



Education Trust

Inspiring the individuals of today, for a better society tomorrow,

“Aspire, Belong, Collaborate”

RET PATERNITY/ MATERNITY SUPPORT POLICY

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INTRODUCTION

Riviera Education Trust is committed to supporting working parents to balance their careers and family life. The Paternity Policy or Maternity Support Policy (both terms can be used interchangeably but will use the term 'paternity leave' throughout this document) can be used in conjunction with the following to create a toolkit of family-friendly policies to support its staff:

- Maternity Policy.
- Shared Parental Leave.
- Leave Arrangements Policy.
- Flexible Working Policy.

Paternity leave and pay may be available to you if you will have parental responsibility for a newborn child, or if you are adopting a child, and your spouse/partner is taking adoption leave.

This policy incorporates the additional entitlement provided for under conditions of service as well as detailing the current statutory provisions for paternity leave and pay.

Scope

Although this policy and the related legislation describe this type of leave as 'paternity' leave, it does not apply solely to new fathers. Eligibility regarding who may apply for paternity leave is given below, if you are unsure as to whether you qualify for paternity leave/pay, please contact Human Resources.

This policy will not normally apply to casual workers or agency staff.

Paternity Leave

Under statutory paternity leave and adoption regulations, paternity leave is provided for the purposes of caring for a child, supporting the child's mother around the time of the birth or supporting the main adoptive parent around the time of settling in the new child. The term 'paternity leave' is used throughout this policy to reflect the statutory terminology, but the entitlement applies to all eligible partners supporting the birth or adoption of a child, regardless of gender.

Eligibility

Employees who qualify for ordinary statutory paternity leave and pay are eligible for up to 2 weeks leave, paid at the current statutory paternity pay weekly rate. The contractual scheme entitles employees to receive normal pay during the first week of paternity as the '**nominated carer**' of an expectant mother at or around the time of birth. A 'nominated carer' is the person nominated by the



mother to assist in the care of the child and to provide support to the mother at or around the time of birth.

Paternity leave applied to the:

- Father of the child.
- Mother's husband or partner (this includes same-sex partners).
- The child's legal adopter (who is not taking adoption pay and leave).
- Intended parent in a surrogacy arrangement.

To qualify for ordinary **statutory** paternity leave, the father/partner must:

- have 26 weeks' service with the employer as at the end of the 15th week before the child's expected week of birth (the 'qualifying week') or have 26 weeks continuous service by the end of the week in which the Employee and their partner are notified that you have been matched with a child for adoption (if adopting a child within the UK);
- remain in continuous employment with the employer until the date of birth or adoption placement;
- Notify the employer at least 15 weeks before the due date.

Statutory paternity leave can not be started prior to the birth date of the child.

Notification Requirements

To request ordinary paternity leave, the employee must notify their Line Manager that they wish to take time off, no later than the end of the 15th week before the week in which it is expected that the child will be born, or within 7 days of the date of the adoption agency confirm a match unless this is not reasonably practical. The request must be provided in writing and must include:

- The expected week of childbirth (EWC)/expected date of placement (EDP).
- The length of leave to be taken.
- The date, or period in which, leave and pay are expected to begin.
- That they meet the eligibility criteria.
- If adopting, the date they were notified as being matched with the child.
- If they are taking two weeks of paternity leave, is this being taken consecutively, or as separate blocks.

Where possible, reasonable notice should be provided to take the leave, if the date is different to that originally stated in the plan.



If an employee is choosing to take their paternity leave, or part of their paternity leave later than the weeks immediately preceding the birth of the child, then a minimum of 28 days' notice must be given.

A photocopy of the original **MATB1 certificate** provided to the mother, or a matching certificate (for adoption) should be provided.

The employee must also provide the School with confirmation of the actual date of birth or date of placement.

Antenatal care appointments/Pre-placement Appointments

Employees are entitled to take reasonable time off work to accompany a pregnant woman to appointments for antenatal care if they meet the eligibility criteria outlined above.

The antenatal appointment must be made on the advice of a registered medical practitioner, midwife or nurse.

The employee should **provide reasonable notice to request time off** to accompany a pregnant woman at antenatal appointments. The employee should provide their Line Manager with an appointment card each time they request time off work. Employees should try to give us as much notice as possible of the appointment and wherever possible, try to arrange them as near to the start or end of the working day.

Time off to attend ante-natal appointments will be paid.

Employees who are adopting can apply for up to 5 days paid leave for essential visits etc, near to the date of placement and for subsequent attendance at court, provided reasonable notice is given and organisational requirements are not unduly disrupted. The employee should provide their Line Manager with evidence of an appointment each time they request time off work.

Paternity (Maternity/Adoption Support) Leave

An employee can choose to take either 1 or 2 weeks' statutory paternity leave. This can be taken as either;

- 2 weeks consecutively.
- 2 separate blocks of 1 week.

