



4. Paternity Leave and Paternity Pay

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Eligible employees (see below) are entitled to take up to four weeks' Company Paternity Leave or Statutory Paternity Leave following the birth or adoption of a child in order to care for the child or support its mother, or co-adopter when the employee is adopting jointly. The pay that an employee is entitled to receive during Company Paternity Leave or Statutory Paternity Leave is set out below, along with the eligibility criteria.

This policy applies to employees. It does not apply to agency workers or self-employed contractors.

This policy does not form part of an employee's contract of employment and the Company may amend it at any time.

4.1 Eligibility

4.1.1 Company Paternity Leave and Paternity Pay

To qualify for Company Paternity Leave and Paternity Pay, the employee must have successfully completed their probationary period by the date of the actual birth of the child or date of placement (where the child is adopted). Subject to this eligibility criterion, the employee will be entitled to take four weeks' Company Paternity Leave on full pay and benefits. Company Paternity Leave and Paternity Pay is inclusive of, and not additional to, the employee's Statutory Paternity Leave and Statutory Paternity Pay entitlements, if any.

Woodhurst reserves the right to reclaim any enhanced paternity pay provided to the employee if the employee does not return to work following their paternity leave. The decision to reclaim such payments will be at the sole discretion of the Company and will take into consideration individual circumstances.

4.1.2 Taking Company Paternity Leave

An employee is permitted to take Company Paternity Leave in whole weeks only, either as one continuous four-week period or as up to four separate one-week blocks. Company Paternity Leave may start on any day of the week on or following the child's birth but must be completed:

Within 52 weeks of the actual date of birth of the child or notification date; or

If the child is born early, within the period from the actual date of birth up to 52 weeks after the expected week of birth.

An employee may change their mind about the start date or the division of their Company Paternity Leave, providing they give the Company 28 days' notice in advance of each block of leave, where reasonably practicable.

4.1.3 Notification Procedures for Company Paternity Leave

An employee who wishes to take Company Paternity Leave must notify the Company by the 15th week before the expected week of childbirth, stating:

- The week the child is due or the notification date;
- Whether the employee wishes to take one, two, three, or four weeks' leave, and whether they would like to take four consecutive weeks or separate one-week blocks; and
- When the employee wants the leave to start (including the start date for the subsequent weeks of leave, if relevant).

4.2 Statutory Paternity Leave (SPL) and Statutory Paternity Pay (SPP)

All employees, regardless of their length of service, are entitled to Statutory Paternity Leave from day one of employment. To qualify for Statutory Paternity

Leave (SPL) and Statutory Paternity Pay (SPP), the employee must:

- Be the biological father of the child or the mother's husband, partner (male or female), or civil partner;
- Have or expect to have responsibility for the child's upbringing.

4.2.1 Notification Procedures for Statutory Paternity Leave

Employees must give the Company at least 28 days' notice before taking their paternity leave. This notice period applies to each block of paternity leave if the leave is to be split into two separate one-week blocks. The employee must notify the Company of:

- The expected date of childbirth or placement (in the case of adoption).
- Whether they wish to take one or two weeks' leave, and if taking two weeks, whether the leave will be split into two separate blocks.
- The start date of the paternity leave.
- If the employee changes their mind about the starting date of their Statutory Paternity Leave, they must inform the Company at least 28 days in advance of the new start date, where reasonably practicable.

4.2.2 Statutory Paternity Pay (SPP)

Employees who meet the earnings criteria (i.e., they must have average weekly earnings equal to or above the Lower Earnings Limit for National Insurance purposes) will be entitled to Statutory Paternity Pay during their leave. This pay will be based on the current statutory rates in force at the time of the leave.

4.3 Returning to Work after Paternity Leave

An employee is normally entitled to return to the same job following Paternity Leave. However, in some circumstances, for example where an employee has combined a period of Statutory Paternity Leave with a period of Parental Leave of more than four consecutive weeks, and it is not reasonably practicable for the

employee to return to the same job, the employee will be offered a similar job on no less favourable terms and conditions.

If an employee decides that they do not want to return to work, they should give notice of resignation in accordance with their contract of employment.

4.4 Contact with Employee

The Company may make reasonable contact with the employee during Paternity Leave.

4.5 Pension Contributions during Paternity Leave

Where the employee has the benefit of contractual pension contributions made by the Company, these must continue to be paid at the full rate during Paternity Leave.

Where the employee is required to make pension contributions, these will be based on the pay received during Paternity Leave.

4.1 Eligibility

4.1.1 Company Paternity Leave and Paternity Pay