

TITLE: PATERNITY LEAVE (MATERNITY SUPPORT LEAVE)

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1. INTRODUCTION

This policy sets out the rights of employees in relation to paternity leave and applies to all employees within Staffordshire Fire and Rescue Service.

2. ELIGIBILITY

Paternity Leave applies to employees provided they have 26 weeks continuous service, under the contract their claim for leave refers to, by the end of the 15th week before the week the baby is due, and provided they are:

- The biological father of the child **or**
- The mother's husband or partner (including a mother's partner in a same-sex relationship) **or**
- The parent of an adoptive child who is not the allocated person to receive adoption leave **or**
- An employee who will be fully involved in the child's upbringing and are taking the time off to support the mother/primary carer or care for the baby.

3. NOTIFICATION

All employees who are eligible for and intend taking Paternity Leave should inform the Human Resources Department of the expected week of childbirth or expected placement date of adoption. This must be done as soon as possible.

4. DURATION OF AND PAYMENT DURING PATERNITY LEAVE

- 4.1 All eligible employees are entitled to receive two weeks Paternity Leave at full pay.

- 4.2 In order to maintain maximum flexibility for employees, the Service will allow its eligible staff to split this into two non-consecutive weeks if required. The two weeks combined should not exceed eight duty days for whole-time shift personnel, seven duty days for day crewed personnel or ten normal working days for support staff. These allowances represent the maximum working days for each group over a consecutive two week period and ensures fairness in the operation and application of the policy.
- 4.3 Staff who do not have the required amount of service will be granted five days with pay. Paternity Leave must be taken within 56 days of the birth or placement of the child and requests outside of this timescale will not be considered.

5. RETURNING FROM PATERNITY LEAVE

Employees returning from Paternity Leave are entitled to return to exactly the same job, watch and workplace without loss of status or pay.

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