Leave can start on any day of the week but **cannot** be taken as odd days. This can be taken at any time in the first 52 weeks after birth.



Paternity Leave Entitlement

Type of leave	Qualifying period	Amount of leave
Contractual	None.	1 week.
Statutory	Employed by the current school / Trust (current employer) continuously for at least 26 weeks into the 15 th week before the EWC or in the case of adoption, ending with the week in which notification of matching with the child is provided by the adoption agency.	2 weeks (inclusive of the 1 week's contractual leave).

Paternity (Maternity/Adoption Support) Pay

Type of pay	Qualifying period	Amount of pay
Statutory	Employed by the current school / Trust (current employer) continuously for at least 26 weeks into the 15 th week before the EWC or in the case of adoption, ending with the week in which notification of matching with the child is provided by the adoption agency.	2 weeks at Statutory Paternity Pay (SPP) weekly rate.
Contractual	None.	1 week full pay (off-set against any SPP received in week 1).

An Employee who is eligible for, and takes, their full entitlement to statutory and contractual leave and pay will therefore receive full pay for the first week and SPP for the second week.

To receive statutory paternity pay, the employee's average weekly earnings must be at least as much as the lower earnings limit for NI contributions, which applies at the end of their qualifying week.

If the employee leaves the School for any reason before the baby is born or before the child is placed, they will not be entitled to support leave or pay.



Multiple births and adoptions

Only one period of leave and pay can be taken in the case of a multiple birth (i.e. twins) or multiple adoptions (i.e. where more than one child is adopted as part of the same arrangement). **Only one entitlement to paternity leave applies per pregnancy or adoption event, regardless of the number of children born or adopted.**

TERMS AND CONDITIONS WHILST ON MATERNITY/ADOPTION SUPPORT LEAVE

During the period of Maternity/Adoption Support Leave terms and conditions of employment, apart from receipt of 'normal' pay, continue. This includes, for example, accrual of annual leave (where applicable, please see the following section relating to Annual Leave for Teaching Staff) as well as the employer's duty of trust and confidence, and any terms which relate to notice of termination by the employer, redundancy pay, grievance and disciplinary procedures. The employee's duty of good faith is maintained, as are any terms relating to notice of termination, disclosure of confidential information, the acceptance of gifts or other benefits, and involvement in any other business.

Pay awards and other improvements to benefits continue in the normal manner as if the Employee was still at work.

Special Considerations

If a child is stillborn from the start of the 25th week of pregnancy onwards, the Employee would be eligible for maternity support leave and pay in the usual way. If a mother gives birth prematurely to a living child, even in cases where the baby later dies, at any point in her pregnancy, the Employee will be entitled to maternity support leave and pay in the usual way.

SHARED PARENTAL LEAVE

Eligible parents can share adoption leave and pay under Shared Parental Leave arrangements. Shared parental leave enables parents to commit to ending their maternity or adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity or adoption leave and opt-in to shared parental leave and pay at a later date.

Employees can refer to the Trust's policy on shared parental leave, where they will find full details of the eligibility requirements, as well as instructions as to how the parent's maternity or adoption leave can be curtailed. Curtailment must be formally confirmed in writing using the appropriate notice forms before SPL can commence, see the RET – Shared Parental Leave Policy for full details.



DETAILS OF AMENDMENTS

March 2011

- Separate out Maternity, Adoption and Paternity from the former Maternity, Adoption and Paternity Scheme.
- New information relating to Additional Paternity Leave,

October 2014

- Changes to Antenatal Care / Pre-Placement Meetings,

April 2015

- Removal of Additional Paternity Leave, replace with reference to Shared Parental Leave.

November 2017

- General Review – no changes made.

July 2019

- General review – no changes made.

September 2020

- General review – removal of references to Council / LA.

May 2021

- General review.

May 2022

- Reviewed without change.

March 2024

- Policy name amended.
- Information added in line with other family-friendly policies (i.e. further information in induction and scope).
- Clarification around notification periods.
- Updated to reflect changes in legislation for babies born on or after 6 April 2024.
- Gender-neutral pronouns have been adopted with the aim of promoting inclusivity.

June 2025

- Refined terminology under the *Paternity Leave* section to ensure inclusive language and clarify that 'paternity' applies to a range of eligible partners, not exclusively fathers.
- Updated eligibility confirmation requirements to specify that employees must confirm they meet the defined criteria, rather than simply declaring eligibility.



- Expanded the section on multiple births and adoptions to clearly state that only one period of leave and pay applies per pregnancy or adoption event, regardless of the number of children involved.
- Strengthened the *Shared Parental Leave* section by adding a requirement for formal written curtailment using appropriate notice forms before shared parental leave can commence, with reference to the RET Shared Parental Leave Policy.

