder of the mother's or adopter's 39 weeks statutory maternity or adoption pay. The remaining period will be unpaid.

50. ASPP is payable whether or not the employee intends to return to work after his/her additional paternity leave.

### **LOSS OF ELIGIBILITY FOR ADDITIONAL PATERNITY LEAVE.**

51. If the father or partner loses eligibility for APL they must inform their headteacher by giving a withdrawal notice [Variation or Withdrawal Notification form](#). Eligibility may be lost because the person is no longer married to or the partner of the child's mother or no longer has responsibility for the child or if the mother or primary adopter is no longer entitled to maternity or adoption leave or has not returned to work e.g. because she has been made redundant.

### **CHANGING THE START OF OR CANCELLING ADDITIONAL PATERNITY LEAVE. (APL)**

52. Before APL starts the father or partner may cancel his leave or change the start or end date by completing a subsequent notice and giving it to his headteacher either 6 weeks before the date he is cancelling or changing or 6 weeks before the new date whichever is the earlier. [Variation or Withdrawal Notification form](#)
53. If it is not reasonably practicable for him to do this, he must give notice as soon as possible. Where it is not reasonably practicable for the headteacher to accommodate the father's or partner's proposed change, the headteacher can require the father or partner to take a period of APL. In this case APL will start on the date originally given and will end no later than 6 weeks after the father or partner gave subsequent notice or the date the leave was due to end, whichever is the earlier. In this situation Employee Services must write to the father or partner before the start of the leave, informing him/her of the dates of the leave that he/she is required to take.

### **ENDING ADDITIONAL PATERNITY LEAVE EARLY**

54. If the father or partner wants to bring APL to an end earlier than he/she intended he/she must give their headteacher 6 weeks notice by completing an [Employee variation or withdrawal notification form \(APL\)](#). The headteacher must pass this notice onto Employee Services immediately. If the employee does not comply with this notice requirement, the headteacher may postpone an employee's return to the extent that he/she has 6 weeks notice. The school is under no obligation to pay the employee if he/she returns before the expiry of the 6 week period.

### **DEATH OF MOTHER OR PRIMARY ADOPTER.**

55. Where a mother or primary adopter dies within 12 months of the child's birth or placement for adoption, the father or partner may take APL at any time starting with the mother's or primary adopter's death and ending 12 months after the date of the child's birth or placement for adoption.
56. The father or partner cannot take APL if they have already taken a period of leave



in respect of the child before the mother or primary adopter died. If the father or partner has started leave when the mother or primary adopter dies, he can extend the leave to up to 52 weeks provided the period is taken within 12 months of the child's birth or placement for adoption.

57. As soon as possible after the death and within 8 weeks at the latest, the father or partner must complete [Notification Form - Death of Mother/Adopter](#) and give it to his/her headteacher who should forward this form to Employee Service immediately.
58. The employee can give [Notification Form - Death of Mother/Adopter](#) after the 8 week period if they give at least 6 weeks notice of their intention to start leave.
59. Within 8 weeks of the mother's or primary adopter's death, the father or partner can, with immediate effect, cancel their leave or vary the start and end dates by notifying their headteacher on or before the date that is to be varied or cancelled. After this 8 week period, 6 weeks notice should be given as indicated above.

### **DEATH OF CHILD**

60. Where the child dies during the notification period or the APL, the leave will end 8 weeks after the child dies unless it is due to end before this date.

### **WORKING DURING THE ADDITIONAL PATERNITY LEAVE PERIOD – KEEPING IN TOUCH DAYS**

61. Employees may carry out up to 10 days work for the school during their APL without bringing it to an end. These are known as keeping in touch days and allow the employee to maintain contact with their headteacher and the school.
62. Keeping in touch days do not have to be consecutive and can include training or any activity aimed at keeping in touch. If the employee works part of a keeping in touch day it counts as one day's work.
63. An employee on APL is not obliged to work keeping in touch days nor is the school obliged to provide them.
64. If the employee does some work under their contract of service for the school, who will be paying ASPP, he/she will receive contractual pay for the work done

### **MAINTAINING CONTACT WITH THE EMPLOYEE.**

65. Reasonable contact between the school and the employee during APL e.g. to discuss their return to work, does not bring the APL period to an end.

