

### **How long is paternity leave?**

A qualifying employee can take up to 2 weeks leave in either a single block of 2 weeks or a single block of 1 week.

This is in addition to 13 weeks unpaid parental leave.

### **When can paternity leave be taken?**

The employee can choose to take paternity leave from the date of the baby's birth (or child's placement) or later as long as leave is taken within 56 days of the birth. An employee who has adopted a child from overseas must arrange for leave to be taken within 56 days from the date on which the child entered the Great Britain.

If the birth is premature, the leave can be taken with 56 days of the *expected* date of birth.

### **What will paternity leave be available for?**

For the purpose of caring for a new-born baby or adoptive child and supporting the mother or adoptive parent.

The same right to leave exists for stillbirths if born after 24 weeks of pregnancy.

### **Is notice required?**

Yes - employees must notify their employer of the day on which they expect to start their paternity leave and whether they wish to take 1 or 2 weeks leave, on or before the 15th week before the expected week of childbirth (or within 7 days of matching a child for adoption).

If this is not reasonably practicable, the employer must be notified as soon as is reasonably practicable.

If their employer requests it, employees must complete a self-certificate as evidence of their eligibility for paternity leave. The same procedure acts as evidence for paternity pay.

For paternity pay, employees must notify their employer at least 28 days before they expect their pay period to start (or if that is not reasonably practicable, as soon as is reasonably practicable).

If the employee was not asked by his employer for a self-certificate for paternity leave, he must now give his employer a completed self-certificate as evidence of eligibility for SPP.

### **Paternity Pay**

#### **Will paternity leave be paid?**

Yes - employees must earn, on average the Lower Earnings Limit to qualify for paternity pay. Statutory Paternity Pay will be paid at the same rate as SMP. £106 per week from April 2005 or 90% of average earnings if that is less than £106).