

Winchester City Council

Paternity and Maternity Support Leave and Pay Policy

Document Control

Document Title		Paternity and Maternity Support Leave and Pay Policy	
This Version		1.1	
Issue Date:		04.04.2024	
Status:		Published	
Version	Issue Date	Author	Comments
1.0	19/01/20/24	CW	Initial draft – starting content taken from Maternity/ Paternity Support Leave and Pay Policy
1.1	15/03/2024	CW	Revisions following comments from SH/ROR
1.2	25/03/2025	CW	Addition of Neonatal Care Leave and Pay from 6 April 2025





Contents

1. Purpose and Principles	4
2. Applicability	4
3. Definitions	4
4. Roles and Responsibilities	4
5. Summary of Paternity Rights	5
BEFORE PATERNITY LEAVE	5
6. Antenatal Appointments	5
7. Time off Prior to Adoption	5
PATERNITY LEAVE	6
8. Statutory Paternity Leave (SPL)	6
Eligibility	6
Terms and Conditions of SPL	7
Notification of SPL	7
PATERNITY PAY	8
9. Paternity Pay – General	8
10. Statutory Paternity Pay (SPP)	8
Eligibility	8
Rate of SPP	9
Notification	9
11. Non-Entitlement to SPP	9
12. Maternity Support Leave	9
13. Multiple Births and Adoptions	11
14. Babies Requiring Neonatal Care	11
Neonatal Care Leave (NCL) - Eligibility	11
NCL – Term and Conditions	11
NCL – Notification	12
Neonatal Care Pay (NCP) – Eligibility	13
Neonatal Care Pay (NCP) – Terms and Conditions	13
Neonatal Care Pay (NCP) – Notification	13
Protections whilst on NCL	13
15. Pregnancy Loss, Death or Stillbirth	13





DURING PATERNITY LEAVE	14
16. Terms and Conditions During Paternity Leave.....	14
AFTER PATERNITY LEAVE	14
17. Resuming Work After Paternity Leave.....	14
18. Non-Return After Paternity Leave	15
19. Shared Parental Leave.....	15
APPENDIX 1 – GLOSSARY.....	16
APPENDIX 2: CALCULATION OF A WEEK'S PAY	18
APPENDIX 3 – PATERNITY AND MATERNITY SUPPORT LEAVE FORM	19
APPENDIX 4: TEMPLATE FOR NOTIFICATION OF INTENTION TO TAKE NEONATAL CARE LEAVE	21



1. Purpose and Principles

- 1.1 The purpose of this policy is to set out support available and the statutory rights and responsibilities of employees who are due to become a parent, where their partner is pregnant, they are jointly adopting a child or jointly becoming a parent through a legal surrogacy arrangement.
- 1.2 Employees are advised to contact Human Resources as soon as possible after they are aware they are going to become a parent to ensure there is sufficient time to clarify relevant procedures and answer any questions they may have.

2. Applicability

- 2.1 This policy applies to all employees of Winchester City Council, regardless of length of service, including those who are on probation if they and their partner are having a baby, or whose spouse, partner or civil partner is having a baby.
- 2.2 This policy may also apply to employees who are adopting a child or becoming a parent through a legal surrogacy arrangement. Where employees are jointly adopting a child only one adoptive parent can take adoption leave and pay and the other paternity leave unless they the parents intend to both use their entitlement to Shared Parental Leave.
- 2.3 There are separate policies for Adoption Leave and Pay, Maternity Leave and Pay, and Shared Parental Leave.

3. Definitions

- 3.1 As is often the case when explaining legal or contractual entitlements, the terminology used can be quite confusing therefore commonly used terms and abbreviations can be found at Appendix 1

4. Roles and Responsibilities

Line Managers	Employees	Human Resources
Liaise with the employee regarding holiday and paternity leave dates.	Liaise with their line manager in respect of their intended paternity leave dates	Provide advice and guidance to managers and employee regarding paternity matters





Communicate with Human Resources regarding the cover of paternity leave if appropriate	Provide written notification in accordance with the timescales detailed in this policy, providing copies of all relevant paperwork, where appropriate.	Undertake all associated administration and communications as part of the paternity process laid out in this policy and procedure.
--	--	--

5. Summary of Paternity Rights

Subject to meeting the relevant eligibility criteria, employees may be entitled to:

- Unpaid time off to accompany a pregnant woman to some antenatal appointments or unpaid time to attend some appointments prior to adoption.
- 2 weeks Statutory Paternity Leave (SPL) and Statutory Paternity Pay (SPP) paid at the statutory rate set by Government.
- 1 week Maternity Support Leave paid at full pay. Where employees are eligible for SPL and SPP, Maternity Support Leave replaces the first week of SPL and it 'tops up' SPP to full pay. Where employees are ineligible for SPL and SPP, it provides 1 week leave at full pay.

