

# Paternity Leave and Pay Procedures

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## 1. Introduction

1.1 The Paternity Leave and Pay Policy gives an overview of the University's paternity leave provisions. These procedures support the implementation of that policy and provide further guidance.

## **Paternity Leave and Pay**

### **2. Procedure for applications**

- 2.1 Staff members intending to take leave should discuss their intention to request paternity leave with their line manager initially.
- 2.2 Staff members must notify the university of their entitlement and that they intend to take paternity leave due, at least 15 weeks before the expected week of confinement (EWC).
- 2.3 Under the [Employment Rights Act \(2025\)](#), in order for newly eligible fathers, spouses and partners to access the new day one entitlement to statutory Paternity Leave from 6 April 2026, the notice period will be temporarily reduced to 28 days. Employees can provide notice of their intention from 18 February 2026 onwards to take paternity **leave from 6 April 2026**. The reduced notice period applies for babies with an EWC between 5 April 2026 and 25 July 2026. From 26 July 2026, the usual 15<sup>th</sup> week before EWC notice requirement applies.
- 2.4 Employees must also inform the university about when they want their leave to start, and how much leave they want to take, with at least 28 days' notice.
- 2.5 In the case of adoptions, the notice period for an employee to inform the university that they wish to take leave must be no later than within 7 days of their co-adopter or partner being matched with a child.
- 2.6 The adoption notice period for paternity leave and pay is 28

days, or as soon as is reasonably possible, before the date of the leave to be taken.

- 2.7 Once the request is made, the employee should attach a copy of the certificate of expected childbirth (MATBI form) to Success Factors. This certificate is provided by the midwife after the 21<sup>st</sup> week of pregnancy. For adoption, a copy of the matching certificate from the adoption agency must be provided.
- 2.8 The member of staff should refer to the eligibility criteria for the University's enhanced paternity leave scheme, to assess whether they are eligible for contractual paternity leave and pay or statutory paternity leave and pay only.
- 2.9 Once the request to take paternity leave has been raised, the system will validate the request and notify the line manager.
- 2.10 Leave cannot start before the actual date of birth, or the date of placement in the case of an adoption/child arriving in the UK.
- 2.11 The line manager will review the dates of the paternity leave request and check these against the evidence provided to ensure that the leave is being taken no later than the first 52 weeks after the birth or adoption of their child.
- 2.12 The manager will approve the request on Success Factors if the employee meets the eligibility criteria for paternity pay. If they do not meet the criteria, the request will be rejected. The employee will receive a notification either way.
- 2.13 Where the request is approved, the Staff Payments Office will receive a notification of the leave and pay, with the attached

copy of the MATBI or Matching Certificate. This will enable them to adjust the salary, if appropriate, to incorporate statutory paternity pay into the full pay and produce the online payslip.

2.14 If a copy of the MATBI or Matching Certificate is not provided at the time of the leave request, this should be forwarded as soon as it is obtained.

### **3. Change of start date**

3.1 If a member of staff wishes to change the start date of their paternity leave, they must give 28 days' notice or if this is not reasonably practicable, as soon as is reasonably practicable.

3.2 N.B. confirmation of the actual date of birth should be provided as soon as is reasonably practicable.

### **4. Returning to work**

4.1 Members of staff returning to work following paternity leave will return to the same job on the same terms and conditions of employment as if they had not been absent unless a redundancy situation has arisen.

## **Antenatal appointments and other statutory rights**

### **5. Who can take leave for antenatal appointments?**

5.1 All qualifying employees, and qualifying agency workers, are entitled to take unpaid time off to accompany an expectant mother to two of her ante-natal appointments if they are:

a) the baby's father.

b) the expectant mother's spouse, her civil partner, or

partner (of any sex) in an enduring relationship; or  
c) the intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of that child.

5.2 The leave is available to those who have a relationship with the pregnant woman or her unborn child.

5.3 The University will pay for up to two appointments at the basic rate of pay. It is expected that no more than half a day of pre-authorised absence from work will be required for each ante-natal appointment. The University will support up to a maximum of six and a half hours for each paid appointment, to allow for travel and waiting time, plus attendance at the ante-natal appointment.

5.4 Any additional time and/or appointments may be taken as annual leave.

5.5 Qualifying agency workers may take the statutory time off as unpaid leave and should notify their employment agency directly.

5.6 Further details in relation to adoption can be found in the Adoption Leave and Pay Policy.

## **6. Notification requirements**

6.1 Any employee who wishes to apply to take paid leave to accompany their partner at an ante-natal appointment is required to confirm the following details to their line manager when making the request:

- a) that the employee has a qualifying relationship with a pregnant woman or her expected child.
- b) that the employee's purpose in taking time off is to accompany a pregnant woman to an ante-natal appointment.
- c) that the appointment in question is made on the advice of a registered medical practitioner, registered midwife, or registered nurse; and
- d) the date and time of the appointment.

6.2 The request for time off should provide reasonable notice of the appointment and may be used to attend scans, tests, or other routine appointments, as necessary.

6.3 Further guidance in relation to the right to take shared parental leave and shared parental pay can be found in the Shared Parental Leave and Pay Policy via Ask People Services or on the People Services Intranet.

## **7. Other Statutory Rights**

7.1 Information on additional statutory rights i.e., agile working and unpaid parental leave is available via Ask People Services or on the People Services Intranet.

## **8. Pension arrangements**

8.1 Where a member is eligible for enhanced paternity pay, they will continue to pay member contributions based upon their level of pay.

8.2 Where a member is only eligible for statutory paternity pay,

they will pay member contributions based upon the actual level of pay received.

## **9. Useful references**

Paternity Leave and Pay Policy

Maternity Leave and Pay Policy

Adoption Leave and Pay Policy

Shared Parental Leave and Pay Policy

Agile Working Policy

Parental Leave Policy

[www.gov.uk](http://www.gov.uk)

## **10. Version control**

**Version 7.0** – effective from 18 February 2026. **Summary of revisions:**

2.3: Incorporated the revised paternity leave statutory entitlement effective from 6 April 2026.

**Version 6.0** – effective from 6 April 2024. **Summary of revisions:**

Removed references to ordinary/additional paternity leave & pay, plus incorporated the revised paternity leave statutory entitlement effective from 06/04/24.