



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

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Version	Date	Comments
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

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Approved at Date	CRG 24 June 2024
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Equality Analysis	Completed 21 March 2023
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

POL095 – Paternity (New Parent Support) Policy

The East of England Ambulance Service NHS Trust (EEAST) 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 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 have met the following eligibility criteria:

- You have continuous NHS employment for at least 26 weeks ending with the fifteenth week before the baby is due (qualifying week);

OR

- You have continuous employment for at least 26 weeks by the end of the week you are notified you are matched with your child (qualifying week for UK adoptions); **OR**
- You have continuous NHS employment for at least 26 weeks by the week the child enters Great Britain or when you want the pay and leave to start (qualifying week for overseas adoptions).

You must also be either:

- The father of the child (including adoptive fathers).
- The mother’s spouse or partner (whether opposite or same sex).
- 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 qualifying week (Section 5).

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.

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- 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 6.

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 a 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.

Please note that if you are taking Paternity (New Parent Support) Leave you should take this before you take any 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),

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- 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 (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

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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 a Paternity (New Parent Support) Leave HR2a form (template under HR Forms on the intranet) 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 add this to the HR2a form prior to sending it to HR Payroll Forms.

9. **Bereavement Leave for loss of a baby**

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

10. **Contractual Rights**

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

11. **Pensions**

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

12. Policy Review

- 12.1 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:	<table border="1"> <tr> <td>Guidelines</td> <td></td> </tr> <tr> <td>Written policy involving staff and patients</td> <td>X</td> </tr> <tr> <td>Strategy</td> <td></td> </tr> <tr> <td>Changes in practice</td> <td></td> </tr> <tr> <td>Department changes</td> <td></td> </tr> <tr> <td>Project plan</td> <td></td> </tr> <tr> <td>Action plan</td> <td></td> </tr> <tr> <td>Other (please state)</td> <td></td> </tr> <tr> <td>Training programme.</td> <td></td> </tr> </table>	Guidelines		Written policy involving staff and patients	X	Strategy		Changes in practice		Department changes		Project plan		Action plan		Other (please state)		Training programme.	
	Guidelines																		
	Written policy involving staff and patients	X																	
	Strategy																		
	Changes in practice																		
	Department changes																		
	Project plan																		
	Action plan																		
	Other (please state)																		
Training programme.																			

Equality Analysis

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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?

Race	X	Religion/belief	X	Marriage/Civil Partnership	X
Gender	X	Disability	X	Sexual orientation	X
Age	X	Gender re-assignment	X	Pregnancy/maternity	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:

Race	X	Religion/belief	X	Marriage/Civil Partnership	X
Gender	X	Disability	X	Sexual orientation	X
Age	X	Gender re-assignment	X	Pregnancy/maternity	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**

Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Please provide evidence:
 No negative impact identified.

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<p>Action Plan/Plans - SMART</p> <p>Specific</p> <p>Measurable</p> <p>Achievable</p> <p>Relevant</p> <p>Time Limited</p>
<p>Evaluation Monitoring Plan/how will this be monitored?</p> <p>Who</p> <p>How</p> <p>By</p> <p>Reported to</p>

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 requesting leave.	Head of HR People Partnering	Monitor GRS, ESR and ER Tracker data	Annually	GRS / ESR reports, and number of grievances/complaints received on ER Tracker.	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: <ul style="list-style-type: none"> • process updated with HR People Partnering team • HRBP / line manager training implemented • policy updated where required