



*Dunbartonshire and Argyll & Bute
Valuation Joint Board*

EMPLOYEE GUIDANCE

PATERNITY LEAVE AND PAY/MATERNITY SUPPORT LEAVE

ORDINARY PATERNITY LEAVE AND PAY

What is it?

Ordinary Paternity Leave and pay are statutory entitlements available to employees who meet certain qualifying criteria to enable them to provide support to an expectant mother or some-one adopting a child.

Who Qualifies?

Ordinary Paternity Leave and pay are available to the father of the child, or the mother's husband or partner who meet the following qualifying conditions:

- Have or expect to have responsibility for the child's upbringing
- Have completed at least 26 weeks continuous service by the 15th week before the baby is due

What Leave is provided?

2 weeks leave is granted, irrespective of the number of children born as the result of a single pregnancy. The leave must be taken within 56 days of the child's birth and must be taken in 2 consecutive full weeks and not in odd days.

What is paid?

The statutory entitlement is the same as Statutory Maternity Pay, however the Joint Board has enhanced this entitlement and the employee will receive normal contractual pay during the 2 weeks.

How do I apply?

You must notify your Line Manager of your intention to take Ordinary Paternity Leave by the end of the 15th week before the due date for the baby. It is recognised that this may not always be practicable but you should provide your Line Manager with as much notice as possible.

You can change your mind about the date you want the leave to start and should give your Line Manager 28 days notice of any change, where this is reasonably practicable. Applications for Ordinary Paternity Leave and Pay must be submitted on form Application for Ordinary Paternity Leave and returned to the appropriate person for signing and passing on to the West Dunbartonshire Council HR & OD Service Centre.

ADDITIONAL PATERNITY LEAVE AND PAY

What is it?

Additional Paternity leave and pay are statutory entitlements which are available to parents to give greater flexibility in how they use maternity and paternity provisions. Under the new regulations, fathers or spouses/partners of the mother or primary adopter, if eligible, can take a further 26 weeks additional paternity leave and pay.

Who Qualifies?

Additional Paternity Leave

Additional Paternity Leave and pay are available to the father of the child, or the mother's husband or partner who meet the following qualifying conditions:

- Have or expect to have responsibility for the child's upbringing
- Have completed at least 26 weeks continuous service by the 15th week before the baby is due
- Requested Additional Paternity Leave 8 weeks before the leave is due to start.

Additional Paternity Pay

To be eligible for additional paternity pay the mother/primary adopter must have been entitled to Statutory Maternity Pay, Statutory Adoption Pay or Maternity Allowance has returned to work and has ceased to be in receipt of the aforementioned and received less than the full 39 weeks entitlement.

What Leave is provided?

Eligible employees can take a minimum of 2 consecutive weeks to a maximum of 26 weeks leave.

When can I take this additional leave?

Eligible employees must take additional paternity leave after the mother's first 26 weeks of Maternity leave when the child is over 20 weeks or has been with its adoptive parents for over 20 weeks.

Additional Paternity Leave can only be taken when the mother/primary adopter has ceased maternity leave. If the mother/primary adopter takes annual leave or is sick at the end of the maternity pay period, this does not count as a return to work.

Additional Paternity Leave must be completed by the child's first birthday or the 52nd week after the child's placement for adoption.

What is paid?

Eligible employees will be paid if the leave is taken during the mother or primary adopter's Statutory Maternity Pay period, Maternity Allowance period or Statutory Adoption Pay period. Leave taken after this period has ended would be unpaid.

Additional Statutory Paternity Pay is paid at the same rate and in the same way as Statutory Maternity Pay.

How do I apply?

You must notify your Line Manager of your intention to take Additional Paternity Leave 8 weeks before the leave is due to start. It is recognised that this may not always be practicable but you should provide your Line Manager with as much notice as possible.

Applications for Additional Paternity Leave and Pay must be submitted on the Additional Paternity Leave Application Form and returned to the appropriate person for signing and passing on to the West Dunbartonshire Council HR & OD Service Centre.

MATERNITY SUPPORT LEAVE

What is it?

Maternity Support Leave is provided to enable support to an expectant mother at or around the time of childbirth in circumstances where the expectant mother has no other support available to her. This person is nominated by the expectant mother (normally a close relative) who will assume the main supporting role at the time of the birth.

