

OUR PATERNITY LEAVE POLICY

WHO is this policy for?

- Channel 4 employees
- Channel 4 managers
- This policy does not form part of any employee's contract of employment and we may amend it at any time

WHY is this policy important?

Because some things are more important than work

It goes without saying, having a baby or adopting is an exciting time. So why wouldn't you want to be at home with your child, get used to the new routine, and help out generally? Just let us know when you think you'll need time off and we'll go from there.

WHAT are the details of the policy?

A few acronyms we'll use in this policy

- EWC – Expected Week of Childbirth (aka 'Qualifying Week')
- EWP – Expected Week of Placement (aka 'Qualifying Week') – i.e. when you're notified by the adoption agency that you've been matched with a child
- SMP – Statutory Maternity Pay
- SAP – Statutory Adoption Pay
- MATB1 – Maternity Certificate
- OPL – Ordinary Paternity Leave
- APL – Additional Paternity Leave

Who is eligible for paid OPL?

- If you have continuously worked for Channel 4 for 26 weeks by the 15th week before the EWC or EWP and:
 - Are the child's biological father or the mother's husband, partner or civil partner
 - Are married to, or the partner of, the child's adopter
 - Have, or expect to have, ongoing responsibility for bringing up the child
- Please give as much notice as possible when applying for parental leave to avoid or minimise any impact on your team

Who is eligible for APL?

- Employees who remain employed by us until the week before the 1st week of your APL
- The child's mother or co-adopter (as the case may be) has been entitled to maternity or adoption leave, statutory maternity or adoption pay or maternity allowance in respect of her pregnancy adoption
- The child's mother or co-adopter (as the case may be) has returned to work

The amount of paid OPL you can take

- You can take up to two weeks' paid leave regardless of how long you've worked at Channel 4 – the good news is that we've enhanced the Statutory Paternity Pay provision and offer your full normal salary

- The minimum leave you can take is a week, the maximum is two consecutive weeks
- You're only entitled to one period of paternity leave, even if you have more than one baby or child adopted at any one time. However, you have the right to take unpaid parental leave in addition to your right to paternity leave – take a look at our [Parental Leave Policy](#)

When can you take paternity leave?

- OPL can be taken from the date of the child's birth or adoption placement, but must end within 56 days of the child's birth or placement
- APL must be taken as multiples of complete weeks and as one period – the minimum that can be taken is 2 weeks and the maximum is 26 weeks. APL must be taken in the period that begins 20 weeks after the child's date of birth or adoption placement, and ends 12 months after that date of birth or adoption

HOW do you now go about things?

Here's who's responsible for what

- **Employees (in relation to OPL) for:**
 - Completing our [Ordinary Paternity Leave Request Form](#) (stating whether you'd like one or two weeks' leave), getting it approved by your manager, then returning it to HR at least 28 days before you'd like to take parental leave. HR will contact you with details about how our enhanced SMP/SAP will affect your basic salary
 - Providing us with the following documents (as applicable):
 - A copy of the MATB1 (confirmation from the doctor or midwife of the mother's expected date of birth) as proof of your entitlement to paternity leave. We'll need this for payroll purposes
 - A copy of the birth certificate, or copies of certificates of placement from the adoption agency, so we can calculate benefits – this can wait until your return to work
- **Employees (in relation to APL) for:**
 - Completing our [Additional Paternity Leave Request Form](#), getting it approved by your manager, then returning it to HR at least eight weeks before the date you'd like your leave to start. This should be accompanied by a written 'mother declaration' from the child's mother or 'adopter declaration' from the child's adopter stating all of the following:
 - Their name, address and national insurance number
 - The date they intend to return to work
 - Their relationship with the child or that you are their partner
 - That, to her knowledge, you are the only person exercising an entitlement to APL in respect of the child
 - That they consent to us processing the information they've provided

WHERE can you get related information?

- You may find the following policies helpful – our [Parental Leave Policy](#) and [Maternity Policy](#)
- Here's the [Ordinary Paternity Leave Request Form](#) and [Additional Paternity Leave Request Form](#)

Policy owner:

Signed off by:
Next review date:

On: / /