



RADLEY

Paternity Leave & Pay Policy

August 2023

Paternity Leave and Pay Policy

This Paternity Leave Policy has been designed to ensure that all members of staff are treated fairly and consistently and in line with relevant legislation.

The purpose of the policy is to set out Radley College's provision for Paternity Leave for employees who become parents. Paternity Leave is intended to support parents in the early stage of a child's life and as each family situation is different the school offers three options.

Introduction

An employee qualifies for ordinary paternity leave ("OPL") on the birth of a baby if they:

- Have or expect to have responsibility for the baby's upbringing.
- Are the biological father or the baby and/or the mother's husband or partner (including same sex partner or civil partner).
- Have at least 26 weeks' continuous employment with Radley College ending with the 15th week before the expected week of childbirth – the qualifying week.
- Be working for Radley College from the qualifying week to the date of birth.

An eligible employee should tell the Head of HR as soon as possible that they wish to take paternity leave, but no later than the end of the 15th week before the expected week of childbirth. They should say when the baby is due, which option they wish to take, and when they expect their paternity leave to start. Employees may be entitled to Statutory Paternity Pay ("SPP").

Employees will need to take their paternity leave within 56 days of the actual date of birth of the child. Paternity leave cannot start until the birth of the baby.

1. OPTION 1 - STATUTORY PATERNITY LEAVE ("SPL") and STATUTORY PATERNITY PAY ("SPP")

- 1.1 SPL is for a maximum of two weeks. An employee can choose to take either one week's leave or two consecutive weeks. Legislation does not permit SPL to be taken as two separate weeks or over a number of non-consecutive days.
- 1.2 SPL can begin on any day of the week which may include the day on which the child is born. Leave must be taken within eight weeks of the birth of the child. SPL cannot be taken before the birth of the child.
- 1.3 During SPL an employee's contract of employment continues and, apart from remuneration, he is entitled to the continuation of all terms and conditions of employment. He has the right to return to the job he held before leave began.
- 1.4 An employee who fulfils the eligibility criteria for SPL will also be entitled to SPP as long as he is still employed at the date the child is born, and has earnings that are equal to or greater than the Lower Earnings Limit (currently £123 per week).
- 1.5 SPP is a flat weekly rate currently £172.48 (as at 2 April 2023). However, if 90% of the employee's normal weekly earnings amount to less than this, 90% of his normal weekly earnings will be payable.

2. OPTION 2 – COLLEGE PATERNITY LEAVE (“CPL”)

- 2.1 An employee may choose to continue working following the birth or placement of his child but on a reduced workload. In liaison with the HR Director and either his Head of Department or (for teaching staff) the Deputy Head (Academic), an employee will work a reduced workload for three weeks. It is envisaged that a teacher would not be expected to carry out extra-curricular or Social duties and have a reduced timetable, teaching 75% of lessons. Those teachers whose responsibilities differ from that of a standard teacher due to the nature of their role, will be treated appropriately with similar goals in mind. For Operational staff it is envisaged that he would work 50% of his basic working hours, agreed in advance with their Head of Department. Employees will continue to be paid at their normal rate of pay.
- 2.2 Leave must be taken within 8 weeks of the birth of the child and taken as a consecutive block of leave.
- 2.3 During this period an employee’s contract of employment continues and he is entitled to the continuation of all terms and conditions of employment. He has the right to return to the job he held before leave began.

3. OPTION 3 – ONE WEEK SPL AND TWO WEEKS CPL

- 3.1 An employee may choose to take one week’s SPL followed by two weeks of CPL. SPL will be paid at the standard SPP rate and CPL paid at the employee’s normal rate of pay.
- 3.2 Leave must be taken within 8 weeks of the birth of the child and taken as a consecutive block of leave.
- 3.3 During this period an employee’s contract of employment continues and he is entitled to the continuation of all terms and conditions of employment. He has the right to return to the job he held before leave began.

4. ANTENATAL APPOINTMENTS

Employees can take unpaid leave to accompany a pregnant woman to two antenatal appointments if they are:

- The baby’s father
- The expectant mother’s spouse, partner or civil partner
- In a long-term relationship with the expectant mother
- The intended parent (if you are having a baby through a surrogacy arrangement)
- Or two adoption appointments after you have been matched with a child.

5. IF YOU LOSE YOUR BABY

In the sad circumstances of the pregnancy ending in stillbirth after 24 weeks of pregnancy (defined as stillbirth) or born alive at any point during the pregnancy, an employee will still be entitled to Paternity Leave as set out above.

Employees can also obtain support through the College's independent Employee Assistance Programme (EAP). Details can be given by the HR department.