East of England Ambulance Service NHS Trust

Paternity (New Parent Support) Policy

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DOCUMENT CHANGE HISTORY

Initiated by	**Date**	**Author (s)**
People Services	February 2023	Head of HR Policy, Risk Management and Projects
Version	**Date**	**Comments**
V8.1	9 March 2023	Policy re-modelled and reviewed by HR Policy Sub-Group
V8.2	28 March 2023	Approved at SPF
V9.0	17 April 2023	Approved at CRG
V9.1	March 2024	Policy updated in line with The Paternity Leave Amendment Regulations 2024 – **policy review date to remain as April 2026**

V9.1	3 June 2024	Approved at SPF
V10.0	24 June 2024	Approved at CRG
V10.1	January 2026	Policy updated in line with the Employment Rights Act.
V10.2	January 2026	Policy moved to relevant template.
V10.3	12 March 2026	Approved at SPF
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V11.2	23 July 2026	Reviewed by HRBP's.
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Equality Analysis	Reviewed 14 September 2026
Linked procedural documents	Flexible Working Policy Special Leave Procedure Annual Leave Policy Maternity Leave and Pay Policy Adoption Leave Policy Shared Parental Leave Policy
Dissemination requirements	All Trust employees by intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of age, disability, gender reassignment, race, religion / belief, gender, sexual orientation, marriage / civil partnership, pregnancy / maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups.

EEAST recognises its obligations of supporting the requirements of the Modern Slavery Act 2015 and any future legislations. A prime objective of EEAST is to eradicate modern slavery and human trafficking and recognises the significant part it must play in both combatting it and supporting victims. EEAST is committed to ensuring that its supply chains and business activities are free from any ethical and labour standards abuse.

All Trust policies can be provided in alternative formats.

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1. Introduction

1.1 EEAST recognises the important role that a father or partner can play in the upbringing of a child and is committed to supporting all eligible employees in applying for time away from work.

2. Purpose

2.1 This policy outlines your rights and responsibilities in relation to Paternity (New Parent Support) Leave for children who are expected to be born or placed for adoption on or after 6th April 2024.

2.2 You should refer to Version 9.0 of this policy for your rights before this date.

3. Scope

3.1 This policy applies to all eligible employees. It does not apply to casual or agency workers.

4. Duties

4.1 EEAST aims to ensure the application of this policy is fair, equal and in no way discriminatory.

4.2 Your line manager is responsible for actioning your request for paternity (new parent support) leave.

4.3 Your line manager, HR and Union representatives are responsible for providing advice and guidance to you on the application of this policy and procedure.

4.4 If you wish to apply for paternity (new parent support) leave, you should use the procedure outlined in this policy, and seek advice if you are unsure of your entitlements.

5. Eligibility

5.1 Paternity (New Parent Support) Leave

You are entitled to paternity (new parent support) leave providing you have, or expect to have, responsibility for the

baby's / child's upbringing and you meet one of the following criteria:

- You are the father of the child (including adoptive fathers).
- You are the mother's spouse or partner (whether opposite or same sex).
- You are the child's nominated carer.

5.2 If you are one of a couple jointly adopting a child, only one of you will be entitled to take adoption leave and the other parent may elect to take a period of paternity (new parent support) leave, provided that the relevant qualifying conditions are met.

5.3 NHS New Parent Support Pay

During your paternity (new parent support) leave, you will be entitled to NHS New Parent Support Pay if you meet all the following criteria:

- You have twelve months continuous service with one or more NHS employer before you take your leave.
- You have met the notification requirements at Section 7.
- The rate of NHS New Parent Support Pay is full pay less any statutory paternity pay receivable.

Full pay is calculated using your average earnings in the eight weeks prior to the last pay day before the start of your paternity (new parent support) leave.

5.4 Statutory Paternity Pay (SPP)

If you are not eligible for NHS New Parent Support Pay, you may still be entitled to SPP during paternity (new parent support) leave if you meet all the following criteria:

- You have worked continuously for the NHS for a minimum of 26 weeks before the qualifying week.
- You have weekly average earnings in the eight weeks prior to the notification week of at least the lower earnings limit for National Insurance contributions.