### **ACCRUAL OF ANNUAL LEAVE UNDER THE WORKING TIME REGULATIONS DURING PATERNITY LEAVE – TEACHING STAFF ONLY.**

66. Teachers do not have a contractual entitlement to paid annual leave nor a specified annual leave year however under the Working Time Regulations they are entitled to statutory annual leave –28 days (pro rata for part time employees).

67. An employee taking additional paternity leave must be able to take the 28 days (pro rata for part time employees) at a time outside of their ordinary or additional maternity leave.
68. Annual leave entitlement can be offset by any period of school closure that has taken place in the leave year in question i.e. both before and after the maternity leave period.
69. Prior to starting additional paternity leave an employee should be advised of their statutory entitlement to 28 days annual leave (pro rata for part time staff) and that this should be taken either before or after the additional paternity leave period during school closure periods. On their return from additional paternity leave the employee must be allowed to take any outstanding leave during term time during that leave year if there are insufficient school closures to accommodate their leave in that year.
70. Where the return from additional paternity leave is so close to the end of the leave year that there is not enough time to take all annual leave entitlement, the employee must be allowed to carry over any balance of their leave to the following leave year. This can be taken during the remaining periods of school closure after the 28 days (pro rata for part time employees) for that leave year has been accommodated.
71. It is not possible to carry over the annual leave into the next leave year if there is time to take the leave in the current leave year i.e. in school closures or in term time. It is not usually possible to pay in lieu of untaken annual leave.
72. The accrual of leave under the Working Time Regulations is not affected by the stage of additional paternity leave an employee is at or whether they are receiving pay.

#### **ANNUAL LEAVE ENTITLEMENT – SCHOOL SUPPORT STAFF.**

73. During paternity leave, the employee will accrue annual leave and bank holidays that occur as if they had been at work. Before their additional paternity leave starts you should discuss with the employee when they will take the leave and bank holidays that will accrue during this period.
74. If the employee's additional paternity leave spans the end of the leave year and they have not taken their full entitlement, they will lose any leave accrued before 31<sup>st</sup> March. However they are entitled to carry over 10 days of their leave inclusive of any bank holidays (pro-rata for part-time employees) into the next leave year.
75. If the employee resigns whilst on additional paternity leave, their annual leave will be calculated up to their resignation date.
76. If the employee does not return to work, and they have taken more leave (in good faith) than they were entitled to at the date of their resignation, they will not be asked to repay money in respect of any excess leave taken.
77. You will have to advise Employee Services of the amount of outstanding leave owing to the employee.

## **TERM TIME ONLY WORKING ARRANGEMENTS AND ANNUAL LEAVE – FOR TEACHERS AND SUPPORT STAFF**

78. Due to the way term time employees are paid it is necessary to determine whether the employee has had the appropriate amount of holiday and holiday pay or whether they are owed any for both leave years that fall either side of the paternity leave period.
79. An assessment will be made of how much leave (i.e. school holidays), the employee has had before additional paternity leave commences. A further assessment will be made to determine whether any additional leave is owed due to the accrual of annual leave through the rest of the leave year when on paternity leave. If the employee will not have had enough leave they could be allowed to take it before they start paternity leave or carry it over for when they return.
80. It is also necessary to check that the employee has had sufficient pay for the time they have worked and the period of holiday they are entitled to. An assessment will be made of how much holiday pay the employee will have received up to the start of additional paternity leave and whether they are owed any additional pay for leave they have already had and/or leave they are entitled to for the rest of the leave year. The same assessments should be made for the leave year in which the employee returns to work.
81. If the employee has received too much pay for the time they have worked and the holiday they are entitled to, they must be informed of the amount of the overpayment and arrangements made for the employee to reimburse the amount.