BEFORE PATERNITY LEAVE

6. Antenatal Appointments

6.1 Employees can take unpaid leave to accompany a pregnant woman to 2 antenatal appointments if they are:

- the baby's father
- the expectant mother's spouse or civil partner
- in a long-term relationship with the expectant mother
- the intended parent (if you're having a baby through a surrogacy arrangement)

6.2 Up to 6 and a half hours is allowed per appointment (inclusive of travel time); at management discretion more time per appointment may be given.

7. Time off Prior to Adoption

7.1 Employees are entitled to unpaid time off to attend up to 2 adoption appointments in the period between being notified of a match and the child being placed with the family for adoption if they are jointly adopting a child and



their spouse/partner/civil partner has elected to take Adoption Leave and/or paid time off to attend up to 5 adoption appointments prior to adoption.

7.2 Up to one day (subject to manager approval) is allowed for each appointment.

7.3 The appointments should be arranged by, or at the request of the adoption agency and used for the employee to have contact with the child before the placement or for any other purpose connected with the adoption. The Council may request evidence of these appointments.

PATERNITY LEAVE

8. Statutory Paternity Leave (SPL)

Eligibility

8.1 Employees are eligible to take 2 weeks Statutory Paternity Leave (SPL) if they:

- have a contract of employment with WCC, regardless of the number of hours they work or their length of service.
- have been continuously employed by WCC for 26 weeks or more continuing into the 'qualifying week'; this is either:
 - the 15th week before the expected week of childbirth (birth or surrogacy) OR
 - the end of the week in which they receive notification of a match (UK adoptions) OR
 - the date the child enters the UK or when you want your pay to start (overseas adoptions).
- Give the correct notice as outlined below.

8.2 Employees must also intend to take time off to look after a child, and one of the following must apply:

- they are the father.
- they are the spouse, partner, or civil partner of the mother (or adopter)
- they are a child's adopter.
- they are an intended parent in a legal surrogacy arrangement.

8.3 In cases of adoption and legal surrogacy arrangements, employees are only eligible for Statutory Paternity Leave if they are jointly adopting and their spouse, partner or civil partner is taking Adoption Leave.



Terms and Conditions of SPL

- 8.4 Employees can choose to take either 1 or 2 weeks of SPL; this can be taken as two non-consecutive weeks or a single period of either one or two weeks.
- 8.5 A week's SPL is the same number of days that an employee normally works in a week and can start on any day of the week.
- 8.6 SPL can start:
- No earlier than the date of birth of the child in cases of birth or surrogacy OR
 - On the date of placement or on a date agreed after this (UK adoptions) OR
 - On the date a child arrives in the UK or on an agreed date after this (overseas adoption)
- 8.7 SPL must end within the 52 weeks of:
- the birth (or due date if the baby is born prematurely) OR
 - adoption placement (UK adoption) OR
 - date the child enters the UK (overseas adoption)

Notification of SPL

- 8.8 Employees must give notice of their entitlement to take paternity leave on or before the 15th week before the expected week of confinement, however, they do not need to give notice of the specific dates they want their SPL to be taken until 28 days before.
- 8.9 In cases of UK adoption, employees must give notice of their SPL commencing within 7 days of being notified they've been matched with a child or as soon as reasonably practicable.
- 8.10 In cases of overseas adoption, employees are required to give notice in 3 stages:
1. Employees should inform Human Resources and their line manager the date when they received official notification they were matched with a child and when the child is expected to enter the UK; this should be done within 28 days of them being notified by the adoption agency.
 2. Employees must then give 28 days notice of the dates they wish to take their SPL – this should be done by completing the Paternity and Maternity Support Leave form.



