



Christ Church Students' Union

PATERNITY POLICY

Officer Champion	Students' Union President
Staff Champions	Chief Executive Officer Deputy CEO
Approval bodies and dates passed	Board of Trustees - 7th September 2026
To be reviewed by	September 2027

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1. POLICY STATEMENT

- 1.1. This Policy outlines employees' entitlement to paternity leave and sets out the arrangements for taking it.
- 1.2. No-one will be discriminated against or subjected to a detriment for taking leave in accordance with this Policy.
- 1.3. This Policy does not form part of any employee's contract of employment and we may amend it at any time.
- 1.4. In some cases, you may be eligible to opt into the shared parental leave scheme which gives you and your partner more flexibility to share the leave and pay available in the first year. Details are set out in our Shared Parental Leave Policy.

2. WHO IS COVERED BY THE POLICY?

- 2.1. This Policy is for directly employed staff.
- 2.2. This Policy does not apply to agency workers, those on zero-hour contracts, consultants, or self-employed contractors.

3. PERSONNEL RESPONSIBLE FOR IMPLEMENTING THE POLICY

- 3.1. Senior Management has overall responsibility for the effective operation of this Policy and for ensuring compliance with the relevant statutory framework. Senior Management has delegated day-to-day responsibility for operating the Policy and ensuring its maintenance and review to the Chief Executive Officer.

- 3.2. Managers have a specific responsibility to ensure the fair application of this Policy and all members of staff are responsible for supporting colleagues and ensuring its success.

4. DEFINITIONS

- 4.1. The definitions in this paragraph apply in this Policy:
- 4.1.1. "Partner" - someone (whether of a different sex or the same sex) with whom you live in an enduring family relationship, but who is not your parent, grandparent, sister, brother, aunt, or uncle.
 - 4.1.2. "Expected Week of Childbirth" - the week, beginning on a Monday, in which their doctor or midwife expects your spouse, civil partner, or partner to give birth.
 - 4.1.3. "Expected Placement Date" - the date on which an adoption agency expects that it will place a child into your care with a view to adoption.
 - 4.1.4. "Statutory Paternity Pay" (SPP) - a Government defined minimum amount that an employee is entitled to during paternity leave.
 - 4.1.5. "Occupational Paternity Pay" (OPP) - the amount of paternity pay the Union pays.

5. ENTITLEMENT TO PATERNITY LEAVE

- 5.1. Certain employees can take paternity leave in relation to the birth or adoption of a child, however, in adoption cases paternity leave is not available to an employee who decides to take adoption leave. Further details of adoption leave are set out in our Adoption Policy.
- 5.2. You are entitled to paternity leave if you meet all the following conditions:
- 5.2.1. You have been continuously employed by us for at least 26 weeks ending with:
 - 5.2.1.1. In birth cases, the 15th week before the Expected Week of Childbirth.
 - 5.2.1.2. In adoption cases, the week in which you or your partner are notified by an adoption agency that you/they have been matched with a child.
 - 5.2.2. You:
 - 5.2.2.1. Are the biological father of the child;
 - 5.2.2.2. Have been matched with a child by an adoption agency;
 - 5.2.2.3. Are the spouse, civil partner or Partner of the child's mother; or
 - 5.2.2.4. Are the spouse, civil partner or Partner of someone who has been matched with a child by an adoption agency.
- 5.3. You:
- 5.3.1. Expect to have main responsibility (with the child's mother, co-adopter or adopter) for the child's upbringing; or
 - 5.3.2. Are the child's biological father and you expect to have some responsibility for the child's up-bringing.
- 5.4. Your intended leave is for the purpose of caring for the child, or supporting the child's mother, adopter, or co-adopter in caring for the child.

- 5.5. You cannot take paternity leave if you have already taken shared parental leave in respect of the same child. You may be eligible to take shared parental leave after paternity leave - see the Shared Parental Leave Policy.
- 5.6. If eligible, you are entitled to paternity leave and pay if your child is stillborn after 24 weeks of pregnancy, or born alive at any stage of pregnancy but does not survive (neonatal loss).

6. TIME AND LENGTH OF PATERNITY LEAVE

- 6.1. Employees are entitled to the equivalent of 8 weeks paternity leave. This may be taken at one time, or separately, but must be taken within one year of the child's birth or adoption placement.

7. NOTIFICATION - BIRTH

- 7.1. If you wish to take paternity leave in relation to a child's birth, you must give us notice in writing of your intention to do so and confirm:
 - 7.1.1. The Expected Week of Childbirth;
 - 7.1.2. How much leave you intend to take - two consecutive weeks or separate one-week blocks; and
 - 7.1.3. When you would like to start your leave.
- 7.2. You must give notice under Paragraph 7.1 by the end of the 15th week before the Expected Week of Childbirth or, if this is not possible, as soon as you can.
- 7.3. You must then confirm in writing, giving at least 4 weeks' notice, when you intend to take leave, which can be from:
 - 7.3.1. The day of the child's birth;
 - 7.3.2. A day which is a specified number of days after the child's birth; or
 - 7.3.3. A specific date later than the first date of the Expected Week of Childbirth.
- 7.4. We may require a signed declaration from you that you are taking paternity leave for a purpose for which it is intended; namely, to care for the child or to support the child's mother in caring for the child.

