



Old Chapel Café Paternity Leave Policy

Date of Policy: May 2025

Review: May 2026

- 1.1 This policy applies to all employees looking to take paternity leave. This includes staff on full-time, part-time, temporary and fixed-term contracts. It does not apply to agency workers or to self-employed contractors.
- 1.2 Paternity leave is paid time off to support you when your partner or co-parent is having a baby, you're adopting a child, or you're having a baby through a surrogacy arrangement.

This policy describes:

- who's legally entitled to paternity leave and pay
- how much paternity leave you can take
- by law, what we both need to do before, during and after you take paternity leave
- how we collect and store personal data when managing paternity leave.

2 Who Can Take Paternity Leave

2.1 If you're expecting a baby with your partner or co-parent.

To qualify for paternity leave and pay, you must:

- Have worked for us for at least 26 weeks before the first day of the 'qualifying week' (the 15th week before your baby is due)
- be the child's biological father, or be the partner of the baby's mother

- have, or expect to have, responsibility for raising the child.

2.2 **If you're adopting a child.** To qualify for paternity leave and pay, you must have been [continuously employed by your employer](#) for at least 26 weeks by the 'matching week'. This is either:

- the end of the week you're matched with the child (for UK adoptions)
- the date the child enters the UK or when you want your pay to start (for overseas adoptions).

2.3 **If you're using a surrogate to have a baby.** To qualify for paternity pay and leave, you must:

- be jointly responsible for the child with your partner
- have [worked for us](#) for at least 26 weeks by the end of the 'qualifying week' (the 15th week before the baby is due).

3 **How much paternity leave you can take.**

You can take up to two weeks' paternity leave if you're eligible and:

- your partner or surrogate gives birth to a child
- you're the biological father of a new-born child
- you've just adopted a child.

You can take paternity leave from the day your child is born or placed with you, or within 56 days (eight weeks) of the birth or adoption placement. If your child is born early, you can take paternity leave from their date of birth, up to 56 days after their due date.

You must take paternity leave in a single block of one or two weeks. You can only take one period of leave, regardless of how many children result from the same pregnancy.

If you choose to start your paternity leave on a fixed and predetermined date and your child is not born or placed for adoption by that date, you must notify us in writing as soon as you can. If you take both paternity leave and shared parental leave, you must take paternity leave first.

4 **Attending antenatal or adoption appointments.**

If your partner or co-parent is pregnant, you can take unpaid time off work to go to two of their antenatal appointments. The time off shouldn't be more than six hours and 30 minutes for each appointment. The right applies whether the child is conceived naturally or through donor insemination.

This right also extends to people who'll become parents through a surrogacy arrangement – if they expect to meet the conditions of, and intend to apply for, a parental order for the child born through that arrangement.

Employees who are adopting a child can take time off to attend adoption appointments. For full details, please read our adoption leave policy.

You should give your manager as much notice as possible of when you need time off to attend these appointments. We may ask you to confirm the date and time of the appointment and check your eligibility. We may also ask that the time off to attend an ante-natal appointment with the mother is based on medical advice.

5 **Telling us you want to take paternity leave.**

5.1 **If your partner or co-parent is having a baby or you're using a surrogate.**

At least 15 weeks before the due date, please let us know in writing:

- the week the baby is due
- whether you wish to take one or two weeks' leave
- when you want your leave to start.

5.2 **If you're adopting a child.**

Within seven days of the adoption agency telling you of the match, please let us know in writing:

- the date the child is expected to be placed for adoption
- the date you intend to start ordinary paternity leave
- the length of the intended ordinary paternity leave period
- the date that you were told you'd been matched with the child.

To claim paternity leave or pay, please complete [form SC4](#).

5.3 **Changing your leave start date.**

You can change your mind about when you want the leave to start. Please aim to tell your manager at least 28 days in advance.

6 **Statutory paternity pay.**

When you take paternity leave, you'll either be paid [statutory paternity pay](#), or 90% of your average weekly earnings – whichever is lower.

You'll qualify for statutory paternity pay if your weekly earnings in the eight weeks up to and including the qualifying week are above the [lower earnings limit](#) (before tax).

7

Shared parental leave and pay

If you both meet the eligibility criteria, your partner can choose to end their maternity or adoption leave early and share their remaining leave with you. This is known as shared parental leave.

Shared parental leave lets parents choose how to share the care of their child during the first year of birth or adoption. It aims to give parents more flexibility in considering how to best care for, and bond with, their child. For more information, please see our shared parental leave policy.

8

Impact on contractual benefits

While you're on paternity leave, we'll ensure you receive any pay awards you'd receive if you were working. This means if we make a pay award during your paternity leave, then you'll receive the new rate of pay when you return to work.

9

Returning to work

If you return to work after taking ordinary paternity leave, you have the right to return to the same job you had before you went on paternity leave. This includes returning to the same terms and conditions of employment that you had before you went on leave.

9.1

Requesting a change to your pattern of work. You have the right to request a new working pattern (subject to eligibility criteria). To find out more, please read our flexible working policy.

10

Data protection

When managing your paternity leave and pay, we process personal data collected under our data protection policy. We store data securely, and only staff who manage your leave and pay will have access to this information.

To find out more, please read our data protection policy.