### **PROCEDURE FOR DEALING WITH INCORRECT CLAIMS FOR ADDITIONAL PATERNITY LEAVE AND ADDITIONAL STATUTORY PATERNITY PAY.**

82. The checking process involved in confirming APL and ASPP will identify ineligible claims due to e.g. lack of continuous service, lack of mother's or primary adopter's eligibility for statutory payments or their failure to return to work before the end of the statutory maternity or adoption leave period. The monitoring process will also involve reconciliation with HM Revenue & Custom records to ensure that duplicate payments are not made concurrently to the mother or adopter and the person applying for APL
83. If there are good reasons to believe that an ineligible application for APL or ASPP was submitted in bad faith with a view to defraud the school, the circumstances will be investigated in conjunction with the employee and may be dealt with under the school's Disciplinary Policy.

### **PROTECTION AGAINST DETRIMENT**

84. An employee is protected against being subjected to detriment because he took or sought to take ordinary or additional paternity leave. Detriment covers a wide range of unfair treatment, such as denial of promotion, training opportunities etc.

Implementation Date: July 2011

## HULL CITY COUNCIL

### ORDINARY PATERNITY LEAVE (BIRTH) NOTIFICATION FORM

Please read the School's Paternity Leave Policy so that you understand your entitlements to ordinary paternity leave and Ordinary Statutory Paternity Pay (OSPP) if applicable.

Please give as much notice as possible but as a minimum you must give **at least 28 days** notice before the proposed start date of your paternity leave.

**Please complete Part One of this form and pass it to your Headteacher for approval. Your Headteacher will return a copy of the form to you.**

#### PART ONE

Surname	Other name(s)
Service Area	Post Title
Section	Location
Date you commenced with the school:	Date commenced in local government (if different):
Home Address	
The baby is due on:	
Or if the baby has been born the actual date of birth:	
I would like my ordinary paternity leave and OSPP (if applicable) to start on:	
I want to be away from work for:          one week /two weeks (please delete as applicable)	

#### **DECLARATION (You must be able to tick all three boxes below to be eligible for paid ordinary paternity leave)**

I declare that:

I am

- the baby's biological father or
- married to the mother or
- living with the mother in an enduring family relationship, but I am not an immediate relative

I have responsibility for the child's upbringing

I will take time off work to support the mother or care for the child

Signature:	Date:
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**PART TWO**

**To be completed by the Headteacher and a copy of the form returned to the applicant.**

The following ordinary paternity leave has been approved in respect of this application:

Duration:

Effective from:

Signature:	Date:
Name (print):	Designation

Data Protection: Please note that this form, when completed, will be used for payroll purposes and may be used for statistical and monitoring purposes. It will be stored securely and confidentially on your personal file for a period of up to two years.

## HULL CITY COUNCIL

### ORDINARY PATERNITY LEAVE (ADOPTION) NOTIFICATION FORM

Please read the School's Paternity Leave Policy so that you understand your entitlements to ordinary paternity leave and Ordinary Statutory Paternity Pay (OSPP) if applicable.

Please give as much notice as possible but as a minimum you must give **at least 28 days** notice before the proposed start date of your paternity leave.

