



NORTH FERRIBY C E PRIMARY SCHOOL

PATERNITY LEAVE POLICY

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| Date of New Policy: | Summer 2014 |
| Review Date: | Summer 2017 |
| Policy Type: | Corporate (F3a) |
| Co-ordinator: | Russ Orr |
| Link Governor: | Matthew Brailsford |
| Committee: | Personnel |

North Ferriby CE Primary School Mission Statement:

A Christian School with children at its heart.

Christian Values Statement:

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

Ethos Statement for North Ferriby CE VC Primary:

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

**PATERNITY LEAVE POLICY AND PROCEDURE
(SCHOOLS)**

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| Lead Directorate and service: | Corporate Resources - Human Resources |
| Effective Date: | April 2012 |
| Date Due for Review: | April 2015 |
| Contact Officer/Number: | HR Advice Centre/ 391221 |
| Approved By: | Personnel Sub Committee: 19/9/06: min 437, Decision Record 2003, Cabinet 24/4/07, CMT 8/3/10:Min: 12330,CMT: 23/1/12, min 13828, Decision Record: 12930, CMT 2/4/12, min: 14010, Decision Record 13193, 18/4/12 |

NB This Policy was previously known as Maternity Support Leave Policy

1. PATERNITY LEAVE POLICY

1.1 Background and Scope

1.1.1 This policy is in line with statutory legislation and national joint council terms and conditions. It applies to all school-based employees where it is adopted by the respective school governing bodies.

1.2 Definitions for the Purposes of this Policy

1.2.2 Partner - A person (whether of the same or opposite sex) who lives with the mother or adopter in an enduring family relationship, but is not a relative of the adopter.

1.3 Policy Statement

1.3.1 The East Riding of Yorkshire Council and the School's Governing Body recognises and supports the right of all eligible employees to take paternity leave and be paid in accordance with statutory legislation.

1.4 Policy Implementation

1.4.1 The policy will be implemented by the School Governing Body in consultation with the Headteacher and, where applicable, Human Resources.

1.5 References

Employment Rights Act 1996:

Maternity and Parental Leave Regulations 1999

Paternity and Adoption Leave Regulations 2002

Maternity and Parental Leave and adoption Leave (Amendment) Regulations 2006

Maternity and Parental Leave and Paternity and Adoption Leave (Amendment) Regulations 2008

Additional Paternity Leave Regulations 2010, Additional Statutory Paternity Pay (General) Regulations 2010

Maternity Pay and Leave Policy and Procedure

Adoption Pay and Leave Policy and Procedure

This Policy and Procedure supersedes the 'Paternity Leave: Teaching Staff' provisions contained in the former Humberside County Council Schools' Circular 21/92

2. PATERNITY LEAVE PROCEDURE (SCHOOLS)

2.1 Eligibility for Ordinary Paternity Leave

2.1.1 An employee will be eligible for ordinary paternity leave if:

- (a)
 - (i) They have or expect to have responsibility for their child's upbringing and are either the biological father or the mother's husband/partner/civil partner or,
 - (ii) They are the spouse/partner/civil partner of an individual who adopts, or the member of a couple adopting jointly who does not take adoption leave and has or expects (in the case of adoption) to have responsibility for the child's upbringing.
 - (iii) They wish to take the time off either to care for the child or to support the mother/adoptive parent.
- (b) They are another nominated carer other than the definitions above who wishes to take time off either to care for the new baby/adopted child or to support the mother/adoptive parent, where the biological father or the mother's husband/partner/civil partner is absent or the adoptive parent's spouse, partner or civil partner is absent.
- (c) For these purposes the definition of 'partner' in relation to the child's mother or adopter means a person (whether of the same or opposite sex) who lives with the mother or adopter in an enduring family relationship, but is not a relative of the adopter.

