



THE UNIVERSITY *of* EDINBURGH

Partner Leave Policy (formerly Paternity Policy)

1. Policy Statement

The University is committed to helping its staff to balance their family and work commitments. This policy explains what leave is available to you when you become a new parent and wish to support your partner immediately following the birth or adoption of your child.

2. Scope

This policy applies to all employees of the University.

3. Eligibility

You can take partner leave if you expect to have responsibility for the child's upbringing. You must also be the:

- biological father of the child, or
- spouse or partner of the child's mother, or
- spouse or partner of the primary carer in an adoption or surrogacy arrangement.

4. Entitlement

4.1 Time off to attend Antenatal Appointments

Pregnant women will have regular appointments with their midwife or GP throughout their pregnancy. You can take paid time off to attend two of these appointments. If you'd like to attend more than two appointments with your partner then you will need to request time off as annual leave, time off in lieu or unpaid leave.

4.2 Time off to attend Adoption Placement Meetings

You can take paid time off to attend two adoption placement meetings. If you'd like to attend more than two meetings with your partner then you will need to request time off using annual leave, time off in lieu or unpaid leave.

4.3 Leave and Pay

You can take up to two weeks' paid partner leave which must be taken within eight weeks of your child being born or adopted. You can choose to take your leave as one two- week period, or as two separate weeks. You may start your leave on any day of the week. A week's leave is equivalent to your normal working week.

You will receive your normal full contractual pay during your two weeks' leave. This is inclusive of your [statutory paternity pay](#).

4.4 Guaranteed Minimum Hours (GH) Contracts

If you are employed on a guaranteed minimum hours (GH) contract, we will work out your pay during Partner Leave using the statutory calculation and the University's calculation as set out below. You will be paid whichever calculation is more beneficial to you.

Calculation:	Pay during Partner Leave based on:
Statutory Calculation	Your average weekly earnings over the eight week period before the qualifying week (i.e. 15 weeks' before your baby's due date) or matching week (i.e. the week when the adoption agency told you and your partner that you had been matched with a child) NB. If your baby is born before the qualifying week, the calculation will be based on the eight week period up to the date of birth
University Calculation	Your average weekly earnings over the 52 weeks of employment before the qualifying/ matching week or your contract period if it is shorter than 52 weeks.

5. Terms and Conditions of Employment

All of your terms and conditions remain in place during your leave.

6. Stillbirth

If your baby is stillborn after 24 completed weeks of pregnancy, or doesn't survive after birth, you are still entitled to take up to two weeks' leave and pay within eight weeks of the birth.

It may be appropriate to consider bereavement or compassionate leave through the [Special Leave](#) policy in these circumstances. You should discuss this with your manager who will confirm what support is available to you. You may also find the University's [counselling service](#) helpful. This is a free and confidential service which is available to all members of staff.

7. Shared Parental Leave and Pay

You may be able to take more time off to care for your child in the first year after their birth or placement by taking [Shared Parental Leave](#) (SPL).

If you plan to take SPL, you must take both weeks of partner leave first as your entitlement to partner leave will end when SPL starts.

8. Links to Other Relevant Policies and Guidance

You may find it useful to refer to other relevant University policies which you can find on the [HR web pages](#):

- [Shared Parental Leave](#)
- [Special Leave Policy](#)

9. Policy History and Review

Approval Date:	April 2019
Approved By:	CJCNC
Year of Next Review:	2022

Partner Leave Procedure

1. Requesting Time off for Antenatal Appointments or Adoption Placement Meetings

You should discuss with your manager the dates and times of any appointments you'd like to attend, so that they can consider whether this can be approved. It is helpful to give your manager as much notice as possible. Your manager may ask you to confirm in writing that you require the time off to attend an antenatal appointment or adoption placement meeting. If so, an email to your manager confirming the purpose of the request for time off, and the date and time of the appointment or meeting is sufficient.

2. Requesting Partner Leave

To request partner leave you must complete the [Partner Leave Request form](#). You must send this to your manager no later than 15 weeks before your baby is due to be born. Your manager will then send it to HR to be recorded and Payroll to be processed.

If you are adopting a child with your partner, you must send the [Partner Leave Request form](#) to your manager within seven days of your partner (Lead Adopter) receiving formal notification from the adoption agency that they have been matched with a child.

3. Changing your Leave dates

If you wish to change your leave dates, for example because your baby is born early or the adoption placement is postponed, then you must let your manager and HR know as soon as you can.

4. Annual Leave

You may wish to add annual leave to the beginning or end of your period of partner leave. If so, you must send your annual leave request to your manager who will confirm whether this can be approved.