**Please complete Part One of this form and pass it to your Headteacher for approval. Your Headteacher will return a copy of the form to you.**

#### **PART ONE**

Surname	Other name(s)
Service Area	Post Title
Section	Location
Date you commenced with the school:	Date commenced in local government (if different):
Home Address	
The adoption agency told the person adopting the child that they had been matched with the child on:	
The child is expected to be placed on:	
Or if the child has been placed please enter the date they were placed:	
I would like my ordinary paternity leave and OSPP (if applicable) to start on:	
I want to be away from work for:            one week /two weeks (please delete as applicable)	

#### **DECLARATION (You must be able to tick all three boxes below to be eligible for paid ordinary paternity leave)**

I declare that I have not applied for Adoption Leave or Statutory Adoption Pay and:  
I am

- married to the person adopting the child or
- living with the person adopting the child in an enduring family relationship, but I am not an immediate relative

I will have responsibility for the child's upbringing

I will take time off work to support the person adopting the child or care for the

child

Signature:	Date:
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**PART TWO**

<b>To be completed by the Headteacher and a copy of the form returned to the applicant.</b>	
The following ordinary paternity leave has been approved in respect of this application:	
<u>Duration:</u>	
<u>Effective from:</u>	
Signature:	Date:
Name (print):	Designation

<p><b><u>Data Protection:</u></b> Please note that this form, when completed, will be used for payroll purposes and may be used for statistical and monitoring purposes. It will be stored securely and confidentially on your personal file for a period of up to two years.</p>
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## HULL CITY COUNCIL

### ADDITIONAL STATUTORY PATERNITY PAY/ADDITIONAL PATERNITY LEAVE NOTIFICATION FORM - BIRTH

Please read the School's Paternity Leave Policy so that you understand your entitlements to additional paternity leave and Additional Statutory Paternity Pay (ASPP) if applicable.

Please give as much notice as possible but as a minimum you must give **at least 8 weeks** notice before the proposed start date of your additional paternity leave.

**Please complete Part One of this form and pass it to your Headteacher for approval. Your Headteacher will return a copy of the form to you.**

#### **PART ONE**

Surname	Other name(s)
Service Area	Post Title
Section	Location
Date you commenced with the school:	Date commenced in local government (if different):
Home Address	
The baby is due on:	
Or if the baby has been born the actual date of birth:	
I would like my additional paternity leave and ASPP (if applicable) to start on:	
I would like my additional paternity leave to end on :	
I would like my ASPP to end on :	

#### **DECLARATION**

I declare that:



- I will care for the child during the ASPP period and
- I am the child's father or I am the spouse, partner or civil partner of the mother and
- I have, or expect to have the main responsibility (apart from the mother) or the upbringing of the child and
- The information I have provided is correct

  
  
  


Signature:	Date:
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**DETAILS OF THE MOTHER OF THE CHILD – to be completed by the mother of the child**

Surname.	Other name(s)
Home address.	
Date my statutory maternity pay or maternity allowance started:	
Date I intend to return to work (this must be at least 2 weeks after the child's birth):	
Date I stopped or intend to stop receiving Statutory maternity pay or maternity allowance:	
National Insurance number :	

**MOTHER'S DECLARATION – you need to be able to tick all the boxes for your spouse, partner or civil partner to get ASPP**

I declare that:

- I am entitled to SMP or MA
- This is the only application of ASPP for this child
- I have told my employer the date I expect to return to work
- I agree that the information I have provided will be used by the employer to work out entitlement to ASPP
- The information I have provided is correct

  
  
  
  


Signature:	Date:
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**ADDITIONAL INFORMATION**

Please attach a copy of the child's birth certificate.
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Copy attached <b>YES*</b> <b>NO*</b> * Please delete as appropriate.
Name of mother's employer
Address of mother's employer

**PART TWO**

<b>To be completed by the Headteacher and a copy of the form returned to the applicant.</b>	
The following additional paternity leave has been approved in respect of this application:	
<u>Duration:</u>	
<u>Effective from:</u>	
Signature:	Date:
Name (print):	Designation

**EMPLOYEE SERVICES - OFFICE USE ONLY**

Eligibility to APL confirmed :	<input type="checkbox"/>
Eligibility to ASPP confirmed :	<input type="checkbox"/>
Notification to employee:	<input type="checkbox"/>
Notification to Headteacher:	<input type="checkbox"/>

Data Protection: Please note that this form, when completed, will be used for payroll purposes and may be used for statistical and monitoring purposes. It will be stored securely and confidentially on your personal file for a period of up to two years.

