



WILLIAMSBURGH
HOUSING ASSOCIATION LTD

Paternity, Non pregnant parent or Co-Adopter policy

Revision History

Creation Date	Reviewer(s)	Review Date
November 2023	Corporate Services	November 2026

Introduction

At Williamsburgh Housing Association (WHA) we know that having a new child is an important and exciting time and we want to support you during this time. This policy sets out the entitlements to leave and pay for those seeking leave of Paternity, non-pregnant parent or Co-Adopter.

Please note that you can find more information in the Maternity/Pregnant parent policy or the Adoption Policy.

We recognise that some of our colleagues may not identify with the term 'paternity', so we have added the terms 'non pregnant parent and co-adopter' into this policy to ensure inclusivity. However, for simplicity, and in line with legislation, the term 'paternity' will still be used in our forms and systems, including payroll, so please note that where used, this term includes all parents identified under this policy.

General

You are entitled to leave if:

- your partner is due to give birth, and you have at least 26 weeks' continuous service by the 'qualifying week' (15th week before the Expected Week of Confinement (EWC)), or
- in the circumstances of adoption or surrogacy you have been continuously employed for at least 26 weeks by:
 - the end of the week you are matched with the child (UK adoptions)
 - the date the child enters the UK or when you want your pay to start (overseas adoptions)

and;

You are taking time off to look after the child, and are one of the following:

- the father
- the husband, wife or partner of the mother/pregnant parent (or adopter)
- the child's adopter
- the intended parent (if you're having a baby through a surrogacy arrangement)

Leave is available for all live births and, where a baby is still born from the 24th week of pregnancy onwards.

Paternity, Non-Pregnant Parent or Co-Adopter Leave

If you are eligible, you can choose to take either one or two weeks leave which must be taken in blocks of one week at any time within the first 12 months of the child being born/adopted.

If there is an adoption and/or surrogacy the leave can commence:

- on the date of placement
- an agreed number of days after the date of placement
- on the date the child arrives in the UK or an agreed number of days after this (overseas adoptions only)
- the day the child's born or the day after if you're working that day

Leave must be taken within 12 months of the date of placement or the child's arrival in the UK (overseas adoptions).

To apply, you should write to your line manager at least four weeks before each period of leave. If you wish to take the leave when the child is born you can give a general timeframe such as, 'the day of the birth' or, 2 weeks following the birth. You must give your manager 28 days' notice if you want to change your start date.

Pay

If you are eligible for paternity leave you are also eligible for paternity pay. Our contractual paternity pay is equal to two weeks full pay inclusive of Statutory Paternity Pay (SPP).

Antenatal Appointments

You also have a right to attend up to two unpaid antenatal appointments, however please discuss with your line manager who will do their best to allow some flexibility in terms of time taken to attend appointments.