**University of Worcester**

**To apply for Statutory or Contractual Ordinary Paternity Leave and Pay** *– revised August 2013; January 2016*

**Statutory Ordinary Paternity Leave and Pay**

An employee who wants to take time off work to support the mother of the baby or look after the baby may be entitled to Statutory Paternity Pay and Paternity Leave of up to two weeks. An employee must be continuously employed by the University for at least 26 weeks by the end of the 15th week before the week the baby is due, and continue to be employed by the University until the date the baby is born. Full guidance is available on the staff web pages.

**To apply** anemployee must sign a declaration in the form of a self certificate, available at <http://www.hmrc.gove.uk/forms/sc3.pdg> and give this to the University, specifying that he/she is:

* the baby’s biological father, **or**
* married to, or in a civil partnership with, the mother, **or**
* living with the mother in an enduring family relationship, but are not an immediate relative **and**
* will be responsible for the child’s upbringing, **and**
* will take time off work to support the mother or care for the child
* husband or partner (including same sex partner) of the child’s adopter

and in addition provide the following information:

* the week the child is due to be born in, or in the case of adoption, the date when the child is expected to be placed with you for adoption; and
* the length of leave that you intend to take – either one or two consecutive weeks; and
* the date that you have chosen your leave to begin on.

**Notification to take ordinary paternity leave** – an employee must advise his/her line manager by the end of the 15th week/3 months before the baby is due.

**Contractual Ordinary Paternity Leave and Pay**

The University provides the following contractual Paternity Leave and Pay

For employees with:

* less that 26 weeks service, the University provides one week of paternity leave at full pay.
* 26 weeks service, the University provides two weeks of paternity leave one at full pay and the other at Statutory Paternity Pay, and employees will need to complete the self certificate [http://www.hmrc.gov.uk/forms/sc3.pdf](http://www.hmrc.gov.uk/forms/sc3pdf)

**Shared Parental Leave**

Information on shared parental leave and pay is contained in a separate guide, available from the HR web pages, and applies to births or adoptions expected on or after 5th April 2015. This enables a mother/main adopter, having taken a minimum of two weeks’ maternity leave, to choose to bring to an end her maternity leave and share the remaining leave and pay with the other parent or her partner (including same sex partner), so long as they meet certain eligibility criteria.

An employee can choose to take both ordinary paternity leave and shared parental leave, but the period of ordinary paternity leave must come first.

**Help and Advice**

If you experience any problems downloading this form or have any queries regarding Paternity Leave and Pay, please contact the HR Department for assistance.