



PRIFYSGOL
BANGOR
UNIVERSITY

PATERNITY LEAVE POLICY

Rev	Date	Purpose of Issue/Description of Change	Review Date
1.	2006		2007
2.	2007		2008
3.	2014	Cosmetic changes	2015
4.	2015	Update for clarity	2016
5.	2016	Cosmetic changes	2017
6.	2018	Update for improved readability	2020
7.	2021	Review – no changes	2023
Policy officer		Senior Responsible Officer	Approved By and Date
Jade Luke		Steffan Griffiths	HRTG 10/02/2003
			Equality Impact Assessed and date

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1 WHAT IS PATERNITY LEAVE?

The paternity leave regulations apply to parents to-be whose partners are giving birth or adopting a child.

2 ELIGIBILITY

In order to qualify for paternity leave you will need to satisfy the following conditions. You must:

- have or expect to have responsibility for the child's upbringing,
- be the father of the child or the mother/primary adopter's partner

3 LENGTH OF PATERNITY LEAVE & PATERNITY PAY

You are entitled to take 1 or 2 consecutive weeks (2 weeks being the maximum) paid paternity leave at your normal weekly rate.

You cannot start your paternity leave before your baby is born, and all leave must be taken within 56 days of the date of childbirth. If your baby is born early, you can take your leave anytime from the date of birth to the date, which is 56 days from the original expected week of childbirth.

For adoption, you can chose to start your leave on any day of the week on, or following the child's placement, and all your leave must be taken within 56 days of the placement.

Where your baby is still born during or after the 25th week of pregnancy you or your partner will be entitled to paternity leave just as you would have been with a live birth.

4 NOTICE OF INTENTION TO TAKE PATERNITY LEAVE

Should you wish to take a period of paternity leave it is recommended that you discuss your leave with your line manager in the first instance

You will be required to inform Human Resources of your intention to take paternity leave by the 15th week before the expected week of childbirth or within 7 days of being notified by the adoption agency that you/the adopter have been matched with a child. You will need to complete the APPLICATION FOR UNIVERSITY PATERNITY LEAVE (Birth / Adoption).

If for any reason you wish to change the start date of your paternity leave period, you should give at least 28 days' notice of the change, unless this is not reasonably practicable.

5 ANTE-NATAL / ADOPTION APPOINTMENTS

You have the right to paid time off work to attend antenatal check-ups / adoption appointments with your partner. You should inform your Line Manager / Head of Department / School / College of your appointment beforehand, and show your appointment card as confirmation. You do not need to produce evidence for your first appointment.

6 ANNUAL LEAVE

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

7 REFUSAL OF PATERNITY LEAVE

Should you feel you have been unreasonably refused the right to paternity leave you should, in the first instance raise the matter with your line manager and / or Head of Department / School / College.

Any complaints will be monitored by Human Resources, with the aim of bringing about consistency between Departments, Schools and Colleges in the way that policies related to work-life balance are implemented throughout the University.

8 POLICY REVIEW

This policy will be reviewed and updated at periodical intervals to ensure continuing suitability for organisational needs and compliance with relevant legislation.