A person holding a baby

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PARISH NAME

Paternity Leave Pack

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# Paternity leave information

Congratulations on your exciting news! We wish you and your family all of God’s blessings through this special time!

Detailed below is information on things which you may find helpful before and during your paternity leave.

## Paternity Pay and Leave Policy

In summary, you are entitled to 1 – 2 weeks of Paternity leave after the birth or adoption of your child, as long as you have been employed with us for 41 weeks by the baby’s due date or 26 weeks before the date the adoption company matches you with a child/baby. You must either be the baby’s father or have responsibility for the upbringing of the baby in order to qualify, which includes if you are adopting the baby/ child. You must give 28 days’ notice of when you wish to take the leave and it must be taken within 52 weeks of the baby’s birth or adoption. You can take the leave in blocks of either 1 week or 2 weeks at any point during the 52 weeks after the baby’s due date.

Enclosed with this pack is the ‘Paternity Pay and Leave Policy’ which goes into more detail about your paternity leave and will support you in making decisions about how and when you take your leave. The “Shared Parental Leave” Policy has also been enclosed should you decide that you and your partner will share the maternity leave period. There are other policies attached which we will go into more detail further down this pack.

## Antenatal/ Adoption Appointments

You are entitled to attend up to 2 antenatal / adoption appointments lasting up to 6 ½ hours each. This time off will be unpaid; however you can use annual leave or TOIL if you wish to. You will be asked to provide evidence of the appointment such as an appointment card or letter.

## Documentation and Dates of leave

You should let us know in writing, as soon as possible that you plan to take Paternity leave, and which dates you plan to take. You will need to complete an online SC3 form and submit it to us. The link to complete this form online is [Ask your employer for Statutory Paternity Pay or Paternity Leave or both - GOV.UK (tax.service.gov.uk)](https://www.tax.service.gov.uk/fill-online/apply-for-statutory-paternity-pay)

## Payments

Assuming that you meet the relevant criteria to qualify for Statutory Paternity pay (see the Paternity pay and leave policy for the full criteria), then you will be entitled to 2 weeks Statutory paternity pay at the rate set by the government.

Employees of PARISH NAME receive enhanced Paternity pay therefore you will be paid full pay for the period of paternity leave that you choose to take.

If you do not meet the criteria to receive statutory paternity pay or occupational paternity pay, we will give you an SPP form. You may be able to use this to claim universal credit for the duration of your paternity leave, but this will depend on your family circumstances.

## Pension and AVC’s

While you are on paternity leave, we will continue to pay your employer pension contributions on your normal salary if you are paid full pay during your leave. However, if your paternity leave is unpaid, you should be aware that during this period, you will not receive employer pension contributions. If you pay into your pension from your wages then you will need to make arrangements with Finance in regard to how you make these payments.

## Annual Leave Accrual

While you are on paternity leave, you will continue to accrue annual leave as normal. This is inclusive of any bank holiday accruals.

## Handover of work prior to Paternity leave

You should meet with your manager prior to your paternity leave to discuss handing over any work that needs to be done in your absence.

## Practical Advice and Support

### Freebies

If you are having a baby, there are various websites where you can get freebies. Below are just a handful, but a google search will reveal many more:

* + [Free Baby Stuff | Free Baby Samples | Born Gifted](https://www.borngifted.co.uk/shop/resource/Free-Baby-Stuff)
  + [Free Baby Samples & Baby Stuff | Magic Freebies (magicfreebiesuk.co.uk)](https://www.magicfreebiesuk.co.uk/free-stuff/s/free-baby-samples-and-baby-stuff)
  + [Get the Emma's Diary FREE gift packs full of free baby stuff | Emma's Diary (emmasdiary.co.uk)](https://www.emmasdiary.co.uk/about-us/gift-packs)
  + [Registration | Nestlé SMA (smababy.co.uk)](https://babyclub.smababy.co.uk/registration?&PPC&gad_source=1&gclid=EAIaIQobChMI8cSE7puaiAMVL5JQBh2o-DbPEAMYASAAEgKfgPD_BwE&gclsrc=aw.ds)
  + [Baby Freebies: All the Free Baby Stuff You Can Claim in the UK (couponqueen.co.uk)](https://couponqueen.co.uk/baby-freebies/)