8. NOTIFICATION - ADOPTION

- 8.1. If you wish to take paternity leave in relation to the adoption of a child, you must give us notice in writing of your intention to do so and confirm:
 - 8.1.1. The date on which you and/or your spouse, civil partner, or partner were notified of having been matched with the child, together with the Expected Placement Date;
 - 8.1.2. Whether you intend to take one week's leave, two consecutive weeks' leave, or separate one-week blocks of leave; and
 - 8.1.3. When you would like to start your leave.
- 8.2. You can state that your leave will start on:
 - 8.2.1. The day on which the child is placed with you or the adopter;
 - 8.2.2. A day which is a specified number of days after the child's placement; or
 - 8.2.3. A specific date later than the Expected Placement Date.

- 8.3. You must give notice under Paragraph 8.1 no more than seven days after you and/or your spouse, civil partner, or partner were notified of having been matched with the child or, if this is not possible, as soon as you can.
- 8.4. We may require a signed declaration from you that you are taking paternity leave for a purpose for which it is intended; namely, to care for the child or to support your spouse, civil partner, or partner in caring for the child.

9. CHANGING THE DATES OF PATERNITY LEAVE

- 9.1. Where you are to take paternity leave in respect of a child's birth, you can give us written notice to vary the start date of your leave from that which you originally specified in the notice given under Paragraph 7.1. This notice should be given:
 - 9.1.1. Where you wish to vary your leave to start on the day of the child's birth, at least 4 weeks before the first day of the Expected Week of Childbirth.
 - 9.1.2. Where you wish to vary your leave to start a specified number of days after the child's birth, at least 4 weeks (minus the specified number of days) before the first day of the Expected Week of Childbirth.
 - 9.1.3. Where you wish to vary your leave to start on a specific date (or a different date from that you originally specified), at least 4 weeks before that date.
- 9.2. Where you are to take paternity leave in respect of a child's adoption, you can give us written notice to vary the start date of your leave from that which you originally specified in the notice given under Paragraph 8.1. This notice should be given:
 - 9.2.1. Where you wish to vary your leave to start on the day that the child is placed with you or the adopter, at least 4 weeks before the Expected Placement Date.
 - 9.2.2. Where you wish to vary your leave to start a specified number of days after the child's placement, at least 4 weeks (minus the specified number of days) before the Expected Placement Date.
 - 9.2.3. Where you wish to vary your leave to start on a specific date (or a different date from that you originally specified), at least 4 weeks before that date.
- 9.3. If you are unable to give us 4 weeks' written notice of the wish to vary the start of your leave as set out above, you should give us written notice of the change as soon as you can.

10. PATERNITY PAY

- 10.1. In this paragraph, "Relevant Period" means:
 - 10.1.1. In birth cases, the eight-week period ending with the 15th week before the Expected Week of Childbirth.
 - 10.1.2. In adoption cases, the eight-week period ending with the week in which you or your spouse, civil partner or Partner were notified of being matched with the child.
- 10.2. If you take paternity leave in accordance with this Policy, you will be entitled to OPP if, during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the Government. OPP is equivalent to your ordinary salary.

- 10.3. SPP is paid at a prescribed rate which is set by the Government for the relevant tax year, or at 90% of your average weekly earnings calculated over the Relevant Period if this is lower. For details of the current prescribed rate, please contact your line manager.

11. TERMS AND CONDITIONS DURING PATERNITY LEAVE

- 11.1. All the terms and conditions of your employment remain in force during paternity leave, except for the terms relating to pay. In particular:
- 11.1.1. Benefits in kind shall continue;
 - 11.1.2. Annual leave entitlement under your contract shall continue to accrue; and
 - 11.1.3. Pension benefits shall continue.

12. ANNUAL LEAVE

- 12.1. During paternity leave, annual leave will accrue at the rate provided under your contract.
- 12.2. The holiday year runs from 1st July to 30th June.
- 12.3. If you are taking a period of paternity leave that will finish very close to the end of the year or continue into the next holiday year, any holiday entitlement for the year that cannot reasonably be taken before starting your paternity leave can be carried over to the next holiday year and must be taken immediately before returning to work unless your manager agrees otherwise. You should discuss your holiday plans with your manager in good time before starting your paternity leave. All holiday dates are subject to approval by your manager.

13. PENSIONS

- 13.1. During paternity leave we shall continue to make any employer contributions that we usually make into a money-purchase pension scheme, based on what your earnings would have been if you had not been on paternity leave provided that you continue to make contributions based on the paternity pay you are receiving.

14. RETURNING TO WORK

- 14.1. You are normally entitled to return to work following paternity leave to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent, however, if you have taken paternity leave straight after or straight before a period of parental leave of more than four weeks, and it is not reasonably practicable for us to allow you to return to the same job, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.
- 14.2. If you are also taking shared parental leave in respect of the same child, see the Shared Parental Leave Policy for information about rights on return to work.
- 14.3. We will deal with any requests by employees to change their working patterns (such as working part-time) after paternity leave on a case-by-case basis, in accordance

with our Flexible Working Policy. We will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the business. It is helpful if requests are made as early as possible.

DOCUMENT INFORMATION	
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