- You have met the notification requirements at Section 7.

SPP is the standard rate set by the government or 90% of full pay (whichever is the lower).

6. How much leave can I take and when

6.1 You can take unpaid leave to attend 2 antenatal appointments if you are:

- the father of the child (including adoptive fathers).
- the mother's spouse or partner (whether opposite or same sex).
- the child's nominated carer.
- the intended parent (if you're having a baby through surrogacy arrangement).

6.2 If eligible you are entitled to two weeks paternity (new parent support) leave. (For the purpose of this policy, a week is the same number of days that you normally work in a week, e.g., a week is 2 days if you only work on Mondays and Tuesdays).

6.3 You do not have to take your leave in one single period, but the leave must be booked in blocks of at least one week. This means that you can take the leave in one single block of one week, one single block of two weeks, or two separate blocks of one week each.

6.4 Only one period of leave is normally available when there is a multiple birth (such as twins).

Your leave cannot start before the birth or date of placement of your child.

6.5 You may choose whether to take the leave:

- From the day of the child's birth (whether this is earlier or later than expected).
- From the date of the child's placement.
- From a chosen date after the date of the child's birth or placement.

6.6 The leave must also be taken (end) within 52 weeks:

- of the birth (or the expected week of childbirth if the baby is born early),
- of the date the child was placed with you for adoption,
- of the child's entry into Great Britain for adoptions from overseas.

6.7 You may also be eligible for Shared Parental Leave (SPL). Please refer to the Shared Parental Leave Policy for further information and to check eligibility.

You may take Paternity (New Parent Support) Leave before or after Shared Parental Leave.

7. Notification requirements

7.1 As you can choose to take paternity (new parent support) leave at different times, you can also choose to complete sections A, B and C of the notification form at the same time, or at different dates, provided you still meet the required notice periods wherever reasonably practicable.

7.2 Birth of a baby

7.2.1 Before you take paternity (new parent support) leave, you must let your line manager know the expected week of childbirth by completing Section A of the Paternity (New Parent Support) Leave Form (POL095-01) at least 15 weeks before.

7.2.2 For each occasion that you wish to take a period of paternity (new parent support) leave, you must also complete **Section B and Section C** (as required) of the **Paternity (New Parent Support) Leave Form (POL095-01)** letting us know:

- when you want to start your leave,
- whether you wish to take one- or two-week's leave, and
- that the purpose of the leave is to care for the baby or support the
- baby's mother.

7.2.3 You have two options for when to start a period of leave:

- on the date of your baby's birth (the form must be received at least 28 days before the first day of the expected week of childbirth),
- a specified date within the 52-week period (your form must be received at least 28 days before the start date).

7.3 Adoption of a child (within the UK)

7.3.1 Before you take paternity (new parent support) leave, you must let your line manager know that you have been matched for adoption, by completing Section A of the Paternity (New Parent Support) Leave Notification Form (POL095-01) within seven days of you being notified.

7.3.2 For each occasion that you wish to take a period of paternity (new parent support) leave, you must also complete Section B and Section C as required, of the Paternity (New Parent Support) Leave Form (POL095-01) of:

- when you want to start your leave,
- whether you wish to take one- or two-week's leave, and
- your declaration that the purpose of the leave is to care for the child or support the child's adopter.

7.3.3 You have two options for when to start a period of leave:

- the date on which your child is placed for adoption,
- a specified date within the 52-week period (your form must be received at least 28 days before this, wherever possible).

7.4 Adoption of a child (from overseas)

7.4.1 Before you take paternity (new parent support) leave, you must let your line manager know the date on which your child is expected to enter Great Britain (or, if they have already entered Great Britain, the date of entry), by completing Section A of the Paternity (New Parent Support) Leave Form (POL095-01) within 28 days of you being notified.