2.1.2 Employees claiming ordinary paternity leave must have 26 weeks continuous service with East Riding of Yorkshire Council at the fifteenth week before the expected week of childbirth (EWC) and continues in employment up to the date of birth, or for adoption an employee must have 26 weeks continuous service by the end of the week that the adoptive parent is formally notified they are matched with a child. For adoption from overseas this is by the end of the week that official notification of eligibility is received.

2.2 Initial Obligations on the Employee

2.2.1 An employee who wishes to take leave must complete Form A as shown in Appendix 1, attaching a copy of the mother's MATB1 or adoption matching certificate and return it to their Headteacher at least fifteen weeks before the EWC or as soon as reasonably practicable.

2.2.2 In relation to adoption an employee wishing to take leave must complete Form A as shown in Appendix 1 and return it to their Headteacher no more than 7 days after the adoptive parent is notified of being matched with a child or as soon as reasonably practicable, notifying them of the date the adopted child is likely to be placed with them, date wishing to commence ordinary paternity leave and length of the leave.

2.2.3 For adoption from overseas the form must be returned to their Headteacher within 28 days of the adopters receipt of official notification of eligibility or as soon as reasonably

practicable, notifying them of the date the notification was received, the date on which adopted child is likely to enter the UK, date wishing to commence ordinary paternity leave and length of the leave. The employee must follow this up with notification of when the child has actually entered the UK.

2.2.4 Employees may change the commencement date provided they give their Headteacher at least 28 days' notice of the new start date or as much as is reasonably practicable.

2.2.5 The employee must inform their Headteacher in writing of the date of the child's birth as soon as practicable after the birth or the date the child is placed with the adoptive parent.

2.2.6 Where the employee has chosen to take their leave on a predetermined date and the child has not been born or placed by that date, the employee must choose another date and give their Headteacher notice of the change as soon as reasonably practicable.

2.3 Ordinary Paternity Leave Entitlement and Pay

2.3.1 Entitlement will be:-

(a) Biological Father/Husband/Spouse/Partner/Civil Partner:

One week at full pay* followed by One week at statutory paternity pay**

* Employees with less than one year's local government service at the beginning of the 11th week before the expected week of childbirth or for adoption at the date the child is placed with the adoptive parent will be entitled to two weeks leave at the statutory paternity pay rate only (if eligible).

** To be eligible for statutory paternity pay, in addition to the criteria for leave an employees' average earnings for the period of eight weeks ending with the relevant week must not be lower than the lower earnings limit for NI contributions.

(b) Other nominated carer: One week at full pay

2.3.2 In normal circumstances a weeks leave is a period of absence from work which is equal in duration to the period for which the employee is contractually required to work. Where the number of hours in a week varies from week to week (or a longer period), a week's leave is calculated by dividing the total of the periods for which he/she is normally required to work in a year by 52.

2.3.3 Ordinary Paternity Leave must be taken in a single block of one or two weeks (maximum of two weeks) within 56 days (eight weeks) of the birth or adoption or from when the child enters the UK if adopting from overseas. If the child is born prematurely leave must be taken within 56 days (8 weeks) from the first day of the EWC.

2.3.4 Where a week's ordinary paternity leave includes a bank holiday(s), the bank holiday(s) will be in addition to the week's paternity leave and paid at full pay.

2.3.5 The employee can choose to start their leave on:

(a) The date the child is born or adopted or for overseas adoption, enters into the UK; or

(b) A certain number of days/weeks after the child is born or adopted; or

- (c) On a predetermined date after the first day of the EWC or adoption or after the child enters into the UK.
- 2.3.6 Ordinary paternity leave will actually start on the date the employee has specified in their application subject to appropriate notice. Where the employee has chosen to start their leave on the date the child is born or adopted, and they are at work on this day, the leave will begin on the following day. Ordinary paternity leave will cease at the end of the one or two week period, and unless the employee has booked annual leave (52-week school support staff only), they will be expected to return to work at the end of this period. Should an employee be unable to return to work due to illness, they must report their illness in accordance with the Attendance at Work Policy and Procedure (Schools).
- 2.3.7 There is an entitlement to only one period of leave regardless of the number of children born as a result of the same pregnancy or placed for adoption under the same arrangement.
- 2.3.8 All terms and conditions of an employee's contract, except normal pay will be continued during ordinary paternity leave.

