



University of
Strathclyde
Glasgow

Paternity Leave and Pay Policy

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1. Introduction

At Strathclyde we recognise that having a new child is an important and exciting time and we want to do what we can to support you.

In this policy, you'll find all the information you need about your entitlements to leave and pay if you are the partner of a pregnant parent or a secondary adopter of a child.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Who is Covered by this Policy?

This policy applies to all University employees who meet the criteria to receive paternity leave and pay.

You might be considering sharing some of your partner's maternity leave. If this is the case, you should also refer to our [Shared Parental Leave and Pay Policy](#) to find out more. If you're hoping to adopt a child, as the primary adopter, please see our [Adoption and Surrogacy Leave and Pay Policy](#).

If your partner experiences pregnancy or baby loss you will be entitled to leave under our [Pregnancy and Baby Loss Policy](#).

3. What Time Off Is Available?

If you qualify for Paternity Leave you are entitled to up to 3 weeks of Paternity Leave. You can take all the leave together or in separate blocks of one, two or three weeks. You should discuss your plans with your line manager.

To qualify you must be taking time off to look after the child and be one of the following:

- The father
- The husband or partner of the mother (or primary adopter).
- The husband or partner of the surrogate parent.

You must also be employed by the University on the date of your baby's birth or at the date of adoption and earn an average of £125 a week.

Your paternity leave can begin on any of the following:

- The date your baby is born or is placed for adoption (this may be earlier or later than you expected).
- A date you choose after your baby is born or is placed for adoption (this may be earlier or later than expected).
- A date you choose that is later than the first day of the week in which your baby is expected to be born or placed for adoption.

Just so you know, all paternity leave must be used within the first year after the birth of your baby or from the date placed for adoption.

If your baby is born earlier than expected, you will need to use your paternity leave between:

- the date your baby is born; and
- one year after the date your baby was expected to be born.

You can only take one period of paternity leave for each pregnancy or adoption placement, even if more than one child is born or placed with you for adoption.

If you require any more time off following your paternity leave, you should discuss this with your line manager. You might want to consider using annual leave or adjusting your work pattern through flexible or agile working. It may also be helpful to refer to our [Ordinary Parental Leave Policy](#).

4. Time Off for Appointments

You're also entitled to take paid time off to attend ante-natal appointments or to attend meetings about your adoption, up to the maximum of 3 appointments, which may last up to one day. If you need more time than this, you should speak to your line manager about possible options.

5. Pay During Your Paternity Leave

You're entitled to be fully paid during your paternity leave up to the maximum of 3 weeks. This includes your entitlement to Statutory Paternity Pay which is paid at the current flat rate, set by the Government.

We also know that sometimes the birth of your baby might not go to plan. If your baby requires to spend a period of 7 days or more in neonatal care you will also be entitled to Neonatal Care Leave. You can receive one week of leave for each full week your baby spends in neonatal care (up to a maximum of twelve weeks).

If you qualify for statutory paternity pay, your neonatal care leave will also be paid. This means you will be paid at the weekly statutory rate, set by the Government, for each week of neonatal care leave you take. You can find out more about how you can use your leave and how to apply in our [Neonatal Care Leave and Pay Policy](#).

6. Letting Us Know You Want to Take Paternity Leave

We would encourage you to let your line manager know as soon as possible that you wish to take paternity leave to help them to support you and plan for your absence.

Just so you know, you need to inform us no later than 28 days before you want your leave to start. You should do this by submitting a [Request for Paternity Leave](#) (staff login required). In this form you'll be asked to include the number of weeks leave you intend to take and the date you wish your leave to start. If things change and you wish to amend the start date of your leave, you should try and give as much notice as you can.

Once you submit your form it will be sent to Human Resources who will confirm your paternity leave arrangements in writing.

7. During Your Paternity Leave

When you're off on paternity leave you will continue to be employed by us and your service will not be broken. You'll return to the same job on the same terms and conditions you had before you started your leave. If for any reason, there is a need for your role to change you will be fully consulted with.

7.1. Annual Leave and Public Holidays

You'll continue to accrue annual leave and public holiday entitlements as normal while you're on paternity leave. You may wish to talk to your line manager about using your annual leave entitlement to extend your period of leave.

7.2. Pensions

If you're a member of a pension scheme, you'll continue to be a member during your paternity leave and your pension benefits won't be impacted.

7.3. Other Benefits

If there are any other benefits that you contribute to through a salary sacrifice arrangement, like childcare vouchers or the cycle to work scheme, these won't be impacted while you're on paternity leave.

8. Further Information and Support

If you have any queries about this policy, please talk to your line manager or contact [Human Resources](#). Further information and guidance, for both staff and managers, can also be found on our People Hub.

9. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.