Who Qualifies?

The nominated carer must have 26 weeks service at the expected week of childbirth (EWC).

Maternity Support Leave is not available to support expectant mothers who have a partner unless the partner is unable to be with the expectant mother through circumstances which are exceptional e.g. the father or partner is in prison, the father or partner is serving abroad in armed forces. It would not be granted where the father or partner opts to take statutory paternity leave at a later date.

What Leave is Provided?

Up to 2 weeks leave. The leave must be taken at or around the time of birth to support the mother. (i.e. within 1 week before the birth and 3 weeks after the birth). The leave must be taken in full weeks and not odd days.

Is this Paid?

There is no statutory entitlement however where the appropriate qualifying criteria are met the nominated carer will receive 1 week paid leave and 1 week unpaid leave.

How do I apply?

You are required to notify your Line Manager of your application to take Maternity Support Leave by the end of the 15th week before the baby is expected, unless this is not practicable.

You can change your mind about the date the leave to start providing you tell your Line Manager at least 28 days in advance where this is reasonably practicable. Applications for Maternity Support Leave must be submitted on the Maternity Support Application Form and returned to your Line Manager for approval and forwarding to the West Dunbartonshire Council HR & OD Service Centre.

ORDINARY PATERNITY LEAVE AND PAY APPLICATION FORM

Name			
Employee Reference Number			
National Insurance Number			
Job title			
Continuous Service Date			
Expected Week of childbirth or adoption placement			
<p>I wish to apply for 2 weeks Ordinary Paternity Leave and can confirm that I meet the following criteria</p> <ul style="list-style-type: none"> • I have or expect to have responsibility for the child's upbringing • I am the child's father or I am the spouse, partner or civil partner of the mother or primary adopter • I have completed at least 26 weeks continuous service by the 15th week before the baby is due • I confirm that I am taking the time off to support the mother and / or care for the child. 			
Start Date		End Date	
Signed			
Date			
Approval			
Line Manager			
Signature			
Date			

Completed and approved applications forms should be sent to WDC's HR Connect for processing.

ADDITIONAL PATERNITY AND PAY LEAVE APPLICATION FORM

Full Name			
Employee Reference Number			
National Insurance Number			
Job title			
Continuous Service Date			
Expected Week of childbirth or adoption placement			
Actual child's date of birth / placement for adoption			
<p>I wish to apply for Additional Paternity Leave and can confirm that I meet the following criteria</p> <ul style="list-style-type: none"> • I will care for the child during the Additional Paternity Period • I am the child's father or I am the spouse, partner or civil partner of the mother or primary adopter • I have completed at least 26 weeks continuous service by the 15th week before the baby is due • I have, or expect to have, the main responsibility (aprt from the mother) for the upbringing of the child 			
Leave Start Date		Leave End Date	
Pay Start Date		Pay End Date	
Signed			
Date			

To be completed by the Mother of the Child or Adopter of the child who applied for Statutory Adoption pay

Full Name	
Address	
National Insurance Number	
Date your SMP or SAP Started	
Date you intend to return to work	
Date you stopped or intend to stop receiving SMP or SAP	
<i>Deceleration of the mother or adopter of the child</i>	
<ul style="list-style-type: none"> • I am entitled to SMP or MA or SAP • This is the only application for ASPP for this child • I have told my employer the date I expect to return to work • I agree the information I have provided will be used by the employer to work out entitlement to ASPP 	
Signed	
Date	
<i>Approval</i>	
Line Manager	
Signature	
Date	

Completed and approved applications forms should be sent to WDC's HR Connect for processing.

MATERNITY SUPPORT LEAVE APPLICATION FORM

Name			
Employee Reference Number			
National Insurance Number			
Job title			
Continuous Service Date			
Expected Week of childbirth or adoption placement			
<p>I wish to apply for 2 weeks Maternity Support Leave and can confirm that I meet the following criteria</p> <ul style="list-style-type: none"> • I have completed at least 26 weeks continuous service by the expected date of birth • I have been nominated by the expectant mother to provide support and assist in the care of the child as no other support is available to the expectant mother (i.e. husband, partner or child's father) 			
Start Date		End Date	
Signed			
Date			
Approval			
Line Manager			
Signature			
Date			

Completed and approved applications forms should be sent to WDC's HR Connect for processing.