3. ADDITIONAL PATERNITY LEAVE PROCEDURE (SCHOOLS)

3.1 Background

3.1.1 Additional paternity leave allows the mother/adopter of a child to return to work without taking her full year's maternity/adoption leave and 'donate' the remainder of her maternity/adoption leave entitlement to the eligible employee, who can then take between two and twenty six weeks paternity leave to care for the child.

3.2 Eligibility for Additional Paternity Leave

3.2.1 An employee will be eligible for additional paternity leave if:

- (a) they have or expect to have responsibility for their child's upbringing and are either the biological father or the mother's husband/partner/civil partner or,
- (b) they are the spouse/partner/civil partner of an individual who adopts, or the member of a couple adopting jointly who does not take adoption leave or pay and has or expects (in the case of adoption) to have responsibility for the child's upbringing,
- (c) they wish to take the time off to care for the child,
- (d) they have 26 weeks continuous service with East Riding of Yorkshire Council at the fifteenth week before the expected week of childbirth (EWC), or for adoption an employee must have 26 weeks continuous service by the end of the week that the adoptive parent is formally notified they are matched with a child. For adoption from overseas this is by the end of the week that official notification of eligibility is received. In all cases employees must continue to be employed in the week before they wish to take additional paternity leave.

If an employee's contract ends before leave starts they do not qualify for leave or pay.

3.2.2 In addition for an employee to be eligible, the baby's mother/child's adopter must also:

- (a) be entitled to statutory maternity/adoption leave and/or statutory maternity/adoption pay or maternity allowance;
- (b) have returned to work with at least two weeks of unexpired statutory maternity/adoption leave remaining.

3.3 Additional Paternity Leave Entitlement and Pay

3.3.1 Eligible employees may take a minimum of two weeks and up to a maximum of 26 weeks additional paternity leave within the first year of the child's life or within the first year after the child's placement for adoption, provided that the mother/primary adopter has returned to work before using their full entitlement to maternity or adoption leave.

- 3.3.2 In normal circumstances a week's leave is a period of absence from work which is equal in duration to the period for which the employee is contractually required to work. Where the number of hours in a week varies from week to week (or a longer period), a week's leave is calculated by dividing the total of the periods for which he/she is normally required to work in a year by 52.
- 3.3.3 Additional paternity leave must be taken in multiples of complete weeks and must be taken as one continuous period. It cannot begin until at least 20 weeks after the birth or date of placement for adoption or from when the child enters the UK if adopting from overseas and it must end no later than 12 months after that date.
- 3.3.4 The employee can choose to start their additional leave on the date the employee has specified in their application subject to appropriate notice. Additional paternity leave will cease at the end of the specified period, and unless the employee has booked approved annual leave, they will be expected to return to work at the end of this period. Should an employee be unable to return to work due to illness, they must report their illness in accordance with the Attendance at Work Policy and Procedure (Schools).
- 3.3.5 There is an entitlement to only one period of additional leave regardless of the number of children born as a result of the same pregnancy or placed for adoption under the same arrangement.
- 3.3.6 Salary may be replaced by statutory paternity pay (SPP) for some of the additional leave if the employee is eligible to receive it. After the mother or primary adopter has returned to work the remaining pay period may be transferred to the father or partner (as additional SPP) at the standard flat weekly rate. Since statutory maternity pay is payable for 39 weeks fathers/partners are eligible to receive SPP only during the remainder of the 39 weeks. Any period of additional leave after this is unpaid.
- 3.3.7 In addition to the eligibility criteria for additional paternity leave, to be entitled to additional paternity pay the employee must comply with the following:
- (a) their average earnings for the period of eight weeks ending with the relevant week are not lower than the lower earnings limit for NI contributions,
 - (b) they give proper notification in accordance with the rules set out below.
- 3.3.8 Any pay due will be at the statutory paternity pay flat rate or 90% of the employee's average weekly earnings if this is less than the flat rate and will be paid whether or not the employee intends to return to work after additional paternity leave.