3. Employees must then notify Human Resources of the date the child actually entered the UK, within 28 days of the child's arrival.
- 8.11 WCC recognises that it can be difficult to give exact dates for SPL, so employees are permitted to give a general time when giving notice of their intention to take SPL, for instance; 1 week after the birth.
- 8.12 In all circumstances, once an employee has given notice to take SPL, they are required to give 28 days' notice to change the date or cancel it.
- 8.13 Notice should be given by completing a Paternity and Maternity Support form, available on the Knowledge Hub or at Appendix 3 of this document.

PATERNITY PAY

9. Paternity Pay – General

- 9.1 Entitlement to paternity pay is determined by length of service and earnings, and therefore Human Resources in conjunction with Payroll will assess employees' eligibility and entitlements on an individual basis, however guidance is provided below.
- 9.2 During an employee's paternity leave, all paternity payments due will be paid by the same method used to pay their salary e.g. monthly by BACs on the last working day of the month. SPP and Maternity Support Leave payments will be paid according to the number of calendar days in any month, and so a particular week's paternity or maternity support payment may fall over two separate payment periods.
- 9.3 SPP and Maternity Support Leave payment are earnings and therefore subject to PAYE income tax, National Insurance and pension contributions (as appropriate). Any deductions which are lawfully made from pay, for example voluntary deductions or attachment of earnings orders (AOE's) etc. will continue to be made where there is sufficient pay to do so.

10. Statutory Paternity Pay (SPP)

Eligibility

- 10.1 Please note that the eligibility criteria for Statutory Paternity Leave and Statutory Paternity Pay is different. Therefore, in addition to the eligibility criteria as detailed in Section 8, to claim SPP, employees must also:





- Be employed by WCC up to the date of birth or matching date of the child.
- Have average weekly earnings of at least £125 a week (before tax); this applies on the Saturday at the end of their qualifying week, or in cases of UK adoption, this is calculated in the 8 week period before the matching week, and in cases of overseas adoption it is the 8 week period prior to receiving the official notification from the relevant UK authority.
- Give the correct notice.
- In cases of adoption, give proof of the adoption (letter from your adoption agency or matching certificate)
- In cases of surrogacy, be in a couple who are jointly responsible for the child and intend to apply for a parental order within 6 months of the date of birth.

10.2 In cases of adoption and legal surrogacy arrangements, employees are only eligible for Statutory Paternity Pay if they are jointly adopting and their spouse, partner or civil partner is claiming Statutory Adoption Pay.

Rate of SPP

10.3 SPP is payable at the statutory weekly rate as set by Government (current rates can be found on the Statutory Payment Rates table on the Knowledge Hub), or 90% of your average weekly earnings, whichever is lower.

Notification

10.4 Employees must give notice 28 days before they want their SPP to be paid by completing the Paternity and Maternity Support Form.

10.5 Permitted exceptions to this are where employees are adopting and the time between the child being matched and placed is less than 28 days.

11. Non-Entitlement to SPP

11.1 If employees do not meet the criteria above and are not entitled to SPP, Payroll will provide them with a SPP1 form which states the reasons why the Council cannot pay them SPP.

12. Maternity Support Leave

12.1 Maternity Support Leave is an occupational scheme, provided in accordance with NJC conditions.

12.2 Employees are eligible for 1 week Maternity Support Leave if:

- They have a contract of employment with Winchester City Council



They must also be:

- The child's father, the spouse/partner/civil partner, or the nominated carer of an expectant mother at or around the time of birth. OR
- The spouse/partner/civil partner of a single adopter or are a joint adopter (who is not claiming adoption leave and pay), or the nominated carer of an employee who is adopting a child/ren at or around the time of adoption.

12.3 A nominated carer is the person nominated by the mother or adopter to assist in the care of the child and to provide support to the mother/primary adopter, at or around the time of birth; therefore, this could be a family member or friend if they are the expectant mother or adopter's primary source of support.

12.4 Where employees are eligible for SPL and SPP AND Maternity Support Leave (MSL):

- MSL replaces the first week of SPL, so employees are still entitled to a maximum of 2 weeks leave.
- MSL payments 'top up' the first week of SPP so employees receive 1 week of full pay and then a subsequent week of SPP (should they elect to take a second week).
- Notice to take Maternity Support Leave should be provided by completion of the Paternity and Maternity Support Leave Form and in accordance with the timescales detailed in Section 8.

12.5 Where employees do not have an entitlement to SPP and SPL, but are eligible for Maternity Support Leave;

- MSL is payable for 1 week's leave at full pay.
- Notice should be provided by completion of the Paternity and Maternity Support Leave Form and in accordance with the timescales detailed in Section 8.

