

**SCOPE**

This document establishes the Paternity Leave Policy for Galliford Try Employment Limited. References in this policy to the 'Company' are to Galliford Try Employment Limited. References in this policy to 'our people' are to employees of Galliford Try Employment Limited.

**PURPOSE**

The Galliford Try Employment Limited Paternity Policy describes the rights of our people to receive paternity leave and pay on either the birth or adoption of a child.

The Galliford Try Employment Limited Paternity Policy will be brought to the attention of all our people. This Policy does not form part of an individual's contract of employment and may be amended by the Company from time to time. It will be reviewed annually.

**GENERAL DATA PROTECTION REGULATION**

Be aware that whenever we are collecting, using, retaining, transferring or disposing of any information about a person ("processing of personal data") in connection with the subject matter of this policy we have numerous obligations under the General Data Protection Regulations (GDPR). Any failure to comply with GDPR can have serious results including breach of the person's rights and financial penalties for the Company. You must not proceed with any processing of personal data unless you have first read and complied with the Group Data Protection Policy, reference HR-POL-004, which can be found on the HR policy page of Galileo. If you have any questions about GDPR compliance please contact the Group Chief Information Officer, the Head of Information Security and Compliance or Legal Services.

**OUTPUTS**

Reference No.	Document Title	Responsibility	Retention
HR-FRM-006	Antenatal appointment declaration form	Employee	7 years
HR-FRM-027	Notification of paternity leave form	Employee	7 years

## **PATERNITY LEAVE POLICY**

### **1. Eligibility**

1.1 The right to Paternity Leave is available to:

- The biological father of a child;
- A person who is married to, the civil partner of, or the partner of, a child's mother;
- The individual who does not take adoption leave in the circumstance where a couple jointly adopt a child;
- The spouse, civil partner, or partner of a child's adopter.
- The intended parent (if you are having a baby through a surrogacy arrangement and the other parent is taking surrogacy leave and pay, the other parent (irrespective of gender), may take paternity leave)

1.2 The definition of partner includes same sex partners.

1.3 The individual must have, or expect to have, responsibility for the child's upbringing and be taking the leave to care for the child. Paternity leave is not available to biological fathers who are not likely to have parental responsibility for their child.

1.4 To qualify for Statutory Paternity Leave our people must have at least 26 weeks of continuous service by the end of the 15<sup>th</sup> week before the Expected Week of Confinement (EWC).

### **2. Period of Leave**

Our people who meet the eligibility requirements above, may take one or two weeks' Paternity Leave in a single block, within eight weeks of the child's birth or adoption, or of the first day of your partner's expected week of childbirth, if the baby is born prematurely. If only one week is taken, then the entitlement to a further week will be forfeited. The leave entitlement will not be affected by the birth of more than one child from the same pregnancy e.g. if twins are born the individual will still only be entitled to take up to two weeks leave.

### **3. Notice Period for Applications**

Where you wish to request Paternity Leave in respect of a birth of a child you must give your line manager 15 weeks' written notice of the date on which your partner's baby is due, the length of Paternity Leave you wish to take and the date on which you wish the leave to commence. This should be provided by completing a Notification of Paternity Leave form (HR-FRM-027).

### **4. Starting Your Leave**

4.1 Paternity Leave can commence on any day of the week on or following the child's birth but must be completed within 56 days of the actual date of birth of the child (or if the child is born early, within the period from the actual birth up to 56 days after the expected week of birth). Childbirth is defined as "the birth of a child whether living or dead after 24 weeks of pregnancy". An individual who suffers a stillbirth has the right to the above paternity provisions

4.2 In the case of an adopted child, you must give written notice of your intention to take Paternity Leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency.

- 4.3 The notice must specify:
- The date the child is expected to be placed for adoption,
  - The date you intend to start Paternity Leave,
  - The length of the intended Paternity Leave period and
  - The date on which the co-adopter/partner was notified of having been matched with the child
- 4.4 If you subsequently wish to change the start date of your Paternity Leave, you must give 28 days' written notice of the revised start date. Failure to give the correct notification of a revised start date means the Company has the right to delay/change your chosen start date.
- 5. Ineligible for Paternity Leave**  
If you do not meet the eligibility requirements stated above, payroll will provide you with form OSPP1 which will explain why your application has been denied.
- 6. Paternity Pay/Statutory Paternity Pay**
- 6.1 In this paragraph, Relevant Period means the eight-week period ending with the **Qualifying Week** which is the end of the 15th week before the Expected Week of Childbirth or the week in which you or your Partner were notified of being matched with the child.
- 6.2 If you take Paternity Leave in accordance with this policy, you are entitled to receive Statutory Paternity Pay/Company Paternity Pay providing you comply with the requirements set out in this policy and during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the government.
- 6.3 For information regarding the actual amount of paternity pay you will receive please refer to the HR Hub. The amount will be calculated based on one week full (basic salary) pay and one week Statutory Paternity Pay.
- 6.4 **PLEASE NOTE:** Additional Paternity Leave is no longer available due to a statutory change. However, you may be entitled to Shared Parental Leave. Further details about Shared Parental Leave are contained in our Shared Parental Leave (Birth) Policy or our Shared Parental Leave (Adoption) Policy.
- 7. Antenatal Care**
- 7.1 If you are an expectant father or the partner of a pregnant woman you will be entitled to paid time off work to accompany her to up to two of her antenatal appointments. You will be entitled to take up to a maximum of 6.5 hours off work per appointment, to include travel and waiting time. For these purposes, 'partner' means the spouse or civil partner of the pregnant woman or a person (of either sex) in a long-term relationship with her. You will be entitled to unpaid time off work to attend further antenatal appointments.
- 7.2 You should give your line manager as much notice as is reasonably possible of the antenatal appointment. In advance of the appointment you must complete the Antenatal Appointment Declaration Form available on the HR section of the BMS or from the HR Administrators, confirming your right to take the leave. The leave must be authorised in advance by your line manager, who can reasonably refuse your request for the leave according to business need.

**8. Terms and Conditions of Employment**

- 8.1 All our people's rights and benefits will remain during Paternity Leave. Our people will not be subject to any detriment by taking or seeking to take paternity leave.
- 8.2 All terms and conditions of your contract, except remuneration will continue during Paternity Leave.
- 8.3 Holiday and public holiday entitlement will accrue as normal during Paternity Leave. If a public holiday falls within your period of paternity leave, you will be given an additional day of annual leave in lieu of that day's public holiday. We would encourage you to take any such day(s) immediately following the period of paternity leave.
- 8.4 All annual leave should be taken within the holiday year that it relates to, unless it is not possible to do so because your period of paternity leave falls over two holiday years. In such a case your line manager may agree to allow you to carry over up to 5 days' annual leave into the new holiday year to be used in accordance with the Annual Leave procedure. You should discuss your holiday plans with your line manager in good time before starting your paternity leave. All holiday dates are subject to approval by your manager.

**9. Useful Contacts**

HR Hub by telephone on 01455 231828 or by email to [HR.Hub@gallifordtry.co.uk](mailto:HR.Hub@gallifordtry.co.uk)  
Local HR contacts for advice and guidance