**PATERNITY LEAVE & MATERNITY SUPPORT POLICY**

The right to paternity leave arises in relation to birth children, children through surrogacy, children adopted from within the UK and children adopted from overseas.

RBKC opens this out and calls this "Maternity Support". Maternity support may be available to people other than a baby's father.

If you are the nominated carer, i.e. the person nominated by the mother as the primary provider of support at or around the time of the birth, you may apply for paternity leave / maternity support of up to two weeks paid leave. A week is the same amount of days that you normally work in a week - for example, a week is 2 days if you only work on Mondays and Tuesdays.

The nominated carer is likely to be the child's father however the role may alternatively be provided by a partner, a relative or someone who has a caring relationship with the mother and/or the child. The person will be a nominated carer where there is no other person able to provide support to the expectant mother.

Paternity leave / Maternity support will apply where the expectant mother is not an employee of the Council, as well as in cases where she is an employee.

If you are taking paternity leave or maternity support you should do so at or around the time of birth of the baby since its purpose is to enable the nominated carer to provide support to the expectant mother. This should be within an eight-week period from the date of birth.

**Paternity Leave / Maternity Support and Pay**

All eligible employees can request paternity leave and pay as outlined below to help care for their child. Statutory Paternity leave consists of 2 weeks leave.

**Eligibility for Statutory Paternity Leave**

To qualify for statutory paternity leave, an employee must meet all of the following criteria:

1. be the father or partner to the mother or primary adopter and expect to share responsibility for the child's upbringing; and

2. be employed by RBKC on the date the baby is born or adopted; and

3. take leave within 8 weeks of the birth or adoption of the child in blocks of one or the full two weeks

**Occupational Paternity Pay**

To qualify for paternity pay / maternity support, an employee must have been employed by RBKC for at least 26 weeks. pay consists of up to 2 weeks full pay whilst on paternity leave / maternity support.

This is made up of Statutory Paternity Pay (SPP) a flat rate payment;

<https://www.gov.uk/paternity-pay-leave/pay>

that RBKC tops up to full pay in the form of occupational paternity pay.

**Roles and Responsibilities for Employee and Manager**

This policy should be read in conjunction with the introduction to family friendly policies, paternity/maternitysupportguidance documents (INSERT LINKS).