



## PATERNITY POLICY

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**DOCUMENT CONTROL**

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|---------------------------|--|
| <b>DOCUMENT NAME</b>      | Paternity Policy   |
| <b>ABSTRACT</b>           | This document details the Paternity Policy – guidelines for the management and employees |
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**AUTHORISATION**

|                         |   |                      |
|-------------------------|---|----------------------|
| <b>Process Owner</b>    | <b>Reviewed By</b>  | <b>Authorised By</b> |
| Name: Natalie Kaplanski | Name: Bipin Pendyala,<br>Lavanya Vattaparambath,<br>Radha Krishna Kotapati<br>& Stephen Coxhead | Name: Bipin Pendyala |
| Signature:              | Signature:  | Signature:           |

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**VERSION HISTORY**

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## **1. PURPOSE & SCOPE**

Invenio endeavours to provide help and assistance to employees who wish to use their right to take paternity leave. This policy outlines paternity leave entitlements and how employees should arrange this period of leave.

All employees taking paternity leave are covered by this policy, including those on part-time contracts.

## **2. ELIGIBILITY**

You will meet the eligibility criteria for paternity leave if you:

- are the child's father, the mother's husband or partner (whether of the same or different sex) or one partner in a couple who are both entitled to apply for, and propose to apply for, a parental order for the child
- have been employed and performed work for a minimum period of 26 weeks by the end of the 15<sup>th</sup> week before the expected week of childbirth (EWC)
- will be or expect to be responsible for the child's upbringing, where you are the father, or expect to be mainly responsible for the child's upbringing where you are the mother's husband or partner but not the father of the child
- have given the required notice of your intention to take leave
- have not previously taken shared parental leave for the same child

## **3. PATERNITY LEAVE FOLLOWING ADOPTION**

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

- will be or expect to be mainly responsible for the child's upbringing;
- are married to the child's adopter or the partner of the child's adopter (whether of the same or different sex);
- have been employed and performed work for a minimum period of 26 weeks by the end of the week the matching notification is given to the child's adopter;
- have given the required notice of your intention to take leave and, where requested, have provided evidence;
- have not previously taken shared parental leave for the same child.

#### **4. WHEN DOES PATERNITY LEAVE START?**

An employee who meets the above criteria is entitled to take up to 2 weeks' leave (based on their normal working week) any time in the 52 weeks after the birth. An employee may take either one or two full weeks of paternity leave, or the same number of days that they will normally work in a week.

- 4.1. If the same pregnancy results in more than one child being born, or more than one child is adopted in the same arrangement, the entitlement to paternity leave does not increase and only one period of leave can be taken.
- 4.2. Partners of pregnant staff have a right to take unpaid time off during working hours to accompany their partner to antenatal appointments. The partner may be requested to provide evidence of any appointments to their manager. Where possible, appointments should be made at times, which cause minimal disruption to the working day.

#### **5. NOTIFICATION REQUIREMENTS OF PATERNITY LEAVE FOLLOWING THE BIRTH OF A CHILD**

It is recognised that the timing of paternity leave cannot always be fully predicted. Employees should therefore give as much notice as possible to their manager of the likely or actual dates to be taken.

- 5.1. Paternity leave should be requested through Darwin and notifying the UK HR Manager, giving at least 28 days' notice wherever possible.
- 5.2. As soon as reasonably practicable after birth, you must notify the HR Manager of the actual date of birth in writing.
- 5.3. A signed declaration stating you intend to utilise a period of paternity leave to care for a child or provide support to the mother of the child and that you meet the eligibility criteria for the leave may be requested. Where requested, this should be provided to the HR Manager.
- 5.4. If wish to change the date of your paternity leave after giving notice, you must provide an additional written notice requesting a variation to the leave. This notice must be provided at least 28 days in advance of the new start date of the leave period.

#### **6. NOTIFICATION REQUIREMENTS OF PATERNITY LEAVE FOLLOWING THE ADOPTION OF A CHILD**

Unless not reasonably practicable, your intention to utilise a period of paternity leave must be notified to the Company within seven days of the date the matching notification is given to the child's adopter. Where this is not reasonably practicable, the notification must be provided as soon as possible. The HR Manager must be informed, in writing, of:

- the date the matching notification was given to the child's adopter
- the expected date of placement

- whether you intend to use one- or two-weeks' leave
- the date you wish the leave to begin.

## **7. PATERNITY PAY**

Invenio offers enhanced paternity pay which exceeds the statutory provision by providing 90% pay for each week of paternity leave taken.

## **8. CONTRACTUAL BENEFITS**

Whilst on paternity leave, you continue to be entitled to receive your normal terms and conditions of employment, other than wages or salary (unless expressly stated otherwise in your employment contract). You may be entitled to receive payment of statutory paternity pay for this period, as set out above.

Your contract of employment continues during paternity leave. As such, any contractual obligations continue to apply during your leave, and you remain bound by these.

## **9. RETURNING TO WORK**

- 9.1. Following two weeks' paternity leave, you have the right to come back to the same job role. The act of requesting or taking paternity leave will not cause you to suffer any disadvantage in the workplace.
- 9.2. If you wish to change your working hours following paternity leave, the Company will consider each request on its individual facts in line with our flexible working policy. A copy of this policy is available on Sharepoint. Your manager will fully consider your request and aim, wherever possible, to accommodate the change. The business needs will be assessed as part of this consideration and requests may be turned down where this is a business reason to do so. Requests should be submitted as far in advance as possible to allow the full consideration process to take place as early as possible.
- 9.3. You should discuss with your manager, as early as possible, where you are planning on not returning to work. Resignation should be notified to your manager, in writing, as set out in your employment contract. Following notification of your resignation, Company agreement is needed to withdraw this. Any payments of statutory paternity pay will not be altered by your resignation.

## **10. STILLBIRTH AND MISCARRIAGE**

- 10.1 If you experience a miscarriage before 24 weeks of pregnancy, you will no longer be entitled to take paternity leave. It is anticipated that an employee may need some time off work in these circumstances, and this will usually be taken as sick leave, during which the Company's sickness absence policy will apply.

- 10.2 If you suffer a stillbirth after 24 weeks of pregnancy, your entitlement to paternity leave and pay will not be affected if you were otherwise eligible to take it and you will still be able to take the time off, and receive pay, as planned. Parental bereavement leave is also available for employees who suffer a stillbirth after 24 weeks of pregnancy. You can read more information on this entitlement in our separate policy on Parental Bereavement Leave.

## **11. GRIEVANCES RELATED TO PATERNITY RIGHTS**

The Company's grievance procedure may be used if you are dissatisfied with any decision made in respect of your paternity rights.