

ROYAL COLLEGE OF ART

PATERNITY LEAVE POLICY AND PROCEDURE

Policy

1. Introduction

Paternity leave is available to members of staff whose spouse/partner is having a baby or adopting a child. It is available to both men and women who are partners of the child's mother/the primary adopter.

2. Leave and pay

To qualify for paternity leave and pay, you must:

- Be the biological father or secondary adopter of the child or be the mother's (or adopter's) husband, partner or civil partner or have or expect to have responsibility for the child's upbringing;
- Have been continuously employed by the College without a break for at least 26 weeks by the 15th week before the expected week of childbirth (EWC)¹ or for at least 26 weeks up to and including the week your wife, partner or civil partner was matched with a child for adoption;
- Have average earnings above the lower earnings limit (LEL) for the eight week "relevant" period between weeks 17 and 25 of the mother's pregnancy. The LEL is the amount that you have to earn before you are treated as paying National Insurance contributions. This calculation will be especially relevant to those who work on a casual/hourly paid basis or who have been on unpaid leave.

If you meet these criteria, you are entitled to two weeks' full pay, which is inclusive of any statutory paternity pay.

3. Procedure

3.1. Applying for paternity leave

To qualify for paternity leave, you must notify your manager and human resources, in writing, of your intention to take paternity leave by the end of the 15th week before the EWC; or (in the case of adoption) within seven days of formal notification that you have been matched with a child for adoption.

¹ The week (Sunday to Saturday) in which the baby's due date (as specified on the MAT B1) falls is known as the Expected Week of Childbirth (EWC).

You must also specify:

- (in a birth situation) the mother's EWC²;
- (in the case of adoption) the date on which the child is expected to be placed for adoption;

And:

- Whether you wish to take one week's paternity leave or two consecutive weeks;
- When you would like the leave to begin. Leave can't start before the birth/on the date of placement. It must end within 56 days of the birth.

You don't have to give a precise date when you want to take leave (e.g. 1 February). Instead you can give the general time (e.g. the day of the birth or 1 week after the birth).

You must give 28 days' notice if you want to change your start date.

3.2. Leave for antenatal appointments

You can take unpaid leave to accompany a pregnant woman to 2 antenatal appointments if you're:

- the baby's father
- the expectant mother's spouse or civil partner
- in a long-term relationship with the expectant mother

3.3. Leave for adoption appointments

You can take unpaid leave to attend up to two adoption appointments if you are the partner/secondary adopter.

² The week (Sunday to Saturday) in which the baby's due date (as specified on the MAT B1) falls is known as the Expected Week of Childbirth (EWC).