3.4 Notification of Additional Leave

- 3.4.1 An employee who wishes to take additional paternity leave must complete Form B as shown in Appendix 2, attaching a copy of the Mother's MATB1 or adoption certificate and return it to their Headteacher at least 8 weeks prior to the date requested to commence leave. The child's expected date of birth and actual date of birth must be included or in the case of adoption the date on which the employee was notified of being

matched with the child and the date of placement for adoption or for adoption overseas the date the employee was notified of eligibility and the date the child entered the UK. In all cases the intended start date and end date of additional leave should be stated.

- 3.4.2 Included on the form is a self declaration section that must be completed and signed by the employee and also a self declaration section that must be completed and signed by the mother or primary adopter.
- 3.4.3 The School reserves the right within 28 days to request details of the mother's or primary adopter's employers name and address, copy of the child's birth certificate or in the case of adoption, evidence of the name and address of the adoption agency, the date on which they were notified of being matched with the child or notification of eligibility and the date on which the child is expected to be placed for adoption or entered the UK. If requested this information must be provided within 28 days
- 3.4.4 An employee may bring forward the commencement date provided they give their Headteacher at least 6 weeks notice in writing of the new start date or as much notice as is reasonably practicable. Leave may be postponed or cancelled altogether provided that they give their Headteacher at least 6 weeks notice in writing before the original proposed start date or as much notice as is reasonably practicable.
- 3.4.5 The School via Human Resources will formally respond in writing to the employee's notification of additional paternity leave plans within 28 days of receipt, confirming the relevant start and end dates of leave and pay.

3.5 Notification of Return to Work

- 3.5.1 Employees who wish to return to work at the end of Additional Paternity Leave do not need to provide any notification to the School they will be expected to return to work on the date advised in their letter from Human Resources.
- 3.5.2 Should an employee be unable to return at the end of additional leave because of sickness or injury the School's normal arrangements under the Attendance at Work Policy and Procedure (Schools) will apply. In any other case, late return without prior notice will treated as unauthorised absence.
- 3.5.3 Employees who wish to return to work earlier than the date specified in their letter from Human Resources should advise their Headteacher of their intention to return early, and should notify the School in writing using the application form in appendix 3 (Form C). The application form should be submitted by the Headteacher to Human Resources no later than 6 weeks before the employee's new proposed date of return.
- 3.5.4 If the employee fails to give sufficient notice of their return to work date (ie 6 weeks) the School has a right to postpone an employee's return to such a date as will give the School 6 weeks notice, provided that this is not later than the expected return date.
- 3.5.5 Where an employee decides not to return to work they should notify their Headteacher and Human Resources as soon as possible. Notice must then be given in accordance with their contract of employment by sending a letter of resignation to their Headteacher.

3.6 Rights on Returning to Work

- 3.6.1 An employee has the right following Additional Paternity Leave to return to the position (subject to paragraph 6.2 below) to which they are employed under their existing contract of employment.
- 3.6.2 Where it is not practicable for an employee to return to their original position because of redundancy or reorganisation the provisions of the School's current Retraining and Redeployment Policy will apply. Where such changes are due to take place within the School, the Headteacher will undertake consultation with the employee, and will ensure they are treated no less favourably than they would have been, had they not been on additional paternity leave.
- 3.6.3 When the employee returns following additional paternity leave, the Headteacher will meet with the employee at the earliest opportunity to discuss their return to work and welcome them back to work.

