A person holding a child

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Line Managers Paternity Leave Guide

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## Information sent to Staff member

When you have received the joyous news that your staff member’s partner is pregnant or that they are adopting a baby or child, there are a few things that you need to do and be aware of.

Enclosed with this guide is a copy of the Paternity Leave Pack which has been sent to your staff member by HR/ Admin. Attached are also a list of enclosures that they have also received so that you can read them.

The enclosures attached to this document are:

* Paternity Pay and Leave Policy
* Shared Parental Leave Policy
* Adoption Policy (Speak to HR if you staff member wishes to be the primary adopter)
* Parental leave
* Flexible working

## Ante-natal/ Adoption appointments

Your staff member will be able to attend 2 antenatal appointments with their partner. Each appointment will be unpaid and should last no longer than 6 ½ hours. Your staff member should confirm with you the dates that they have been given, and if requested, should provide you evidence such as an appointment card or letter.

If your staff member is the primary adopter then they are entitled to attend 5 adoption appointments fully paid. If they are the secondary adopter then they can attend 2 appointments but these will be unpaid. Your staff member should confirm with you the dates that they have been given, and if requested, should provide you evidence such as an appointment card or letter.

## Annual leave accrual

Your staff member will continue to accrue annual leave while they are on paternity leave.

## Planning workload for your staff member’s paternity leave

You should meet with your staff member prior to paternity leave to discuss their workload and any other issues that are likely to occur while they are away. You may need to cover their role temporarily while they are off, in which case you will need to speak to HR about short term recruitment.

## Collections and Cards

In our office, we do have a culture of wishing people well when they go on maternity/paternity/adoption leave or leave the organisation. As the line manager, it will be up to you to organise any collections and a collective card for everyone to write their well wishes.

## When the baby is born or adopted

If the baby is born earlier than the due date, or adopted earlier than planned and your staff member starts paternity leave earlier, then please let HR know so that we can inform payroll.

## Once they have returned to the office

You will need to ensure that they are updated with anything that has happened while they were on leave. Having a new baby can be quite exhausting, particularly when your staff member may be having sleepless nights. You will need to keep a check on their wellbeing just in case they start to suffer with depression or anxiety.

You should be aware that childcare issues can crop up at any time, and we have provision for this in the staff handbook. If it is likely to be a half day or one day absence until the staff member can find alternative childcare arrangements, then they have the option to take this day as unpaid, annual leave or TOIL. It is for you to agree this with them.

For longer term childcare issues, they have the option of parental leave and/or carers leave (if the child is disabled). Please refer to our policies on this, but let HR know what you have agreed with the staff member, so that we can process this through payroll.

## Wellbeing

Because of how common post-natal depression is in both women and men (1 in 10 women experience this), you should keep an eye on their wellbeing, and if you notice that they are struggling, you should speak to them about this. You should ideally refer them to their GP for support, however we also have mental health supporters on site who may be able to assist, and the Health Assured EAP that can be utilized for both them and their partner. Staff also have access to the Diocesan Counsellor if they feel that they need more structured Christian counselling.

## Checklist for line manager to complete

|  |  |
| --- | --- |
| Action | Outcome |
| When did the staff member notify you that their partner is pregnant, or they are adopting, and they will be taking paternity leave? |  |
| Has the staff member considered Shared parental leave? If so, please speak to HR |  |
| Have you read the Line Manager guide sent to you by HR? |  |
| What is the baby’s due date/ adoption date |  |
| Has the SC3 Paternity form been sent to HR? |  |
| Date of paternity leave start |  |
| Do you need to commence recruitment for someone to fill the staff member’s role temporarily? |  |
| Notify HR if the baby is born or adopted earlier, and the staff member has started paternity leave early |  |
| Have you bought a card and started a collection to wish the staff member well with the birth/adoption? |  |
| Date completed handover of duties/ upcoming work issues prior to paternity leave |  |
| Date completed handover of duties/ work issues following return from paternity leave |  |
| Has the staff member submitted a flexible working application? If so, then please discuss this with HR |  |