



<b>MATERNITY, PATERNITY AND ADOPTION LEAVE POLICY ACTION CARD</b>	
<b>PATERNITY LEAVE AND ADDITIONAL PATERNITY LEAVE</b>	<b>MPA2</b>
<b>FOR USE BY:</b> Line Managers, employees	<b>LIAISES WITH:</b> HR team, Paymasters
<p><b>Rationale:</b> To provide quick reference for managers on paternity and additional paternity leave issues. <b>Note: Paternity leave still applies in the event of a stillbirth after 24 weeks' gestation.</b></p> <p><b>Paternity/adoption leave – initial discussions:</b> The initial discussion between the line manager and the employee must cover the following</p> <ul style="list-style-type: none"> <li>• When the baby is due, or when the adoption will take place</li> <li>• Entitlements to paternity/adoption leave, possible commencement dates and whether the employee wants to take the full 2 weeks' entitlement</li> <li>• Notice periods which will need to be given before starting paternity/adoption leave and documentation which will need to be provided by the employee</li> </ul> <p><b>Paternity/adoption leave application:</b> The employee is responsible for making a request in writing for paternity/adoption leave:</p> <ul style="list-style-type: none"> <li>• at least 15 weeks before the beginning of the week when the baby is due</li> <li>• or within seven days of being informed by the adoption agency that a match has been made</li> </ul> <p><b>Within 28 days of paternity/adoption leave application:</b> The line manager is responsible for confirming the employee's entitlements under either the NHS contractual or statutory schemes.</p> <p><b>Additional Paternity Leave process:</b> The employee is responsible for informing the Trust in writing at least 8 weeks before the requested start date of Additional Paternity Leave and providing the following information within 28 days:</p> <ul style="list-style-type: none"> <li>• A copy of the child's birth certificate or adoption matching certificate</li> <li>• The employment details of spouse/partner, and when they are returning to work from Maternity/Adoption Leave</li> </ul> <p><b>Within 28 days of Additional Paternity Leave application:</b> The line manager is responsible for confirming the employee's entitlements under the statutory scheme.</p> <p><b>ALWAYS ENSURE ALL RELEVANT ACTIONS ARE DOCUMENTED!</b></p>	