3.7 Keeping in Touch Days

- 3.7.1 An employee may request, or be requested by their Headteacher to come into work for up to a maximum of 10 days whilst on additional paternity leave, in order to keep in touch without losing their right to pay or leave. These are known as "Keeping in Touch (KIT) Days". They are not limited to the employee's substantive post, and can be used for training, attending other events, or for being updated on key work issues etc.
- 3.7.2 Attendance is not compulsory, will be by mutual agreement of both parties, and employees will not be penalised if they do not wish to take up a KIT day. Similarly, a Headteacher does not have to agree to an employee's request for taking up a KIT day. However employers and employees may find it beneficial to use some KIT days to ease their return to work. There is no statutory right to be paid KIT days, however, the School has agreed that if an employee is requested to attend work for KIT days, they will be:
- a) paid at their standard hourly rate of pay for any hours worked if they are not in receipt of statutory paternity pay when they attend work or;
 - b) given paid time off in lieu at a later stage for the hours worked if they are in receipt of statutory paternity pay when they attend work.

Please note that if an employee agrees to work at any time during the period when they are in receipt of paternity pay, any SPP paid will be offset against any additional salary payments made for KIT days, ie the employee will not receive both SPP and normal pay.

3.8 Reasonable Contact

- 3.8.1 Whilst an employee is on additional paternity leave, the employee and Headteacher may wish to maintain contact to discuss any issues that may affect the employee, and plan the employee's return to work. Employees may also receive copies of team meeting (or other) minutes, fortnightly copies of The Grapevine and any other relevant documents if they so wish. The Headteacher and employee should seek to mutually agree the nature

and frequency of this contact before the start of the employee's additional paternity leave.

3.9 Other Issues

- 3.9.1 All terms and conditions of an employee's contract, except normal pay will be continued during additional paternity leave.
- 3.9.2 Pension contributions will continue to be made during any period when the employee is receiving statutory paternity pay and pensionable service will count in full. The employee will pay contributions on the SPP received. In relation to support staff, if the employee is not in receipt of any SPP, the employee will need to opt to pay pension contributions into the Local Government Pension Scheme to cover this period if they wish their pensionable service to count in full and contributions will be based on the rate of pay they were entitled to receive immediately prior to going on leave. In relation to teaching staff, if the employee is not in receipt of any SPP, pension contributions to the Teachers Pension Scheme cannot be made and this period will therefore not count towards pensionable service.
- 3.9.3 Any deductions from pay will continue to be charged during the period of additional paternity leave.
- 3.9.4 Should an employee be sick whilst on additional paternity leave, the School's sickness provisions will not apply unless the employee makes a specific request in which case all additional paternity leave will be cancelled and cannot be claimed at a later date. Their absence will then be managed under the Attendance at Work Policy and Procedure (Schools).

3.10 Death of the Mother/Co-Adopter

- 3.10.1 In the unfortunate circumstances where the mother or co-adopter dies the rules are amended to provide that additional paternity leave can be taken provided that the mother or co-adopter would have been entitled to statutory maternity/adoption leave and/or statutory maternity/adoption pay or maternity allowance but for the fact that they have died.
- 3.10.2 In this case additional paternity leave can be taken at any time from the mother/co-adopter's death up to 12 months after the child's birth or during the first 12 months of placement. The minimum period of leave is 2 weeks and the maximum is 52 weeks.
- 3.10.3 The employee must give the School notice of the additional paternity leave as soon as is reasonably practicable after the mother/co-adopter's death but no later than 8 weeks after the death. Form B should be completed as far as is possible and returned to their manager. The date of death should also be notified to their Headteacher.

APPENDIX 1
Form A

APPLICATION FOR ORDINARY PATERNITY LEAVE AND PAY

(SCHOOLS)

How to complete this form:

1. Read the information contained in the School's Ordinary Paternity Leave Procedure so that you understand your entitlement.
2. Complete this form and give it to your Headteacher, who will then send it to Human Resources in the Corporate Resources Directorate (you must do this at least 15 weeks before the EWC, or 7 days after notification of being matched with a child for adoption, or for overseas adoption within 28 days of receipt of official notification of eligibility for adoption: or as soon as reasonably practicable)
3. A copy of the mother's MATB1 form or Adoption Matching Certificate must be attached to this form.

