Procedures

Applying for Paternity Leave
Part of Supporting Family Life Overarching Policy
Updated April 2024
UK Campuses

HERIOT-WATT UNIVERSITY

PATERNITY LEAVE PROCEDURES TO SUPPORT SUPPORTING FAMILY LIFE OVERARCHING POLICY

CONTENT

Contents

1.	INTRODUCTION
	This Procedure, which is part of the Supporting Family Life suite of procedures, sets out guidance on how to request and notify the University of your paternity leave; the time off; and returning to the University at the end of your paternity leave.
2.	PROCEDURES FOR PATERNITY LEAVE
	How to apply Please complete a Paternity Leave Application form (see forms at the end of this document) and submit it to the **HR helpdesk** no later than the Qualifying Week or, in adoption cases, when the placement date is known. If you are taking the leave in two blocks, you are required to also give 4 weeks' notice prior to each period of leave. The University will formally respond in writing to your Paternity Leave Application form within 28 days, confirming the relevant start and end dates of paternity leave and pay You should also inform HR and your department of the actual date of birth as soon as possible (as this is the earliest paternity leave and pay can begin). For babies born or placed in adoption on or after 6 April, you may take either 2 one-week blocks or one two-week blocks at any time up to within 12 months of the birth or placement. **Returning to Work** The University expects you to return to work after your paternity leave block(s), unless you agree a further period of leave (e.g. annual leave) with the University prior to you commencing paternity leave. If you wish to consider Shared Parental Leave as an option instead of or as well as paternity leave, please see the Shared Parental Leave Procedures on the HR Policy Web Page under Family Friendly Policies. **Recording Paternity Leave on Cloud ERP** The HR Team will record your paternity leave absence on Cloud ERP.
3.	PROCEDURES VERSION AND HISTORY

	Version No	Date of Approval	Approving Authority	Brief Description of Amendment
	V. 1.3	7.12.15 Refreshed Oct 21	UE	Updated Procedure to reflect legislation and to link with new Supporting Family Life Overarching Policy Refreshed with updated links
	V1.4	September 2023	UE	Qualifying Period for occupational pay removed
	V1.5	April 2024	N/R	Updated to reflect statutory change in when leave may be taken

Application for Paternity Leave (Birth) - Confidential

Personal Details	
Name:	
Area and Directorate / School:	

Paternity Leave Details	
My baby is due on:	
I would like my paternity leave to start on:	
I would like my paternity leave to end on:	

NB: You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early).

You can take up to two weeks' paternity leave. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

Declaration

In order to confirm your eligibility for paternity leave and pay, please sign this form declaring that you meet the criteria as noted below.

I declare that:
- I am the baby's biological father OR ☐
- I am married to the mother OR ☐
- I am living with the mother ☐
- I have responsibility for the child's upbringing ☐
- I will take time off work to support the mother or to care for the child ☐
- **I have spoken to my Manager /Supervisor who has approved this period of leave** ☐

Signed (employee)	
Date	

Applications should be completed and sent to HR helpdesk at least 15 weeks before the Expected Week of Childbirth. If taking the leave in two separate blocks, you're required to submit a second application at least 4 weeks prior to the second block of leave.

Application for Paternity Leave (adoption) - Confidential

Personal Details	
Name:	
Area and Section / Directorate:	

Paternity Leave Details	
Date on which adopter was notified of match with child:	
Date on which child is expected to be placed with adopter:	
Actual date of placement for adoption (if known):	
I would like my paternity leave to start on:	
I would like my paternity leave to end on:	

NB: You must take your paternity leave in full within 52 weeks of the date on which the child was placed for adoption with the adopter.

You can take up to two weeks' paternity leave. You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week.

<u>Declaration</u>

In order to confirm your eligibility for paternity leave and pay, please sign this form declaring that you meet the criteria as noted below.

I declare that:

- ▪ I am married to or in a civil partnership with the primary adopter OR   ☐

- ▪ I am living with the primary adopter AND   ☐

- • I have responsibility for the child's upbringing AND   ☐

- • I have responsibility for the child's upbringing   ☐

- • I have elected to receive statutory ordinary paternity leave and pay, and not statutory adoption leave and pay, in respect of the child.   ☐

- • **I have spoken to my Manager /Supervisor who has approved this period of leave**   ☐

Signed (employee)	
Date	

Applications should be completed and sent to HR helpdesk when adoption placement date is known

*NB: Primary Adopter in this form refers to the individual taking **Adoption Leave and Pay.***