## HULL CITY COUNCIL

### ADDITIONAL STATUTORY PATERNITY PAY/ADDITIONAL PATERNITY LEAVE NOTIFICATION FORM - ADOPTION WITHIN THE U.K.

Please read the School's Paternity Leave Policy so that you understand your entitlements to additional paternity leave and Additional Statutory Paternity Pay (ASPP) if applicable.

Please give as much notice as possible but as a minimum you must give **at least 8 weeks** notice before the proposed start date of your additional paternity leave.

**Please complete Part One of this form and pass it to your Headteacher for approval. Your Headteacher will return a copy of the form to you.**

#### **PART ONE**

Surname	Other name(s)
Service Area	Post Title
Section	Location
Date you commenced with the school:	Date commenced in local government (if different):
Home Address	
The adoption agency told the person adopting the child that they had been matched with the child on :	
Date the child was placed :	
I would like my additional paternity leave and ASPP (if applicable) to start on :	
I would like my additional paternity leave to end on :	
I would like my ASPP to end on :	

#### **DECLARATION**

I declare that:

- I will care for the child during the ASPP period and
- I have been jointly matched for adoption with my spouse, partner or civil partner who has taken adoption leave to care for the child and
- The information I have provided is correct


Signature:	Date:
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**DETAILS OF THE JOINT ADOPTER OF THE CHILD – to be completed by the adopter of the child who applied for Statutory Adoption Pay.**

Surname.	Other name(s)
Home address.	
Date my statutory adoption pay started :	
Date I intend to return to work :	
Date I stopped or intend to stop receiving Statutory Adoption Pay :	
National Insurance number :	

**DECLARATION OF THE ADOPTER OF THE CHILD – you need to be able to tick all the boxes for your spouse, partner or civil partner to get ASPP**

I declare that:

- I am entitled to Statutory Adoption Pay
- This is the only application of ASPP for this child
- I have told my employer the date I expect to return to work
- I agree that the information I have provided will be used by the employer to work out entitlement to ASPP
- The information I have provided is correct

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Signature:	Date:
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**ADDITIONAL INFORMATION**

Name and address of adoption agency that matched me with the child.  Name of agency  Address of agency
Name of primary adopter's employer. (The primary adopter is the person taking Statutory Adoption Pay.)
Address of primary adopter's employer

**PART TWO**

**To be completed by the Headteacher and a copy of the form returned to the applicant.**

The following additional paternity leave has been approved in respect of this application:

Duration:

Effective from:

Signature:	Date:
Name (print):	Designation

**EMPLOYEE SERVICES - OFFICE USE ONLY**

Eligibility to APL confirmed :	<input type="checkbox"/>
Eligibility to ASPP confirmed :	<input type="checkbox"/>
Notification to employee:	<input type="checkbox"/>
Notification to Headteacher:	<input type="checkbox"/>

**Data Protection:** Please note that this form, when completed, will be used for payroll purposes and may be used for statistical and monitoring purposes. It will be stored securely and confidentially on your personal file for a period of up to two years.

## HULL CITY COUNCIL

### ADDITIONAL STATUTORY PATERNITY PAY/ADDITIONAL PATERNITY LEAVE NOTIFICATION FORM – OVERSEAS ADOPTION

Please read the School's Paternity Leave Policy so that you understand your entitlements to additional paternity leave and Additional Statutory Paternity Pay (ASPP) if applicable.

Please give as much notice as possible but as a minimum you must give **at least 8 weeks** notice before the proposed start date of your additional paternity leave.

