



## Human resources and volunteering

### Paternity leave and pay procedure

This procedure sets out how members of staff can access paternity leave pay and leave entitlements. *It is the Red Cross' policy to provide eligible fathers / joint adopters / partners with two weeks paternity leave and pay.*

#### Policy Overview

##### Extract from policy framework

##### 5.3.2 Paternity leave

All employees who have 26 weeks service by the beginning of the 15th week before the expected week of childbirth or date of adoption are entitled to take two weeks of paternity leave on full pay. This is applicable to employees who are the father or joint adopter of the child, or the partner of the mother or adopter.

<b>Policy owner</b>	Executive Director of People and Learning
<b>Procedure lead</b>	Workforce Policy Advisor
<b>Formally endorsed by</b>	Executive Leadership Team
<b>Endorsed</b>	April 2015
<b>Last review</b>	May 2019
<b>Next review</b>	June 2020
<b>Audience</b>	All staff
<b>Related Policy</b>	HR Policy Framework section 5.3.2

## 1 Introduction

- 1.1 This procedure sets out the rights of all eligible British Red Cross employees to paternity leave and pay.
- 1.2 Since April 5<sup>th</sup> 2015 additional paternity leave and pay has been replaced by 'shared' parental leave and pay. Paternity leave and pay is provided in addition to any shared parental leave and pay.

## 2 Setting out the process

- 2.1 Paternity leave should be taken in one week consecutive blocks and should be taken within 56 days of the actual date of birth of the child. Paternity leave cannot start until the birth of the baby.
- 2.2 Only one period of paternity leave is available, even if more than one child is born as the result of the same pregnancy, or if more than one child is placed for adoption.
- 2.3 **Eligibility**
- 2.4 All employees who have 26 weeks service by the beginning of the 15th week before the expected week of childbirth or date of adoption are entitled to take two weeks paternity leave on full pay.
- 2.5 If an employee does not qualify for paternity leave and pay, they may take annual leave, or if no more annual leave is available, unpaid leave.
- 2.6 **Ante-natal appointments**
- 2.7 Fathers or partners of a pregnant woman have the right to accompany her to antenatal appointments. The time off work is unpaid, limited to two occasions and is capped at 6.5 hours for each appointment. The right is available from day one of employment and no evidence of the appointment is required.
- 2.8 'Partners' include the spouse or civil partner of the pregnant woman and a person in a long term relationship with her. The right also applies to those who will become parents through surrogacy.
- 2.9 **Notification**
- 2.10 When the need for paternity leave is identified, the member of staff should discuss eligibility and intended Paternity Leave with their line manager. Once leave dates have been agreed, the employee should complete the relevant form and submit to [PaNdL\\_AdviceandSupport@redcross.org.uk](mailto:PaNdL_AdviceandSupport@redcross.org.uk):
- 2.11 The forms are available from [HM Revenue & Customs website](#)<sup>1</sup> or by following the links below:

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<sup>1</sup> <https://www.gov.uk/government/collections/statutory-pay-forms>

**SC3 Form:** To be completed when applying for paternity leave due to becoming a parent following the birth of a child. Complete and submit this form by the 15th week before the week the baby is due.

**SC4 Form:** To be completed when applying for paternity leave due to becoming an adoptive or parental order parent. Complete and submit this form at least 28 days prior to the start of paternity leave. If you are a parental order parent, complete and submit this form by the 15th week before the baby is due.

**SC5 Form:** To be completed when applying for paternity leave due to adopting a child from abroad. Complete and submit this form at least 28 days prior to the start of paternity leave

## 2.12 Recording paternity leave

2.13 P&L will confirm the employee's entitlement to Paternity leave and pay and enter the dates on SAVI. If at a later date the employee needs to change the dates they will need to contact P&L in order for the dates to be changed on SAVI.

## 3 Key people

- > **Employees:** to ensure they inform the British Red Cross using correct procedure, taking responsibility for their health and wellbeing.
- > **Line Manager:** Maintaining contact with employee during the leave period and facilitating return to work.
- > **SSC:** recording of absences on SAVI,
- > **Payroll:** processing of Paternity pay
- > **P&L advice and casework team:** advice on support available to employees and managers regarding eligibility and process.
- > **Workforce Policy Adviser:** responsible for maintain and updating this procedure where necessary.

## 4 Laws and regulations

- > Paternity and Adoption Leave Regulations 2002 (SI 2002/2788)
- > Shared Parental Leave Regulations 2014 (SI 2014/3050)
- > Statutory Maternity Pay and Statutory Adoption Pay (Curtailed) Regulations 2014 (SI 2014/3054)
- > Maternity and Adoption Leave (Curtailed) of Statutory Rights to Leave) Regulations 2014 (SI 2014/3052)

## 5 Review and maintenance

This procedure will be reviewed every three years or as and when required to reflect any legislative change or good practice developments.

## 6 Appendices

Appendix 1: related documents

Appendix 2: document provenance

## Appendix 1: related documents

Document title	Relationship to this policy
Fundamental Principles of the International Red Cross and Red Crescent Movement	Supporting documents
HR Policy Framework	Policy
Equality and diversity policy	Policy
SC3 form	Form – to be completed when applying for Paternity leave
SC4 form	Form- to be completed when applying for adoption leave or Parental order parent leave
SC5 form	Form- to be completed when applying for adoption leave when the child is from abroad

## Appendix 2: document provenance

Date endorsed	Category	Summarise changes made	Reason for changes	Consulted	Changes endorsed by
April 2009	Interim update	26 weeks statutory qualifying period inserted.	Update	Unknown	Unknown
April 2010	Interim update	Amalgamation of UK & International policies.	Stream-lining policies	N/A	N/A
April 2011	Scheduled review	Introduction of additional paternity leave and pay in April 2011.	Change in legislation	Unknown	Unknown
October 2014	Interim update	WEF 1 October 2014 employees who have a 'qualifying relationship' with a pregnant woman	Change in legislation	Unknown	Unknown

		have the right to attend two antenatal appointments.			
April 2015	Scheduled Review	- 'Additional' paternity leave and pay will no longer be available for those with babies due after 5th April 2015; reference to it has been removed. Additional paternity leave and pay has been replaced by 'shared' parental leave and pay. - Paternity leave and pay is provided in addition to any shared parental leave and pay.	Change in legislation	Unknown	Unknown
November 2016	Interim update	Changed 'local people and learning representative' to the P&L Advice and Support Team.	Job title change	NA	N/A
June 2017	Interim update	Review date aligned with related leave procedures.	Interim update		
December 2017	Interim update	Updated to align with new HR Policy Framework and corporate procedure template	Introduction of new HR Policy framework	Corporate Policy Manager	Head of P&L Expert Services
May 2019	Interim update	Currently fit for purpose. Push back review date.	Minor review	NA	Workforce Policy Advisor