

Live Active Leisure

PATERNITY LEAVE

INTRODUCTION

Live Active Leisure [the Company] is fully committed to helping working parents balance work and family life, whilst this is compatible with the interests of the Company.

The Company's policy on paternity leave covers entitlement to paternity leave, payment during leave, notification procedures, effects on terms and conditions and contact during paternity leave.

The Company also provides a range of support for parents returning to work following paternity leave, including the childcare voucher scheme and policies on flexible working arrangements.

This policy reflects the Company's commitment to promote equality in all its activities in line with the Company's Equality & Diversity policy.

Sections included in this guide are:

The Policy

Paternity leave and pay may be available to an Employee who is the partner of either;

- A woman who has given birth, or
- Someone who is adopting a child

This policy focuses on the entitlements of staff where a woman has given birth, however, further information on Employee's entitlements where a child has been adopted can be sought from the HR & Admin section at Company Head Office

The Policy in Operation

Employees can choose to take either one week or two consecutive weeks' leave. This can be taken during a 56 day period beginning with the date on which the child is born.

An Employee qualifies for Paternity Leave on the birth of a baby if they:

- Have - or expect to have – the main responsibility for the baby's upbringing (apart from the mother)
- Are the biological father of the baby and/or the mother's husband or partner (including same-sex partner or civil partner). A partner is someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative

In addition, Employees must:

- Have at least 26 weeks' continuous employment with the Company ending with the 15th week before the expected week of childbirth (EWC) - the qualifying week
- Be working for the Company from the qualifying week up to the date of birth. If an Employee's contract ends before the birth, the Employee does not qualify for leave - unless they go on to work for an associated employer. If the Employee's contract ends after the birth, the Employee retains the right to leave (and pay if the Employee meets the qualifying conditions, see below)
- Be taking the time off to support the mother and/or care for the baby
- Have notified the Company in writing of their intention to take Paternity Leave; and
 - Whether they wish to take one or two weeks' leave
 - When they want the leave to start. An Employee may choose to start their leave on:
 - the day the child is born; or
 - a day which falls a certain number of days after the child is born, as specified by the Employee to the employer before the child is born; or

- a pre-determined date that falls after the first day of the week that the child is due, which the Employee specifies to the employer
- This notice should be given to the Company in writing,
 - in or before the 15th week before the expected week of the child's birth; or
 - if that is not reasonably practicable, as soon as is reasonably practicable
- A copy of your partner's Maternity Certificate (MATB1) must be provided at least 3 weeks in advance of taking Paternity Leave.
 - After the child is born, the Employee must give the Company notice in writing of the child's actual date of birth. This should be done as soon as is reasonably practicable

Changing the Start Date of Paternity Leave

If the Employee wants to change the start date of their Paternity Leave, they must give the Company the following notice:

- to change the leave so it starts on the date of birth, at least 28 days before the first day of the EWC
- to change the leave so it starts on a particular date, 28 days before that date
- to change the leave so it starts a specified number of days after the birth, at least 28 days before the date on which leave is to commence

If the Employee can't give the notice in time, they should tell the Company as soon as is reasonably practicable.

Terms and Conditions during Paternity Leave

During his paternity leave period an Employee who takes paternity leave is entitled to the benefit of all of the terms and conditions of employment, excluding pay, which would have applied if he had not been absent.

Employees who return to work after a period of paternity leave are normally entitled to return to the job in which they were employed before the period of leave.

Statutory Paternity Pay

Ordinary Paternity Pay shall be paid at the lower of the following rates:

- the current statutory paternity pay rate; or
- 90% of the Employee's normal weekly earnings

Ante-natal appointments

Fathers and partners of pregnant women are entitled to unpaid time off to attend two ante-natal appointments up to a maximum of 6.5hrs.

Shared Parental Leave

Is a new right that will enable eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed. This could mean that the mother or adopter shares some of the leave with her partner, perhaps returning to work for part of the time and then resuming leave at a later date.

For further information please contact the HR team at Company Head Office.