

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 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 when a couple jointly adopt a child;
- The spouse, civil partner, or partner of a child's adopter;
- The individual who does not take surrogacy leave and pay where a couple are having a baby through a surrogacy arrangement.

1.2 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 will not have parental responsibility for their child.

1.3 To qualify for Statutory Paternity Leave, individuals must have at least 26 weeks continuous service by the end of the 15th week before the Expected Week of Confinement (EWC).

If an individual does not meet the above eligibility requirements stated above, payroll will provide them with form OSPP1 which will explain why the application has been denied.

2. Period of Leave

Individuals 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 their 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 or adoption of more than one child from the same pregnancy or adoption. For example, if twins are born, the individual will still only be entitled to take up to two weeks leave.

3. Notice Period for Application

If an individual wishes to apply for Paternity Leave in respect of the birth of a child, they must give their line manager 15 weeks' written notice of:

- the date on which their partner's baby is due
- the length of Paternity Leave they wish to take and the date on which they wish the leave to commence.

This should be provided by completing a Notification of Paternity Leave form (HR-FRM-027).

In the case of adoption of a child, or children, individuals must give written notice of their intention to take Paternity Leave no later than seven days after the date on which notification of the match of the child / children was given by the adoption agency. The notice must specify:

- the date the child is expected to be placed for adoption
- the date the individual intends 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. Starting Leave

- 4.1 Paternity Leave can commence on any day of the week on or following the child's birth or the start of the adoption but must be completed within 56 days of the actual date of birth of the child / date of adoption.

If the child is born early, Paternity Leave can be within the period from the actual birth up to 56 days after the expected week of birth. An individual who suffers a stillbirth has the right to the above paternity provisions.

5. Ineligible for Paternity Leave

If an individual does not meet the eligibility requirements stated above, payroll will provide them with form OSPP1 which will explain why the application has been denied.

6. Paternity Pay and Statutory Paternity Pay

- 6.1 "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 the individual or their Partner was notified of being matched with the child.

- 6.2 If an individual takes Paternity Leave in accordance with this policy, they will be entitled to receive Statutory Paternity Pay/Company Paternity Pay providing they comply with the requirements set out in this policy and that, during the Relevant Period, their 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 Individuals may also be eligible to take Shared Parental Leave. Further details about Shared Parental Leave are contained in the Shared Parental Leave (Birth) Policy (HR-POL-013) and Shared Parental Leave (Adoption) Policy (HR-POL-014).

7. Antenatal Care

- 7.1 An individual whose partner is pregnant will be entitled to paid time off work to accompany them to up to two antenatal appointments. Individuals are able 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 individual who is pregnant or a person in a long-term relationship with them. Individuals are entitled to unpaid time off work to attend any further antenatal appointments.

- 7.2 Individuals should give their line manager as much notice as possible of antenatal appointments and, in advance of the appointment, must complete the Antenatal Appointment Declaration Form (HR-FRM-006 available on the HR section of the BMS), confirming the right to take leave. Leave must be authorised in advance by the individual's line manager, who can reasonably refuse the request for leave according to business need.

8. Terms and Conditions of Employment

- 8.1 All rights and benefits will remain during Paternity Leave and individuals will not be subject to any detriment by taking or seeking to take paternity leave.

- 8.2 All terms and conditions of the individual's contract, except remuneration, will continue during Paternity Leave.

8.3 Holiday and public holiday entitlement will continue to accrue as normal during Paternity Leave and if a public holiday falls within the period of paternity leave, individuals will be given an additional day of annual leave in lieu of the public holiday. We would encourage individuals to take any such day(s) immediately following the period of paternity leave.

9. Useful Contacts

HR Hub by telephone on 01455 231828 or by email to HR.Hub@gallifordtry.co.uk

Local HR contacts for advice and guidance