



Paternity Leave Provisions – effective from April 2023

Paternity Rights – A guide for employees of The University of Bolton

What is Paternity Leave?

Paternity leave and pay entitles an eligible employee to take time off to care for a baby or support the mother in the first few weeks after birth.

What do I have to do to claim paternity leave?

Employees need to satisfy the following conditions in order to qualify for paternity leave. They must:

- have or expect to have responsibility for the child's upbringing
- be the biological father of the child or the mother's husband or partner*
- have worked continuously for the University for 26 weeks ending with the 15th week before the baby is due
- provide a self-certificate (SC3) as evidence that they meet the eligibility conditions to receive ordinary statutory paternity pay (OSPP).

*

the same sex who lives with the mother in an enduring family relationship but is not an

A member of staff requesting paternity leave should ensure they contact Human Resources in advance of the proposed leave dates to obtain the necessary information and form (SC3) for completion.

Length of Ordinary Paternity Leave

Ordinary paternity leave is normally paid leave as detailed below

Employees can choose to take either one week* or two consecutive weeks' paternity leave (not odd days).

*A week is determined

These can be either

- from the date of the child's birth (whether this is earlier or later than expected) or,
- from a chosen date.

Leave can start on any day of the week or following the child's birth but must be completed:

- within 56 days of the actual date of birth of the child, or

