

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
NCG Paternity Policy		March 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	4	March 2027

OWNER	Director of People and Development		
GROUP EXECUTIVE LEAD	Executive Principal – People and Culture		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
PURPOSE	The purpose of this policy is to provide colleagues with an understanding of their entitlement and eligibility for Paternity leave.		
APPLICABLE TO	All NCG employees.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> 1. NCG employees may apply for paternity leave in accordance with the provisions of this policy. 2. To qualify for paternity leave there is set criteria which is detailed within section 3. 		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on paternity leave, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • NCG Flexible working Policy • NCG Sickness Absence Policy • NCG Non-Sickness Absence Policy • NCG Authorised Absence Policy • NCG Parental Leave Policy
KEYWORDS	<ul style="list-style-type: none"> • Paternity • Leave • Absence • Maternity

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	Policy has been reviewed by the Policy Owner and Executive Lead and is subject to review by the Policy Review Council.		

1. GENERAL POLICY STATEMENT

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

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

2. 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 Authorised 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.

3. PATERNITY LEAVE

Colleagues are entitled to one or two consecutive weeks' paternity leave from work to care for their new baby. For children who are due to be born on or after 6 April 2024, colleagues can split the paternity leave into two separate periods of one week.

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 that do not qualify for Paternity Leave may refer to the NCG Authorised Absence Policy for further support and guidance.

Colleagues can start their paternity leave on any day of the week but not before the child is born and leave must be taken within the first year of the child's birth.

4. PATERNITY PAY

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

4.1. 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.

4.2. 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.

5. NOTIFICATION

Colleagues should discuss and must let their manager know, no later than the 4th week before the expected week of childbirth that they wish to take paternity leave. Once a colleague has decided on leave, and whether this will be in two consecutive weeks, or whether this will be two separate one week periods, 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 Payroll.. An email to confirm entitlement and dates of leave will be sent to the colleague. If colleagues would like to make any changes to their paternity leave start date they should inform their manager in writing. The manager should send the updated information to the Payroll and Pensions department.

6. 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.

Colleagues may wish to consult the NCG Flexible Working Policy for alternatives to unpaid leave, through agreements with their manager.

7. 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.

8. 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.

9. 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.

10. VARIATIONS TO THIS POLICY

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.

11. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

12. STATEMENT ON EQUALITY AND DIVERSITY

12.1 NCG is committed to providing equality of opportunity. Further details or our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

12.2 This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

13. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with HR colleagues and members of the Policy Review Council.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New policy	N/A	Director of Human Resources	2013
2	Scheduled review	New NCG policy incorporating individual College policies into one Group policy, streamlining processes in line with current legislation.	Director of People & Development	2016
3	Scheduled review	Minor changes	Director of People & Development	2021
4	Scheduled review	Transferred to new template, updated to align with legislation, appendix A contact details amended.	Director of People & Development	March 2024

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 4th 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 payroll@ncgrp.co.uk

Section A: Colleague Details

Surname:		Forename:	
Payroll ID number :		Department:	

Section B: Paternity Leave Information

Date baby is due:	
Do you intend to take 2 weeks together?	Yes/No
Paternity leave start date – week one:	
Paternity leave start date – week two:	

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 D: Declaration

Colleague signature:		Date:	
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