### Registering the birth of your child

You will need to register the birth of your baby within 42 days of birth. You will need to do this in the same area that the baby was born in. To find out how to do this and the location of the registry office click this link:

Register a birth: Overview - GOV.UK (www.gov.uk)

### How to apply for child benefit

You can claim child benefit 48 hours after you have registered the birth of your baby. Child Benefit is paid at the higher rate for your first child, and then at the lower rate for any additional children. This is paid until the child is 16 (or under 20 but still in approved education). The person who claims the child benefit, whether it is you or your partner, will receive credits towards their state pension if they are not working. There is a financial cap where the eligibility rules of child benefit change. To find out more about child benefit and how to apply click this link [Child Benefit: How it works - GOV.UK (www.gov.uk)](https://www.gov.uk/child-benefit)

## Support

Postpartum depression can happen to both you and your partner when you have had a baby or adopted a baby/child. It's a common problem, affecting more than 1 in every 10 women. It's important to get help as soon as possible if you think you or your partner might be depressed, as the symptoms could last for months or get worse and have a significant impact on you, your baby and your family. Your first step is to speak to your GP who will be able to support you or your partner with medication or therapy. You should also ensure that you let your family know so that they can provide support to you both. To understand more about postpartum depression, the symptoms and how to get help please visit this website: [Postnatal depression - NHS (www.nhs.uk)](https://www.nhs.uk/mental-health/conditions/post-natal-depression/overview/).

You also have the option of using Health Assured’s services for support with counselling, money issues, health checks, wellbeing resources and videos.

# At the end of Paternity leave

## Return to work process

You should meet with your line manager to discuss any issues or work that has cropped up during your leave.

## What job you will return to

While on paternity leave, you have the right to return to your normal job.

## Flexible working

Following the birth/adoption of your baby/child, you may wish to look at changing the way that you work. We have a flexible working policy which you can refer to for more details. In summary, you are entitled to apply for flexible working from your first day of employment. You can make 2 flexible working requests in one year, which is helpful if your needs change throughout the year.

You will need to complete a form that is available from HR and send it to both HR and your line manager. We must then decide on your application within 8 weeks of receiving this. We will try to do this much more quickly than this for your peace of mind.

In terms of what flexible working “looks like”, it can be whatever you feel would work for you. For example:

* A reduction in hours
* Compressed hours (working 35 hours in 4 days, instead of 5)
* Later start times, or earlier finish times
* A change to your normal working pattern (different hours each day to accommodate childcare arrangements)

You can discuss the options with your line manager and HR before or after putting in your flexible working request.

## Time off for dependants

On page 19 of the staff handbook, there are details about taking time off to care for dependants. If your child is ill or your childcare provider is unable to care for your child on a given day, then you have the option of taking unpaid time off to organise childcare cover for them. We anticipate that this would likely only be for a day at a time. You can agree with your line manager to take this time as annual leave, or TOIL rather than having it unpaid.

## Parental leave

If you need more time off work, then by law you are entitled to 18 weeks unpaid leave per child until their 18th birthday. Leave with a previous employer is counted in this 18-week period. You can only take a maximum of 4 weeks leave per year and can only do this in blocks of 1 week or more. However, if your child is disabled, then you can take this in one day blocks. You will need to give 21 days’ notice of your request to take Parental leave. You can read more about this in our Parental leave policy.

## Carer’s Leave

If your child is disabled, then you are also entitled to 1-week unpaid leave each year to care for them. This can be taken in half day blocks and must be agreed with your line manager. You should give notice to your line manager of your request, equivalent to twice as many days as the period of leave requested or 3 days, whichever is greater. You can read more about this in our Carer’s Leave Policy.

## Childcare

You may be investigating childcare arrangements for your child.

Working parents may be able to get free childcare if the household income is more than £9,518 per year, and less than £100,000 per year.

Subject to eligibility, if your child is:

* 9 months to 2 years old - you may be able to get 15 hours per week of free childcare for 38 weeks of the year. From September 2025 this is increasing to 30 hours per week for 38 weeks of the year. You can spread this out across the full 52 weeks if you use less childcare each week.
* 3 to 4 years old - you may be able to get 30 hours per week of free childcare or early education, subject to eligibility.

To check your eligibility and set up your free childcare click this link and follow the steps provided [Get free childcare if you're working: step by step - GOV.UK (www.gov.uk)](https://www.gov.uk/get-free-childcare-if-youre-working)