12.6 A week's Maternity Support Leave is the same number of days that an employee normally works in a week and can start on any day of the week.

12.7 MSL is only applicable where there is a need for a 'nominated carer'. Therefore, if WCC knows that the father or spouse/partner/civil partner of the mother intends to take their entitlement to paternity leave then there will be no need for a 'nominated carer' and MSL will not apply.



13. Multiple Births and Adoptions

13.1 There is no entitlement to additional paternity/maternity support leave or pay in the case of multiple births, or when adopting more than one child if the adoption agency considers it one placement.

14. Babies Requiring Neonatal Care

14.1 As well as paternity leave and pay, employees whose baby requires neonatal care after birth, may also be eligible for Neonatal Care Leave (NCL) and Neonatal Care Pay (NCP). There are three categories of medical care which can be classified as neonatal care:

- Medical care received in hospital
- Medical care received elsewhere following the discharge from an inpatient stay in hospital. The care must be under the direction of a consultant and include ongoing monitoring and visits to the child by healthcare professionals
- Palliative or end of life care

Neonatal Care Leave (NCL) - Eligibility

14.2 All employees who have a contract of employment with the Council are entitled to take NCL regardless of the number of hours they work or their length of service, providing they:

- Are either the parent, intended parent (in cases of surrogacy), the mother's partner at the time of the baby's birth, the baby's adopter (as the baby has either been placed with them or they've been approved for adoption in cases of UK adoption, or in cases of overseas adoption the baby has been placed with them and they have the 'official notification' confirming they are allowed to adopt), or a partner of an adopter.
- The newborn must be admitted to neonatal care within the first 28 days of birth and remain in neonatal care for at least 7 continuous days.
- Expect to have responsibility for the baby and intend to take NCL to provide care for the baby.

NCL – Term and Conditions



- 14.3 Parents can take one week's NCL for every uninterrupted week that their baby received neonatal care, up to a maximum of 12 weeks per employee (irrespective of single or multiple births).
- 14.4 Parents are not eligible for NCL until their baby has been receiving neonatal care for more than 7 days. The first qualifying period of 7 days begins the day after the baby first received neonatal care (ie days 2- 8 of neonatal care), so the earliest NCL can be taken is from the day after the first qualifying period (ie day 9). In addition to this, in cases of adoption the first 7 days of neonatal care need to start after the adoption placement date. NCL must be taken within 68 weeks of the baby's birth, or in cases of UK adoption within 68 weeks from the placement date, or in case of overseas adoption within 68 weeks of the child entering the UK.
- 14.5 The Council recognises that it is likely that employees will already be on some form of family leave whilst their baby is in neonatal care (ie maternity, paternity, adoption or shared parental leave), and therefore NCL will most likely be taken after neonatal care has ended and tagged onto the end of maternity, adoption or paternity leave. Employees cannot take NCL whilst on another form of statutory family leave.
- 14.6 There are 2 categories of NCL:
- Tier 1 – leave taken whilst the baby is still receiving care and up to a week post discharge. Tier 1 leave can be taken in non-continuous blocks of a minimum of 1 week at a time.
 - Tier 2 – leave taken after the 7th day post discharge. Tier 2 leave must be taken in one continuous block.

NCL – Notification

- 14.7 To take tier 1 NCL, notice must be given prior to an employee's scheduled work start time on the first day they intend to commence NCL, unless not reasonably practical to do so. Notice to take tier 1 NCL does not have to be in writing.
- 14.8 To take tier 2 NCL, notice must be given not less than 15 days before an employee intends to commence NCL if wanting to take a single week. If two or more consecutive weeks of NCL wish to be taken, then 28 days notice must be given.



14.9 Notification of intention to take NCL should be given in writing to Human Resources and the information employees are required to give is detailed in Appendix 4.

14.10 If an employee has given notice before their baby has stopped receiving neonatal care, they must let the Council know the date the neonatal care ends as soon as is reasonably practicable.

Neonatal Care Pay (NCP) – Eligibility

14.11 In order to be eligible for Neonatal Care Pay (NCP) whilst on NCL, the same eligibility criteria for Statutory Paternity Pay must be met; see Section 10.1.