**Please complete Part One of this form and pass it to your Headteacher for approval. Your Headteacher will return a copy of the form to you.**

#### **PART ONE**

Surname	Other name(s)
Service Area	Post Title
Section	Location
Date you commenced with the school:	Date commenced in local government (if different):
Home Address	
Date the official notification was sent to the adopter :	
Date the child entered the U.K. :	
I would like my additional paternity leave and ASPP (if applicable) to start on :	
I would like my additional paternity leave to end on :	
I would like my ASPP to end on :	

#### **DECLARATION**

I declare that:

- I will care for the child during the ASPP period and
- I am the spouse, civil partner or partner of the adopter and
- I have or expect to have the main responsibility (apart from the adopter) for the upbringing of the child
- The information I have provided is correct

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Signature:	Date:
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**DETAILS OF THE JOINT ADOPTER OF THE CHILD – to be completed by the adopter of the child who applied for Statutory Adoption Pay.**

Surname.	Other name(s)
Home address.	
Date my statutory adoption pay started :	
Date I intend to return to work :	
Date I stopped or intend to stop receiving Statutory Adoption Pay :	
National Insurance number :	

**DECLARATION OF THE ADOPTER OF THE CHILD – you need to be able to tick all the boxes for your spouse, partner or civil partner to get ASPP**

I declare that:

- I am entitled to Statutory Adoption Pay
- This is the only application of ASPP for this child
- I have told my employer the date I expect to return to work
- I agree that the information I have provided will be used by the employer to work out entitlement to ASPP
- The information I have provided is correct

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Signature:	Date:
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**ADDITIONAL INFORMATION**

Please attach a cop of the official adoption certificate relating to the child.			
Copy attached?	<b>YES*</b>	<b>NO*</b>	*Please delete as appropriate.
Evidence of the date the child entered the U.K. e.g. copy of airplane ticket or entry clearance document.			
Copy attached?	<b>YES*</b>	<b>NO*</b>	*Please delete as appropriate.
Name of primary adopter's employer. (The primary adopter is the person taking Statutory Adoption Pay )			

Address of primary adopter's employer

**PART TWO**

<b>To be completed by the Headteacher and a copy of the form returned to the applicant.</b>	
The following additional paternity leave has been approved in respect of this application:	
<u>Duration:</u>	
<u>Effective from:</u>	
Signature:	Date:
Name (print):	Designation

**EMPLOYEE SERVICES - OFFICE USE ONLY**

Eligibility to APL confirmed :	<input type="checkbox"/>
Eligibility to ASPP confirmed :	<input type="checkbox"/>
Notification to employee:	<input type="checkbox"/>
Notification to Headteacher:	<input type="checkbox"/>

<p><b><u>Data Protection:</u></b> Please note that this form, when completed, will be used for payroll purposes and may be used for statistical and monitoring purposes. It will be stored securely and confidentially on your personal file for a period of up to two years.</p>
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## HULL CITY COUNCIL

### ADDITIONAL STATUTORY PATERNITY PAY/ADDITIONAL PATERNITY LEAVE VARIATION OR WITHDRAWAL NOTIFICATION

Please read the School's Paternity Leave Policy so that you understand your entitlements to additional paternity leave and Additional Statutory Paternity Pay (ASPP) if applicable.

Please give as much notice as possible but as a minimum you must give **at least 6 weeks** notice before the date you are changing or cancelling or 6 weeks before the new date – whichever is the earlier.

**Please complete Part One of this form and pass it to your Headteacher for approval. Your Headteacher will return a copy of the form to you.**

#### **PART ONE**

Surname	Other name(s)
Service Area	Post Title
Section	Location
Date you commenced with the school:	Date commenced in local government (if different):
Home Address	

#### **VARIATION OF START OR END DATE OF ADDITIONAL PATERNITY LEAVE**

Please tick if applicable

I would like to vary the start or end date of my additional paternity leave as follows :
Previously notified start date :
Previously notified end date :
<b>Revised start date :</b>
<b>Revised end date :</b>

