



PATERNITY LEAVE

Paternity leave can only be used to care for a new baby or support the child's mother.

To qualify for paternity leave you must fulfil the following requirements:

- You must be the biological father of the baby and/or
- Be the spouse or partner (defined as living with mother in an enduring family relationship) of the mother
- Worked continuously for Poppleton Road OOSC for 26 weeks by the end of the 15th week before the Expected Week of Confinement (EWC) – this is the “qualifying week” – and from then up to the date of the birth.
- You must be fully involved in the child's upbringing and are taking the time off to support mother and baby.

You will still be entitled to paid leave if the baby is stillborn after the 24th week of pregnancy, or at any point in the pregnancy if the baby is born alive but dies later.

If as an employee you do not have enough service for paternity leave you remain entitled to limited unpaid dependants leave.

How much leave can you take?

If qualifying, you as an employee can take up to 2 weeks leave which can be taken in two consecutive weeks or in separate one-week blocks.

Only one period of leave is available at a time even if the birth is a multiple one.

How to notify Poppleton road OOSC

Written notice must be submitted to your line manager at least 28 days (4 weeks) before the EWC. You should state that your partner is pregnant, and you intend to take paternity leave. The expected week of childbirth should be stated, how much leave you intend to take (one or two weeks) and the date you want the leave to start.

When Can the Leave be Taken?

Paternity leave cannot be started until the baby is actually born and can be taken:

- On the date of the birth (whether this is earlier or later than the expected date). If you are at work on this day the leave commences on the next.

OR

- On a chosen date after the expected week of childbirth, for which you have given Poppleton Road OOSC prior notice.



Paternity leave can start on any day of the week and must be completed within 52 weeks of the actual birth or adoption date.
 If the baby is born earlier than the EWC, leave must be completed within 52 weeks of the birth.

This policy was reviewed at a meeting of	Poppleton Road OOSC	
Held in:	March 2024	
To be reviewed in:	March 2025	
Signed on behalf of the setting:		
Name of Signatory:		
Role of Signatory:	Manager	Deputy Manager