Neonatal Care Pay (NCP) – Terms and Conditions

14.12 NCP is paid at the standard statutory flat rate set by government rate, see Section 10.3.

Neonatal Care Pay (NCP) – Notification

14.13 For each week of NCP that is to be paid that begins in a tier 1 period, employees must give 28 days notice before the leave is due to commence. If not reasonably practicable, the notice must be given as soon as possible.

14.14 For NCP that is to be paid that begins in a tier 2 period, the same notice requirements for NCL apply, as per section 14.8.

Protections whilst on NCL

14.15 As with all statutory family leave, an employee's contract continues in force, and they are entitled to all contractual benefits except for salary whilst on NCL.

14.16 There are similar protections afforded to employees who take NCL, as to those taking other types of statutory family leave entitlements, including right to return to original role, enhanced redundancy protection and protection against dismissal and detriment.

15. Pregnancy Loss, Death or Stillbirth

15.1 Employees are still entitled to Paternity Leave and Pay as set out in this policy if their baby is:



- stillborn from 24 weeks of pregnancy
- born alive at any point during the pregnancy

15.2 All employees whose baby dies as outlined in the circumstances above, are also entitled to take Statutory Parental Bereavement Leave. Employees wanting to take Statutory Parental Bereavement Leave (SPBL) should note that they cannot be on SPBL at the same time as Statutory Paternity Leave, so if their SPBL is interrupted by the start of another type of statutory leave, they can take the remaining entitlement to SPBL after the other leave has ended. Further details are contained in the Working Hours & Time Off Policy and Procedure which can be found on the Knowledge Hub.

15.3 If an employee's spouse/partner/civil partner suffers a miscarriage before 24 weeks of pregnancy, they are not entitled to take Paternity Leave and Pay or Statutory Parental Bereavement Leave. However, the Council will give sympathetic consideration to the circumstances and may grant special leave or sick leave as deemed appropriate in individual circumstances.

DURING PATERNITY LEAVE

16. Terms and Conditions During Paternity Leave

16.1 During both Paternity Leave and Maternity Support Leave, an employee's contract of employment continues in force and they are entitled to receive all their contractual benefits, except for salary. This means that an employee's rights are protected with regards to:

- pay rises
- holiday accrual
- return to work

16.2 Pension contributions, season ticket loans, bought annual leave and any salary sacrifice arrangements will continue to be deducted as normal throughout SPL/MSL.

AFTER PATERNITY LEAVE

17. Resuming Work After Paternity Leave

17.1 Employees will be expected back at work at the end of the agreed period of paternity leave.



- 17.2 If an employee is unable to attend work at the end of their paternity leave due to sickness or injury, this will be treated as sickness absence and the Council's normal sickness procedure will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.
- 17.3 On resuming work after paternity leave, employees are entitled to return to the same job on the same terms and conditions of employment as if they had not been absent.
- 17.4 All paternity leave is counted as continuous service for the purposes of calculating any service-related rights. Thus, once they return to work, their length of service is calculated as if they had never been absent.

18. Non-Return After Paternity Leave

- 18.1 If an employee decides not to return to work following a period of paternity leave, written notice of resignation should be given as required by their Contract of Employment. The amount of paternity leave left when notice is given must be at least equal to the employee's contractual notice period, otherwise the employee may be required to return to work for the remainder of the notice period. This does not affect the employee's right to receive SPP or Maternity Support Leave payments.

19. Shared Parental Leave

- 19.1 Employees who are eligible for paternity leave, may also be eligible to take Shared Parental Leave. Paternity leave cannot be taken after Shared Parental leave; it must be taken before.
- 19.2 Where an employee's spouse/partner/civil partner is eligible to take maternity or adoption leave; they are entitled to return to work early or give advance notice of their intention to curtail their SML or SAL to take, or enable the father/partner to take, shared parental leave if they are also eligible. Shared Parental Leave is aimed at giving parents more flexibility over how they share childcare between them during the first year of the child's life or placement with them. They will be able to take it in turns to have periods of leave to care for the child, and/or take leave at the same time as each other.
- 19.3 Further details on this scheme can be found in the Shared Parental Leave and Pay Policy which can be found on the HR Knowledge Hub.



APPENDIX 1 – GLOSSARY

The following terms and abbreviations may appear in this policy:

SPP: Statutory Paternity Pay - This is payable to eligible employees who take paternity leave. Payment of SPP is subject to qualifying conditions; deductions for PAYE income tax, National Insurance and pension contributions, if applicable; once paid SPP is not repayable.

