



PATERNITY LEAVE POLICY

Ordinary Paternity Leave is available to employees' whose partner (including in same sex couples) gives birth to a child or who is the biological father or either adoptive parent of a child. Managers should follow set procedures to ensure that employees receive their entitlements in relation to paternity leave and pay.

HOW TO DEAL WITH A PATERNITY LEAVE REQUEST



BURLEY PARISH COUNCIL MATERNITY LEAVE & PAY POLICY

Entitlement

Ordinary Paternity Leave (OPL) amounts to 2 weeks leave which can be taken in a single block of one or two weeks within 8 weeks of the birth or adoption of a child. To qualify for Ordinary Paternity Leave, employees require at least 26 weeks service by the end of the 15th week before the expected week of childbirth or ending with the week in which they were first notified of being matched with the child. Employees may also be entitled to Ordinary Statutory Paternity Pay providing they meet the qualifying criteria.

Returning from paternity leave

Employees returning from paternity leave are entitled to return to the same job as before commencing paternity leave on the same terms and conditions as if they had not been absent. Whilst on paternity leave, employees should not be left out of any pay award that they would ordinarily have been entitled to.

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Approving committee: Full Council

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