SECTION 1: Please complete the following:

| | |
|---|-------------------------------------|
| Name | |
| Post title | |
| Directorate | Children, Family and Adult Services |
| Name of School | |
| Employee Ref No (on payslip) | |
| Date you commenced in local Government | |
| Normal Weekly Hours | |
| Temporary/Permanent | |
| Date you wish to commence leave | |
| Do you expect to take one or two weeks leave (other nominated carer entitled to one week) | |
| Expected date of childbirth | |

OR for Adoption:

| | |
|--|--|
| Expected week of placement | |
| The date you were notified as being matched with the child | |

OR for Adoption from Overseas:

| | |
|--|----------------------------------|
| Date on which official notification of eligibility of adoption received | |
| Date on which the child is expected to enter the UK (this must be followed up with the actual date): | |
| SECTION 2: Please complete the following: | |
| (A) DECLARATION OF BIOLOGICAL FATHER/HUSBAND/SPOUSE/PARTNER /CIVIL PARTNER | |
| I confirm that I am taking leave to care for the child or support the child's mother/adoptive parent, that I am the father or married to, or the partner or civil partner of the child's mother/adoptive parent and that I expect to have responsibility for the upbringing of the child. I attach a copy of the mother's MATB1 form or the adoption matching certificate. | |
| Signature: | |
| Date: | |
| (B) DECLARATION OF OTHER NOMINATED CARER | |
| Relationship to mother/adoptive parent (please specify): | |
| I confirm that I am taking leave to care for the child or to support the child's mother/adoptive parent in the absence of the biological father/husband/spouse/partner/civil partner. I attach a copy of the mother's MATB1 form or the adoption matching certificate. | |
| Signature: | |
| Date: | |
| (C) AUTHORISATION OF HEADTEACHER | |
| Name | |
| Job Title | Headteacher |
| Signature | |
| Date | |
| FOR HUMAN RESOURCES USE ONLY | |
| All dates confirmed: | Normal weekly hours confirmed: |
| Copy of form to Payroll Section: | Copy of form to Pensions Section |
| Signed: | Date: |
| Print Name: | Extn: |

APPENDIX 2
Form B

APPLICATION FOR ADDITIONAL PATERNITY LEAVE AND PAY
(SCHOOLS)

How to complete this form:

1. Read the information contained in the School's Additional Paternity Leave Procedure so that you understand your entitlement.
2. Complete this form and give it to your Headteacher, who will then send it to Human Resources in the Corporate Resources Directorate (you must do this at least 8 weeks prior to the date you have requested leave or as soon as reasonably practicable)
3. A copy of the mother's MATB1 form or Adoption Matching Certificate must be attached to this form.

SECTION 1: Please complete the following:

| | |
|---|-------------------------------------|
| Name | |
| Post title | |
| Directorate | Children, Family and Adult Services |
| Name of School | |
| Employee Ref No (on payslip) | |
| Date you commenced in local Government | |
| Normal Weekly Hours | |
| Temporary/Permanent | |
| Date you wish to commence leave and date you wish to end leave | |
| No of weeks leave | |
| Date you wish statutory paternity pay (if applicable) to commence | |
| Expected date of childbirth | |
| Actual date of child's birth | |

OR for adoption

| | |
|---|--|
| The date you were officially notified as being matched with the child | |
| Actual date of placement for adoption | |