SPP1: Statutory Paternity Pay Form - The form which Payroll gives to an employee who is not entitled to Statutory Paternity Pay (SPP).

SMP: Statutory Maternity Pay - This is payable to eligible employees who take maternity leave or leave employment because of pregnancy or childbirth. Payment of SMP is subject to qualifying conditions; deductions for PAYE income tax, National Insurance and pension contributions, if applicable; once paid SMP is not repayable.

SAP: Statutory Adoption Pay - This is payable to eligible employees who take adoption leave. Payment of SAP is subject to qualifying conditions; deductions for PAYE income tax, NI and pension contributions, if applicable; once paid SAP is not repayable.

NI: National Insurance

Lower Earnings Limit: The level of earnings the employee must receive in order to pay National Insurance and to be entitled to state benefits. This weekly earnings level is set annually by the HM Revenue & Customs.

QW: Qualifying Week for SPP – This is the end of the 15th week before the Expected Week of Confinement (EWC) OR the end of the week in which they receive notification of a match/receive an official notification for the payment of Statutory Paternity Pay (SPP).

EWC: Expected Week of Confinement - The week in which the baby is due to be born as certified by the employees Doctor or Midwife on the MAT B1.

MAT B1: Maternity Certificate - The maternity certificate given by a Doctor or Midwife and is issued after the 25th week of pregnancy. It is required for the payment of SMP.

Matching Certificate: a document issued by an approved adoption agency that confirms that the named person(s) has been matched with a child for adoption.

Matching Week: The week (Sunday to Saturday) when the adoption agency told your employee that they had been matched with a child.

Official Notification: A written notification issued by or on behalf of the Secretary of State, confirming that they have sent a certificate to the overseas authority concerned with the child's adoption, confirming that the adopter is eligible to adopt and has been assessed and approved as being a suitable adoptive parent.





NCL: Neonatal Care Leave – For every week their baby receives neonatal care, employees are eligible for 1 week of neonatal care leave, up to a maximum of 12 weeks.

NCP: Neonatal Care Pay - This is payable to eligible employees who take Neonatal Care Leave. Payment of NCP is subject to qualifying conditions; deductions for PAYE income tax, National Insurance and pension contributions, if applicable; once paid NCP is not repayable.



APPENDIX 2: CALCULATION OF A WEEK'S PAY

A week's pay is calculated in one of the following ways depending upon the employee's working hours:-

Normal working hours: where their normal working hours do not vary with the amount of work done in the period, a week's pay is the amount payable to them by the Council under their current contract of employment for working their normal working hours in a week. For salaried employees paid monthly this is their contractual annual pay divided by a factor of 52.14.

Variable working hours: where there are no normal working hours, a week's pay is their average remuneration in the period of 12 weeks proceeding the date on which the last complete week ended, excluding any week in which no remuneration was earned.

As the amount of adoption pay is based upon the employee's contract of employment in force during the adoption leave, it would consequently change if, for instance, a pay award was implemented during this period.





APPENDIX 3 – PATERNITY AND MATERNITY SUPPORT LEAVE FORM

PLEASE READ THE PATERNITY AND MATERNITY SUPPORT LEAVE AND PAY POLICY BEFORE COMPLETING THIS FORM

Name:	Department
Manager:	Start date with WCC:

PLEASE NOTE

- All employees are eligible for 1 week (5 days) Maternity Support Leave (payable at full pay) providing that they are either:
 - the child's father, or are the spouse/partner/civil partner or nominated carer of an expectant mother on or around the time of birth OR
 - the spouse/partner/civil partner of a single adopter or are a joint adopter (who is not claiming adoption leave and pay) or the nominated carer of an employee who is adopting a child/ren around the time of the adoption.
- Where employees are eligible for Statutory Paternity Leave (2 weeks payable at the statutory rate subject to earning at least £125 per week before tax), the first week of SPL will be topped up by Maternity Support Leave in order to receive full pay. Should they elect to take the 2nd week of SPL this will be paid at the statutory rate.