**OR**

**WITHDRAWAL OF ADDITIONAL PATERNITY LEAVE APPLICATION**

Please tick if applicable

I confirm that I wish to cancel my additional paternity leave application

Signature:	Date:
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**PART TWO**

<b>To be completed by the Headteacher and a copy of the form returned to the applicant.</b>	
Additional paternity leave application - varied * - cancelled*	
* Please delete as appropriate.	
Signature:	Date:
Name (print):	Designation

**EMPLOYEE SERVICES - OFFICE USE ONLY**

Records updated:	<input type="checkbox"/>
Action confirmed to applicant and Headteacher::	<input type="checkbox"/>

**Data Protection:** Please note that this form, when completed, will be used for payroll purposes and may be used for statistical and monitoring purposes. It will be stored securely and confidentially on your personal file for a period of up to two years.

## HULL CITY COUNCIL

### ADDITIONAL STATUTORY PATERNITY PAY/ADDITIONAL PATERNITY LEAVE NOTIFICATION FORM – DUE TO DEATH OF THE MOTHER/ADOPTER.

Please read the School's Paternity Leave Policy so that you understand your entitlements to additional paternity leave and Additional Statutory Paternity Pay (ASPP) if applicable.

Please give as much notice as possible but as a minimum you must give **at least 8 weeks** notice before the proposed start date of your additional paternity leave.

**Please complete Part One of this form and pass it to your Headteacher for approval. Your Headteacher will return a copy of the form to you.**

#### **PART ONE**

Surname	Other name(s)
Service Area	Post Title
Section	Location
Date you commenced with the school:	Date commenced in local government (if different):
Home Address	
I would like my additional paternity leave and ASPP (if applicable) to start on :	
I would like my additional paternity leave to end on :	
I would like my ASPP to end on :	

#### **DETAILS OF THE MOTHER OR ADOPTER (complete in all cases)**

Surname :	Other name(s) :
Home Address	
Date of death :	
Date they started receiving Statutory Adoption Pay, Statutory Maternity Pay or Maternity Allowance. (Leave blank if SAP, SMP or MA had not started)	
National Insurance Number	

**PARENT OF THE CHILD (complete if you are the parent of the child)**

Expected date the bay was due :	
Actual date of birth :	
I confirm that:	
<ul style="list-style-type: none"><li>I am the child's father or I am the spouse, civil partner or partner of the mother and</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>I have or expect to have the main responsibility for the upbringing of the child.</li></ul>	<input type="checkbox"/>

**ADOPTED CHILD (complete if the child has been adopted)**

Date the adoption agency told me that I had been jointly matched with a child :	
Date the child was placed :	
I confirm that :	
<ul style="list-style-type: none"><li>I have been jointly matched for adoption with my spouse, partner or civil partner who has or was to have taken adoption leave to care for the child</li></ul>	<input type="checkbox"/>

**CHILD ADOPTED FROM ABROAD (complete if the child has been adopted from abroad)**

Date the official notification was sent to the adopter	
Date the child entered the U.K.	
I confirm that :	
<ul style="list-style-type: none"><li>I an the spouse, civil partner or partner of the adopter and</li><li>I have or expect to have the main responsibility for the upbringing of the child.</li></ul>	<input type="checkbox"/> <input type="checkbox"/>

**DECLARATION (complete in all cases)**

I declare that:

- I will care for the child during the ASPP period and
- The information I have provided is correct

  

Signature:	Date:
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**EMPLOYEE SERVICES - OFFICE USE ONLY**

Eligibility to APL confirmed :	<input type="checkbox"/>
Eligibility to ASPP confirmed :	<input type="checkbox"/>
Notification to employee:	<input type="checkbox"/>
Notification to Headteacher:	<input type="checkbox"/>

Data Protection: Please note that this form, when completed, will be used for payroll purposes and may be used for statistical and monitoring purposes. It will be stored securely and confidentially on your personal file for a period of up to two years.