7.4.2 For each occasion that you wish to take a period of paternity (new parent support) leave, you must also complete **Section**

B and Section C as required, of the **Paternity (New Parent Support) Leave Form (POL95-01)** of:

- when you want to start your leave,
- whether you wish to take one- or two-week's leave, and
- your declaration that the purpose of the leave is to care for the child or support the child's adopter.

7.4.3 You have two options for when to start a period of leave:

- the date of your child's entry into Great Britain (your form should be received at least 28 days before).
- A specified date within the 52-week period from the date of your child's entry into Great Britain (your form must be received at least 28 days before).

7.5 Changing the start date of your leave

You can change the date you wish to start paternity (new parent support) leave by giving your line manager 28 days' notice wherever possible.

8. Commencement of leave

8.1 On receipt of your Paternity (New Parent Support) Leave Form with Section B and/or Section C completed, as applicable, your line manager will arrange completion of an electronic HR2a form for each period of leave you intend to take. This must also include the child's date of birth, date of placement, or date of entry into Great Britain.

8.2 If you are choosing to take leave as soon as your child has been born, placed for adoption, or entered Great Britain, you must let your line manager know the date so they can update the electronic HR2a prior to submitting it to Payroll.

9. Neonatal Care Leave

9.1 Please refer to the Neonatal Care Leave Policy for support and your entitlements.

10. Bereavement Leave for loss of a baby

10.1 Please refer to the Special Leave Policy for support and your entitlements.

11. Bereavement Leave for loss of a partner

11.1 If you experience the death of a partner (the child's mother or primary adopter) within the first year of your child's life or adoption placement, and you have the main responsibility for caring for your child, you are entitled to Bereaved Partner's Paternity Leave (BPPL).

BPPL is a separate statutory right and does not affect eligibility for standard Paternity (New Parent Support) Leave. It is available in addition to standard paternity leave and may be taken whether or not you have already taken your standard paternity entitlement.

11.2 Eligibility

You may be eligible for BPPL if you meet all of the following criteria:

- Your partner was the child's mother or primary adopter,
- The death occurred within 12 months of the child's birth or placement for adoption (including overseas adoptions),
- You are the child's father, the mother's / primary adopter's spouse, civil parent, partner, or their parental order parent,
- You now have the main responsibility for caring for the child.

11.3 Entitlement

You are entitled to:

Length of leave

- Up to 52 weeks of unpaid leave,
- Leave must be taken in one single and continuous block,

- Leave must be taken within 52 weeks of the child's birth or adoption placement.

Employment Rights

- BPPL is a day-one statutory right (no minimum service required),
- All your contractual rights will remain, except for pay remuneration during this period.

Annual Leave

If you are unable to take your minimum 20 days statutory annual leave because you are on BPPL, you may carry over any untaken portion of the statutory 20 days into the next personal leave year.

11.4 Notification

You should speak to your line manager to discuss taking leave as soon as reasonably practicable and complete a Bereaved Partners Paternity Leave Form (POL095-02), indicating that the leave requested is BPPL. Your line manager will then arrange completion of a HR2a for the period of leave.

You should also keep your line manager informed of any circumstances that may affect your planned return date.

11.5 Keeping in Touch

You may work up to 10 Keeping-in-Touch (KIT) days during BPPL. You should discuss and agree with your line manager any arrangements. These may include voluntary activities that help you stay connected with developments at work and, closer to your return, support a smooth transition back to work.

- It is important to note that KIT days:
- do not bring your BPPL to an end,
- do not extend your BPPL period,
- may be used up to 10 days (75 hours) in total, and
- will be paid equivalent to full pay for the actual hours worked (your line manager will arrange for a HR2a form to be completed. Once you have signed this, your line manager will authorise and sent to HR Support Services to arrange payment).

For further information on KIT days, please refer to the Maternity Leave and Pay Policy, Section 13.

11.6 Returning to work

11.6.1 Should you return to work after BPPL within 52 weeks, you have the right to return to your job under your original contract and on no less favourable terms and conditions.