Do you qualify for Statutory Paternity Leave? You must have: <ul style="list-style-type: none"> At least 26 weeks service at the qualifying or matching week You must be one of the following: <ul style="list-style-type: none"> The father The spouse, partner or civil partner of the mother or adopter The child's adopter An intended parent in a surrogacy arrangement If you are adopting a child you must: <ul style="list-style-type: none"> Be jointly adopting a child and your spouse, partner or civil partner is taking Adoption Leave 	Yes <input type="checkbox"/> Complete Section 1 & 4 OR if adopting a child/becoming a parent via surrogacy complete Sections 2 & 4	No <input type="checkbox"/> Complete Sections 3 & 4
---	---	--

SECTION 1: PATERNITY LEAVE DETAILS (BIRTH):

My spouse/partner/civil partner is pregnant and the expected week of childbirth is:			
I intend to take:	1 week paternity/maternity support leave <input type="checkbox"/>	2 weeks paternity/maternity support leave <input type="checkbox"/>	
Paternity leave start date:		Paternity leave end date:	
EMPLOYEE DECLARATION: I confirm that: <ul style="list-style-type: none"> I am requesting leave in order to care for the child/ren and/or support the mother I expect to have responsibility for the upbringing of the child I am the father of the child and/or spouse, partner or civil partner of the mother Signed..... Date.....			

SECTION 2: PATERNITY LEAVE DETAILS (ADOPTION AND SURROGACY)

Expected date of placement (adoption) or birth (surrogacy):	
---	--





I intend to take:	1 week paternity/maternity support leave <input type="checkbox"/>	2 weeks paternity/maternity support leave <input type="checkbox"/>
Paternity leave start date:		Paternity leave end date:
FOR UK ADOPTION Matching certificate enclosed <input type="checkbox"/> Matching certificate to follow <input type="checkbox"/> I confirm that I am jointly adopting a child and my spouse/partner/civil partner is taking Adoption Leave Signed.....	FOR OVERSEAS ADOPTION Date official notification received: Date child is expected to enter UK: I confirm that: <ul style="list-style-type: none"> I am jointly adopting a child and my spouse/partner/civil partner is taking Adoption Leave I will inform HR of the date the child enters the UK, within 28 days of their arrival Signed.....	FOR SURROGACY I confirm that <ul style="list-style-type: none"> I am an intended parent in a legal surrogacy arrangement I am in a couple and intend to be responsible for the child (with my spouse/partner) I have/intend to apply for a Parental Order in the 6 months after the child's birth Signed.....

SECTION 3: MATERNITY SUPPORT LEAVE ONLY			
I do not qualify for Statutory Paternity Leave, and wish to take Maternity Support Leave: <input type="checkbox"/>		MATB1 enclosed of expectant mother I will be supporting (please tick) <input type="checkbox"/>	
Maternity Support leave start date:		Maternity Support leave end date:	
EMPLOYEE DECLARATION: I declare that I will be the primary provider of support to (name of expectant mother) around the time of the birth, and that I am the only person employed by Winchester City Council applying for the leave to support the above named I understand that giving false information in order to obtain the leave will lead to disciplinary action, which may result in my dismissal. Signed Date.....		EXPECTANT MOTHER DECLARATION: I declare that (name of Carer) will be my primary provider of support around the time of the birth of my child. Signed..... Date.....	

SECTION 4: MANAGER DECLARATION	I hereby authorise the paternity/maternity support leave above. I have passed this form to Human Resources
	Name..... Date.....
	Signed.....



APPENDIX 4: TEMPLATE FOR NOTIFICATION OF INTENTION TO TAKE NEONATAL CARE LEAVE

Written notification should be sent to Human Resources in the following template:

I <EMPLOYEE NAME> am parent of a/partner of mother whose baby born on <BABY'S DOB> is receiving/has received neonatal care on <INSERT DATES OF NEONATAL CARE>.

I intend to take Neonatal care leave and pay (NCL & NCP) on <INSERT NCL DATES> which is a total of <INSERT NUMBER OF WEEKS> weeks NCL.

I confirm that the leave is being taken to care for the baby and that I am eligible to take the leave due to my relationship with the baby, as per the criteria stated in the Council's Paternity Leave and Pay Policy.

Signed <INSERT EMPLOYEE'S NAME>

In cases of UK adoption also add the following:

I confirm that the child's placement occurred on <INSERT DATE OF PLACEMENT>

In cases of overseas adoption, also add the following:

I confirm that the child has been adopted from overseas and entered the UK on <INSERT DATE OF ENTRY TO UK>

