

## **PATERNITY LEAVE**

### **HR 31 (e)**

#### **DEFINITION**

Paternity leave is the right for eligible employees to take paid time off work following the birth of a baby or adoption of a child.

#### **SCOPE**

Paternity Leave is available to all eligible employees (male or female) of the channel regardless of their length of service. Freelancers are not covered by this policy.

#### **GENERAL PRINCIPLES**

##### **Paternity Leave Entitlement**

Employees can take up to 10 days paid leave.

##### **Paternity Pay**

Channel 4 has enhanced the Statutory Paternity Pay (SPP) provision and offers full salary (which includes any SPP entitlement).

##### **Leave Arrangements**

Paternity Leave can be taken in minimum blocks of 1 day or as 10 consecutive days' leave. This is more flexible than the statutory provisions.

The right is to one period of paternity leave even if there is more than one baby born or child adopted at any one time.

Like maternity leave, the right to paternity leave is in addition to the right to take unpaid parental leave. Paternity leave does not affect an individual's right to annual leave. For further information about parental leave, please refer to the [Parental Leave policy](#).

##### **Eligibility**

To qualify for paternity leave, employees must: -

- Either be the biological father of the child, or be married to or the partner of the child's mother
- Either be married to, or the partner of, the child's adopter
- Have, or expect to have, ongoing responsibility for the upbringing of the child
- not be taking adoption leave in respect of the child

## Notification Requirements

Employees should give as much notice as possible of their intention to take paternity leave to avoid or minimise any adverse impact on the business.

Employees may be asked to provide a copy of the mother's MAT.B1 certificate (confirmation from the doctor or midwife of the mother's expected date of birth) as proof of entitlement to paternity leave. On return to work, we'll ask for a copy of the birth certificate (or in the case of adoption, copies of certificates of placement from the adoption agency). This is needed for calculating benefits.

## Benefits

All contractual benefits continue to apply as normal during paternity leave.

## Glossary of Terms

A **partner** is anyone who lives with the mother or adopter in an enduring family relationship and is not a relative, and may be of the same sex.

An **adopter** is a person who has been matched with a child for adoption or, if a couple has been matched jointly, the member of the couple who has chosen to take adoption leave and/or Statutory Adoption Pay. Where a couple has been matched jointly, only one member can legally take adoption leave and/or Statutory Adoption Pay. The other member (regardless of gender) will be entitled to take Paternity Leave.

**Other references:** [Parental Leave](#)  
[Work Life Balance Policy](#)  
[Adoption Leave and Pay](#)  
[www.dti.gov.uk](http://www.dti.gov.uk)

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