

Family Friendly UK Resources

Paternity and Parental Policy Enhancements

3.3 Paternity pay could be offered at more than the statutory amount with employees being paid in full for the one or two weeks that they are on paternity leave. "This will be paid at an employee's normal rate for a maximum period of **X** weeks". A table could be included for clarity.

Paternity Pay Entitlement By Length of Service		
Up to 26 weeks service	26 weeks service and above	Enhanced Option
Paternity Leave will be unpaid	Statutory Paternity Pay; 2 wks @ 90% av pay or SPP whichever is lower	Enhanced Paternity Pay XX wks @ full pay XX wks @ half pay (inclusive of SPP) XX wks @ SMP rate of £138.18 pw or 90% weekly pay, whichever is lower

3.4 The SC3 form allows the organisation to claim back the Statutory Paternity Pay (SPP) from the Government.

5.2 Parental Leave can be offered as odd days if employees give sufficient notice (2 weeks in advance or more) and this is able to be accommodated by your organisation. If it is possible to allow employees to give less notice than this for emergency situations which may be authorised this can be stated within the policy.

6. Ante natal appointments for partners could be offered as paid time off if your organisation can accommodate this.

Other suggested enhancements to your Paternity and Parental Policy:

- **Extended Paternity Leave**

Paternity Leave could be offered for more than two weeks allowance offered under statute. This will need to be referred to as Extended Paternity Leave.

You could also give more flexibility on when the employee chooses to take their extended leave; statutory paternity needs to be taken in week blocks (as per legislation) but extended paternity leave can be offered in days as well as weeks. For example an employee may wish to take one or two weeks statutory leave following the child's birth or adoption and then take extended leave for one day per week for the next five weeks.

“Those who are eligible can choose to take up to XX days paternity leave, within one year of the child’s birth or adoption. These can be taken as consecutive days/weeks or odd days. This leave should be agreed with your line manager according to standard procedures ”. We suggest that you insert a new section on Extended Paternity Leave after section 3.4 (you will need to adjust the numbering in the remainder of the sample policy so ‘Additional paternity leave’ will become section 5 etc.):

4. Extended Paternity Leave

4.1 Extended paternity leave is available if:

- the employee is the father of the child or partner or spouse of the mother;
- the employee receives notification that they are to be matched with a child for adoption;
- the employee is adopting from overseas and the child has entered Great Britain;

4.2 Extended paternity leave will be paid to *all employees regardless of their length of service with COMPANY NAME/if the employee has worked continuously for 26 weeks at the 15th week before the child is expected to be born or the end of the week in which they are notified they have been matched with a child for adoption (DELETE AS APPROPRIATE)*. Those who are eligible can take up to X weeks /days leave on top of the statutory amount up to a maximum amount of X days/weeks.

4.3 Extended Paternity Leave will be paid at *the normal daily rate/X% of the normal daily rate*. The employee will have a maximum of X days/weeks to take this leave after the birth of their child or the date the child was placed with them.

4.4 Notification. This leave should be requested at least X weeks/days before the leave needs to be taken to allow sufficient notice to be given to the line manager. Requests can be made with less than X week’s/days notice but employees should be aware that it may not always be possible to accommodate leave with a shorter notice period.