



Paternity Leave Policy

Supporting colleagues in balancing work and family commitments through our paternity leave policy.

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Relevant forms and letters:

- [Notification of request to take paternity leave form](#)

Related policies:

- [Maternity Policy](#)
- [Shared Parental Leave Policy](#)

If you have any questions about this policy or require any further support, please contact the HR team by emailing hr@southkesteven.gov.uk

For independent support, our Employee Assistant Support service offer a completely confidential helpline for employees. Call 0800 716 017 to receive support for mental health, legal signposting, practical help, manager coaching and much more.

1.0 Policy Statement

This Paternity Leave Policy sets out the entitlements and procedures for colleagues who wish to take paternity leave to care for their new-born or newly adopted child. It is designed to support the well-being of our employees by recognising and facilitating their roles as parents and support them in balancing work and family commitments.

2.0 Eligibility

Paternity is available to employees who:

- Have or expect to have responsibility for the child's upbringing
- Are the biological father of the child or the mother's spouse or partner, or be the child's adoptive parent where the other adoptive parent has elected to take adoption leave, or be the intended parent of a child in a surrogacy arrangement where a parental order applies.
- Have worked continuously for the Council for 26 weeks ending with the 15th week before the expected week of childbirth, or the end of the week in which the child's adopter is notified of being matched with the child.
- Give the correct notice outlined in this policy document.
- Where a stillbirth occurs after the 24th week of pregnancy, or a child is born alive at any time but only lives for a short time, employees will qualify for paternity leave if they would otherwise have been eligible to take it.

3.0 Guiding principles

The council's paternity leave policy is based on the following guiding principles:

- SKDC aim to support the holistic well-being of our employees and acknowledge the significance of family life.
- Employees who apply for paternity leave will be supported and not subjected to a disadvantage or unfair treatment.
- We recognise and value the diversity of our workforce and the different family structures and needs of our employees.
- We aim to facilitate a smooth transition for our employees who return to work after paternity leave, and to provide them with the necessary support and resources.

4.0 Entitlement

Eligible employees are entitled to:

- Two weeks of paternity leave at full pay, which can be taken as a single block or two separate blocks of one week each.
- Choose to start their leave on any day of the week.

- Take their paternity at any point in the 52 weeks after the birth or adoption.

5.0 Notice of intention to take paternity leave

An eligible employee intending to take paternity leave should inform their line manager and HR of their intentions by the end of the 15th week before the mother's expected week of childbirth, or as soon as is reasonably practicable. To initiate a Paternity Leave request, the employee completes the '*Notification of Request to take Paternity Leave*' form which includes providing the following information:

- the mother's expected week of childbirth (or, if birth has already occurred, the date of the child's birth);
- the amount and pattern of leave they wish to take;
- when they want the period of leave to start.

To change the dates or duration of paternity leave, we would usually request at least 28 days notice in writing to the line manager and HR, unless this is not possible.

6.0 Antenatal Appointments

An employee can accompany a pregnant woman to two antenatal appointments (regardless of length of service). This will usually be unpaid leave or, if applicable to role, flexi-time can be used.

7.0 Additional Entitlements

An employee may be entitled to take Shared Parental Leave in addition to the two weeks Paternity Leave outlined in this policy. Please see the Council's policy on 'Shared Parental Leave' for more information.

For further information about this policy, please contact the HR Team at hr@southkesteven.gov.uk.

- This policy applies to all employees within South Kesteven District Council unless stated otherwise within the policy.
- This policy does not form part of contracts of employment.
- The Council reserves the right to amend this policy from time to time.