



PRIFYSGOL
BANGOR
UNIVERSITY

PATERNITY LEAVE POLICY

Rev	Date	Purpose of Issue/Description of Change	
1	2014	Cosmetic changes	
2	2015	Update for clarity	
3	2016	Cosmetic changes	
4	2018	Update for improved readability	
5	2021	Review – no changes	
6	2023	Cosmetic changes and clarity to wording that does not affect content	
Policy officer		Senior Responsible Officer	Approved By and Date

Catherine Jones	Steffan Griffith	Compliance Committee 10/02/2003
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1 WHAT IS PATERNITY LEAVE?

Here at Bangor University, we know that having a baby or adopting a new child is an important and exciting time and we want to support colleagues.

This policy sets out the entitlements to leave and pay for fathers, partners of pregnant partners and co-adopters. Please note, if a colleague is a primary adopter, their entitlements are set out in the Adoption Leave policy.

We recognise that some of our colleagues may not identify with the term paternity, so we have added the term non-pregnant parent into this policy to ensure inclusivity. However, for simplicity, and in line with legislation, the term paternity may still be used in our forms and systems, including payroll, so please note that where used, this term includes all non-pregnant parents. We recognise that in a couple adopting or having a child through surrogacy, either partner could be the co-adopter.

2 ELIGIBILITY

This policy applies to all colleagues of the University whether employed on a full-time, part-time, fixed-term or permanent basis, applicable from day one of employment. It does not apply to agency workers or self-employed contractors. In order to qualify for paternity leave colleagues will need to satisfy the following conditions:

- Colleagues are either the biological father of the child or partner of the pregnant parent,
OR
- They and their partner are adopting a child, or having a child through a surrogacy agreement, and they are the co-adopter.

3 LENGTH OF PATERNITY LEAVE & PAY

Colleagues are entitled to take Paternity / Non-pregnant parent / Co-adopter leave either as one single week or as two consecutive weeks – but not as two separate weeks and this will be paid at the normal weekly rate.

Colleagues are able to start their leave on any day of the week after their child is born, or for a co-adopter, when their adoption / fostering to adopt / concurrent planning placement starts.

If adopting through fostering to adopt / concurrent planning, colleagues can delay their leave until their adoption placement order is granted.

Colleagues cannot start their general paternity leave before their baby is born.

The period of leave must finish within 56 days, or 8 weeks, of the child's birth, or placement (or if adopting through fostering to adopt / concurrent planning, within 56 days, or eight weeks of the adoption placement order).

Where the baby is stillborn during or after the 25th week of pregnancy or the period of adoption placement does not work out, colleagues will be entitled to paternity leave as originally planned.

4 NOTICE OF INTENTION TO TAKE PATERNITY LEAVE

Should colleagues wish to take a period of Paternity / Non-pregnant parent / Co-adopter leave it is recommended that they discuss their leave with their line manager in the first instance.

Colleagues will request their leave via iTrent, which will then be confirmed by the Line Manager within the iTrent system. Human Resources will be automatically notified and confirm the details of leave accordingly.

If for any reason a colleague wishes to change the start date of their leave period, they should give at least 28 days' notice of the change, unless this is not reasonably practicable. Their Line Manager will update the absence details in iTrent and an updated acknowledgement will be issued by Human Resources.

Should colleagues have more than one job with the University, their Paternity / Non-pregnant parent / Co-adopter leave must be taken at the same time in each role, and have the same start and end dates. Colleagues will need to tell both of their line managers.

5 ANTE-NATAL / PRE-ADOPTION APPOINTMENTS

We know it is important for colleagues to go to antenatal or pre-adoption appointments with their partner. Colleagues are entitled to paid time off work to attend medical appointments, relaxation and parentcraft classes which have been recommended or made on the advice of a midwife or GP, antenatal check-ups / adoption appointments with your partner.

Colleagues should inform their Line Manager of their appointment beforehand.

6 ANNUAL LEAVE

Colleagues will accrue annual leave during this paid period. This includes any Public holidays or University days that may fall within this period.

7 OTHER SUPPORT

We recognise that having a baby or adopting a child can mean significant changes in colleagues' personal lives and they may need extra support and guidance in adapting to these. Remember we have an Employee Assistance Programme (EAP) who can provide colleagues with support.

We also know that it can be challenging to balance having a new child with work. Flexible working might help – you can read more in our Flexible Working policy on our website.

8 POLICY REVIEW

This Policy and Procedure will be reviewed at regular intervals of not less than three years and will at all times be read and applied subject to the general law. All reviews will be undertaken in consultation with the recognised campus Trade Unions and any changes agreed with them, prior to approval from the University Council. This policy has been equality impact assessed prior to its implementation.