11.6.2 Should you return to work after 52 weeks (for example, where BPPL is taken alongside paternity leave and annual leave), the Trust will make every reasonable effort to return you to the same rota line or base location. However, where significant operational changes have occurred during your absence, it may not be reasonably practicable to return you to the same rota line or base location. In such circumstances, the Trust will seek to provide a similar suitable alternative where reasonably practicable and will consult with you to identify an appropriate arrangement, taking into account both service needs and individual circumstances, If you wish to discuss this further, please liaise with your DLAM or LAM.

11.6.3 Your line manager should meet with you on your return to discuss any changes that have taken place during your leave, arrange any appropriate training, and ensure that all appropriate support is provided.

11.7 Support

Support is available through the Wellbeing Team, Occupational Health and external services listed in the **Special Leave Policy**.

12. Contractual Rights

12.1 During paternity (new parent support) leave you retain all your contractual rights except remuneration.

13. Pensions

13.1 Pension rights and contributions shall be dealt with in accordance with the provisions of the NHS Superannuation Regulations.

14. Policy review

14.1 This policy will be reviewed on a three-yearly basis or amended in the light of new employment legislation and/or relevant case law.

Appendix A: Equality Impact Assessment

EIA Cover Sheet

Name of process/policy	Paternity (New Parent Support) Policy
Is the process new or existing? If existing, state policy reference number	Existing policy (POL095)
Person responsible for process/policy	HR
Directorate and department/section	People Services
Name of assessment lead or EIA assessment team members	EQIA Panel
Has consultation taken place? **Was consultation internal or external? (please state below):**	Internal consultation. This policy was written in partnership by management and staff side.
The assessment is being made on:	Written policy involving staff and patients

Equality Analysis
What is the aim of the policy/procedure/practice/event? **This policy applies to all eligible employees who have responsibility for a child's upbringing, i.e., the adoptive father of the child, the mother's spouse or partner (whether opposite or same sex), the child's nominated carer.** **This policy is compliant with the Paternity Leave Amendment Regulations 2024.**
Who does the policy/procedure/practice/event impact on? Age X Disability X Gender X Gender re-assignment X Marriage/Civil Partnership X Pregnancy/maternity X Race X Religion/belief X Sexual orientation X
Who is responsible for monitoring the policy / procedure / practice / event? **HR**
What information is currently available on the impact of this policy/procedure/practice/event? **Paternity (New Parent Support) Leave is recorded on GRS and ESR, and pay is recorded on ESR; both could generate reports as required.** **This policy is linked to:** **Flexible Working Arrangements Policy, Special Leave Policy, Annual Leave Policy, Maternity Policy, Adoption Leave Policy and Shared Parental Leave Policy.**
Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? **No**
Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples: Age X Disability X

Gender X Gender re-assignment X Marriage/Civil Partnership X Pregnancy/maternity X Race X Religion/belief X Sexual orientation X Please provide evidence: **This policy applies to all eligible EEAST employees, and the impact on the above groups is likely to be positive.** **HR can provide statistics on the number of employees requesting paternity (new parental support) leave.**
Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples: No Age, Disability , Gender, Gender re-assignment, Marriage / Civil Partnership, Pregnancy / Maternity, Race, Religion / Belief, Sexual orientation **Please provide evidence:** No negative impact identified.
Action Plan/Plans – SMART **S**pecific **M**easurable **A**chievable **R**elevant **T**ime Limited
Evaluation Monitoring Plan/how will this be monitored? Who How By Reported to

Appendix B - Monitoring Table

What	Who	How	Frequency	Evidence	Reporting arrangements	Acting on recommendations	Change in practice and lessons to be shared
Audit of employee experience, and that the policy and procedure is being applied consistently, fairly and accurately for all employees.	Head of HR People Partnering	Monitor GRS and ESR	Annually	ESR / GRS reports	Reported to and discussed at People Committee where required	Head of HR People Partnering will address any actions or changes required.	Any change in practice will be identified and: process updated with HR People Partnering team HRBP / line manager training implemented policy updated where required