**VEEVE Paternity leave policy**

Every effort is made to support those employees taking paternity leave. This policy sets out the leave that is allowed, and the associated arrangements.

The policy deals firstly with paternity leave, and then with additional paternity leave.

1. Paternity leave

1.1 Paternity leave following the birth of a child

Eligibility

You will be eligible for paternity leave and pay if you:

* are the father of the child or the husband or partner of the mother (including same-sex partner)
* have worked for the employer for a minimum of 26 weeks by the ‘notification week’ (ie: the end of the 15th week before the expected week of childbirth (EWC)) or, for adoption paternity leave, by the end of the week in which the child’s adopter is notified of matching
* have or expect to have responsibility for the upbringing of the child if you are the father or
* expect to have the main responsibility for the upbringing of the child if you are the mother’s husband or partner but not the child’s father
* have given the correct notice.

1.2 Paternity leave following adoption

You will be eligible for paternity leave and pay on the adoption of a child if you:

* have or expect to have the main responsibility for the child’s upbringing
* are either married to or the partner of the child’s adopter
* have worked continuously for the company for 26 weeks ending with the week in which the child’s adopter is notified of having been matched with the child
* have given the correct notice and complied with any requirements to produce evidence.

1.3 Length of paternity leave

You can choose to take either one week or two consecutive weeks’ paternity leave (not occasional days or separate weeks) and you can choose to start your leave:

* from the date of the child’s birth or adoption (whether this is earlier or later than expected) or
* on a chosen day after the date of the child’s birth or adoption (whether this is earlier or later than expected) or
* (in the case of birth) from a chosen date which is later than the first day of the EWC.
* (in the case of adoption) on a predetermined date that is later than the date on which the child is expected to be placed with the adopter.

If the child is born before the EWC, paternity leave must be taken:

* within 56 days of that date or
* within 56 days of the actual date of birth of the child.

Only one period of leave will be available to you even if more than one child is born as the result of the same pregnancy, or you adopt more than one child.

1.4 Pay

During your paternity leave you may be entitled to statutory paternity pay (SPP) from the company. SPP will be at the rate which is in force at the time.

In this paragraph, Relevant Period means:

* In birth cases, the eight-week period ending immediately before the 14th week before the Expected Week of Childbirth.
* In adoption cases, the eight-week period ending immediately before the week in which you or your spouse, civil partner or partner were notified of being matched with the child.

If you take Ordinary Paternity Leave (OPL) in accordance with this policy, you will be entitled to ordinary statutory paternity pay (“OSPP”) if, during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the government.

OSPP 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 Manager.

1.5 Notice

*Paternity leave following the birth of a child*

You are required to inform us of your intention to take paternity leave in or before the 15th week before the EWC, unless this is not reasonably practicable. You will need to inform your Manager in writing of:

* the week the baby is expected
* whether you wish to take one or two weeks’ leave
* when you want the leave to start.

You must inform us, in writing, as soon as is reasonably practicable after the child’s birth, of the date on which the child was born.

You may be required to give your Manager a signed declaration that you wish to take paternity leave to care for a child or support the child’s mother and that you satisfy the eligibility criteria as set out at the beginning of this policy.

If you have given notice of your intention to take paternity leave and wish to change the date that your paternity leave begins, you must give written notice 28 days before the new period of leave is due to start.

*Paternity leave following the adoption of a child*

Notice

You must inform us of your intention to take paternity leave no more than seven days after the date on which the adopter is notified of having been matched with the child. If that is not reasonably practicable, you must notify us as soon as possible. You will need to specify:

* the date on which the adopter was notified of having been matched with the child
* the date on which the child is expected to be placed with the adopter
* whether you wish to take one or two weeks’ leave
* when you want the leave to start.

1.6 Contractual benefits

You are entitled to your normal terms and conditions of employment, except for terms relating to wages or salary throughout your paternity leave. You may however be entitled to SPP for this period.

You will continue to remain bound by any obligations arising under your contract of employment.

1.7 Return to work after paternity leave

You are entitled to return to the same job following no more than two weeks’ paternity leave.

If, however, you take two or more consecutive periods of statutory leave (which could include additional paternity/adoption of more than four weeks), you will be entitled to return to the job in which you were employed before your absence. If that is not reasonably practicable for the company, then you are entitled to return to another job which is both suitable and appropriate in the circumstances.

You have the right to return:

* with your seniority and similar rights
* on terms and conditions not less favourable than those which would have applied if you had not been absent.

You will not be subject to any detriment by the company because you took or sought to take paternity leave.

1.8 Shared Parental Leave

Employees may be entitled to take shared parental leave – see Veeve’s shared parental leave policy for more information.

1.9 Ante natal appointments

An employee who has a qualifying relationship with a pregnant woman or her expected child is entitled to take time off during their working hours to accompany the woman to an ante natal appointment. This right applies to all employees and agency workers who have been doing the same kind of job for the company for at least 12 weeks. This time off is unpaid.

The statutory right to time off is limited to no more than 2 appointments lasting no more than 6.5 hours each. Whilst every effort will be made to grant the request, a request may be refused where it is reasonable to do so due to the needs of the business.

Veeve 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 the organisation’s Flexible Working Policy. Your Manager 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.

If you do not intend to return to work or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return you should submit your resignation in accordance with your contract of employment. Once you have done so you will be unable to change your mind without our agreement. This does not affect your right to receive SPP.