OR for Adoption from Overseas

| | |
|--|--|
| The date you were officially notified as being matched with a child | |
| Actual date the child entered the UK | |
| SECTION 2: Please complete the following: | |
| (A) DECLARATION OF BIOLOGICAL FATHER/HUSBAND/SPOUSE/PARTNER / CIVIL PARTNER | |
| I confirm that I am taking leave to care for the child, that I am the father or married to, or the partner or civil partner of the child's mother/adoptive parent and that I expect to have responsibility for the upbringing of the child. I attach a copy of the mother's MATB1 form or the adoption matching certificate. | |
| Signature: | |
| Date: | |
| (B) DECLARATION OF MOTHER/CHILD'S ADOPTER | |
| Name | |
| Address | |
| National Insurance Number | |
| Date your maternity or adoption pay period started | |
| Date you intend to return to work | |
| <p>I confirm that:</p> <ul style="list-style-type: none"> • I have now given notice to my employer that I am returning to work • I am entitled to either statutory maternity pay, statutory adoption pay or maternity allowance • The employee requesting leave satisfies the relationship eligibility conditions (section A above) • I consent to the School processing the information contained in the declaration form • The employee to my knowledge is the sole applicant for additional statutory paternity pay • The employee to my knowledge is the only person exercising the entitlement to additional paternity leave in respect of a birth child • I am returning to work before the end of my maternity/adoption leave entitlement and wish to transfer my remaining leave entitlement period to the employee requesting leave above • I understand that the School may request from me my employers name and address, a copy of the child's birth certificate or in the case of adoption, evidence of the name and address of the adoption agency, the date on which I was notified of having been matched with the child and the date on which the agency expects to place the child for adoption; and I must provide this information within 28 days of it being requested. | |

| | |
|---|----------------------------------|
| Signature | Date |
| (C) AUTHORISATION OF HEADTEACHER | |
| Name | |
| Job Title | Headteacher |
| Signature | |
| Date | |
| FOR HUMAN RESOURCES USE ONLY | |
| All dates confirmed: | Normal weekly hours confirmed: |
| Copy of form to Payroll Section: | Copy of form to Pensions Section |
| Signed: | Date: |
| Print Name: | Extn: |

APPENDIX 3
Form C

**NOTIFICATION OF AMENDMENT TO DATE OF COMMENCEMENT OF OR
DATE OF RETURN FROM ADDITIONAL PATERNITY LEAVE
(SCHOOLS)**

If you intend to **bring forward** your additional paternity leave commencement date you should inform your Headteacher and notify Human Resources by completing and returning this form. You are required to give at least 6 weeks notice before the new start date or as soon as is reasonably practicable.

If you intend to **postpone or cancel** altogether your additional paternity leave commencement date you should inform your Headteacher and notify Human Resources by completing and returning this form. You are required to give at least 6 weeks notice before the original proposed start date or as soon as is reasonably practicable.

If you intend to return to work at the end of your additional paternity leave entitlement on the date specified, you will **NOT** be required to give any further notification.

However, if you wish to return to work **earlier** than your expected return date, you should inform your Headteacher and notify Human Resources by completing and returning this form. You are required to give at least 6 weeks notice of your proposed date of return. Failure to give the required minimum notice may lose you the right to return to work on your requested date.

| | | |
|---------|---|--|
| 1 | Name | |
| 2 | Address | |
| 3 | Directorate | Children, Family and Adult Services |
| 4 | Name of School | |
| 5 | Employee Reference Number (this is shown on your pay advice) | |
| 6 | Original Date of Commencement of Leave | |
| 7 | Proposed Date of Commencement of Leave | |
| 8 | Do you wish to cancel your leave altogether | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9 | Original Return to Work Date | |
| 10 | Proposed Date of Return to Work | |
| Signed: | | Date: |

If you have obtained employment with another local Authority and will not be returning to the East Riding of Yorkshire Council at the end of additional paternity leave, please give the following details:

| | | |
|------------------------------------|--|-------|
| Name and Address of New Authority: | | |
| Post/Department/School: | | |
| Date you will start work: | | |
| Signed: | | Date: |
| For HR staff use ONLY | | |
| Cancellation of leave confirmed | | |
| New commencement date confirmed | | |
| New return date confirmed | | |
| Eform to Payroll Section | | |
| Signed: | | Date: |