



<u>Policy Title</u>	NCG Paternity Policy
<u>Policy Category</u>	Compliant
<u>Owner</u>	Director of People and Development
<u>Group Executive Lead</u>	Chief Executive Officer
<u>Date Written</u>	December 2020
<u>Considered By</u>	N/A
<u>Approved By</u>	Executive Board
<u>Date Approved</u>	February 2023
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics and an assessment was carried out on December 2020 This policy is available in alternative formats, if required
<u>Freedom of Information</u>	This document will be publicly available through the Groups Publication Scheme.
<u>Review Date</u>	December 2024
<u>Policy Summary</u>	The purpose of this policy is to provide colleagues with an understanding of their entitlement and eligibility for Paternity leave.

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Carlisle College	Yes	Yes
Group Services	Yes	Yes
Kidderminster College	Yes	Yes
Lewisham College	Yes	Yes
Newcastle College	Yes	Yes
Newcastle Sixth Form College	Yes	Yes
Southwark College	Yes	Yes
West Lancashire College	Yes	Yes

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>
	New NCG policy incorporating individual College policies into one Group policy, streamlining processes in line with current legislation.
December 2022	N/A

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
NCG Flexible working Policy	
NCG Sickness Absence Policy	
NCG Non Sickness Absence Policy	



1. **Scope and Purpose of Policy**

This policy does not form part of Colleague's contract of employment and does not confer any contractual rights. It applies to the above divisions of NCG and colleagues who are employed either on a permanent or temporary basis.

2. **Introduction**

The purpose of this policy is to provide colleagues with an understanding of their entitlement and eligibility for paternity leave and pay.

3. **Referral to an alternative policy / procedure**

Where a concern relates to long term absence or an underlying health condition, then the matter will be managed in line with the NCG Sickness Absence Policy.

Where absence is due to leave including maternity, adoption, shared parental and parental leave the matter will be managed in line with the relevant NCG policy.

Where concern relates to emergency time off work, then the matter will be managed in line with the NCG Non Sickness Absence Policy.

Where a concern relates to a request to amend a colleagues working pattern, then the matter will be managed in line with the NCG Flexible working policy.

4. **Paternity Leave**

Colleagues are entitled to one or two consecutive weeks' paternity leave from work to care for their new baby.

To qualify for paternity leave, colleagues need to:

- Have or expect to have responsibility for the child's upbringing.
- Are the biological father of the child, the mother's spouse or partner or the partner of the primary adopter.
- Have at least 26 weeks' continuous service by the end of the 15th week before the expected week of childbirth.

Colleagues can start their paternity leave on any day of the week but not before the child is born leave must be taken within the 56 days (8 weeks) of the child's birth.

5. Paternity Pay

There are two types of pay that colleagues may be able to receive during their paternity leave:

5.1. Statutory Paternity Pay (SPP):

SPP is payable when colleagues are on paternity leave for a maximum of 2 weeks and it will be paid into their normal bank account.

To qualify for SPP colleagues must:

- Have at least 26 weeks' service by the end of the 15th week before their expected week of childbirth (EWC).
- Still be employed by the 15th week before the expected week of childbirth.
- Have an average weekly earnings that is not lower than the lower earnings limit for national Insurance contributions.

If a colleague qualifies, their entitlement to SPP is:

- 2 weeks' pay at the current prescribed rate or 90% of normal earnings, whichever is lower.

The current SPP rate can be found on the www.gov.co.uk website. If a colleague does not qualify for SPP they may be able to claim income support during paternity leave and should contact their local Job Centre Plus.

5.2. Occupational Paternity Pay (OPP)

To qualify for OPP you must:

- Have 1 year's continuous service at the expected week of childbirth / placement.
- Meet the qualifying criteria to receive statutory paternity pay.

If you qualify for OPP, you can receive the following payments:

- During the first two weeks of ordinary paternity leave colleagues pay will be uplifted from statutory paternity pay to full pay.

6. Notification

Colleagues should discuss and must let their manager know, no later than the end of the 15th week before the expected week of childbirth that they wish to take paternity leave. Once a colleague has decided on a leave they will need to complete the notification of paternity form (appendix A) and submit it to their manager along with a copy of the child's mothers MatB1 certificate.

The manager should send the documentation alongside the agreed dates to HR. A confirmation letter will be sent to the colleague. If colleagues would like



to make any changes to their start date they should inform their manager in writing. The manager should send the updated information to HR.

7. Antenatal / appointments

Colleagues are entitled to unpaid time off during working hours to attend two ante-natal appointments. The time off should not exceed 6.5 hours per appointment and should be used to travel to and attend the appointment. If this takes less than 6.5 hours' colleagues should return to work, unless alternative arrangements have been made with their manager.

8. Still births and neonatal deaths

In the event of a still birth, after the 24th week of pregnancy, or if the child is born alive at any point and later passes away, colleagues retain their right to paternity leave as detailed in this policy.

In any event, managers will endeavour to offer all possible support to colleagues.

9. Returning to work

Managers will confirm to payroll a colleague's paternity leave start and end dates before they go on paternity leave. If there are any changes colleagues will need to speak with their manager.

10. Rights on return

Colleagues have the right to return to their job on the same terms and conditions as before they left, if the job still exists.

11. Variations to this policy / procedure

This procedure is intended as an overview of how paternity leave is managed, however, it may need to be adapted to suit the needs of each situation.



Appendix A Notification of Paternity Leave Form

Guidelines for completion

Please read the NCG Paternity Policy before completing this form. This form should be completed by colleagues by the 15th week before the expected week of childbirth (EWC). Once completed, please submit this to your manager.

Managers should send this form alongside a copy of the MATB1 certificate to HREnquiries@ncgrp.co.uk.

Section A: Colleague Details

Surname		Forename	
Payroll ID number		Department	

Section B: Paternity Leave Information

Date baby is due:	
MATB1 certificate incl.: (please select)	Yes / No
Paternity leave date:	

Section C: Please select as relevant

I am the baby's biological father	Yes	No
I am married to the mother of the baby	Yes	No
I am living with the mother in an enduring family relationship but I am not an immediate relative	Yes	No
I will have responsibility for the child's upbringing	Yes	No
I am adopting a child with my partner and I want to receive paternity pay and leave, not adoption leave and pay.	Yes	No

Section E: Declaration

Colleague signature		Date	
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