

Ordinary paternity leave and pay - Advice

BIS does not currently have a common ordinary paternity leave and pay policy.

The following ordinary paternity leave and pay policy, procedure and advice therefore aims to bring together common elements from the existing legacy arrangements that all employees can refer to and will highlight where legacy arrangements differ.

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Q.9 If a public or privilege day falls within my period of ordinary paternity leave can I take it at a later date?

Yes. If the public or privilege days fall within your ordinary paternity leave period, rather than at the beginning or the end of your two or three week break, you can save them and take them at a later date. They should be taken within the year that they fell. Annual leave also continues during ordinary paternity leave and can be taken immediately before or after ordinary paternity leave subject to line manager approval.