

HR Procedures

Paternity

Intro...

We understand that you'll want to have as much time as possible with your child. This procedure tells you everything you need to know about paternity leave, pay and benefits.

Who does this procedure apply to?

This procedure applies to anyone directly employed by Mitie in the UK, whether on a permanent or fixed term basis. Contractors or those employed via an agency are not subject to this procedure. This procedure is non-contractual and may be amended or varied at any point.

What is paternity leave?

Paternity Leave is two weeks leave on or around the birth of a new baby, adoption of a child or if you are having a child through a surrogacy arrangement. If twins are born or more than one child is adopted at a time only one period of leave is available.

You can only take paternity leave in weekly blocks. You can just take one week paternity leave if you wish, however if you do this you'll lose your right to take a second week of paternity leave, you cannot save it and take it at a later date.

Am I eligible for paternity leave?

You're eligible for ordinary paternity leave as long as:

- You have, or expect to have, main responsibility (along with the child's mother or adopter) for the new baby or adopted child's upbringing
- You've been continuously employed by the Company for at least 26 weeks by the time the mother reaches her qualifying week (15 weeks before she's due to give birth) or the week in which you're notified of a match if you're adopting or the date the child enters the country if adopting from abroad.
- You're using your paternity leave to either look after the child or support the child's mother or adopter in caring for the child; and

You're either:

- the baby's biological father
- matched with a child by an adoption agency
- the spouse, civil partner or partner of either the child's mother or the individual who has been matched with a child by an adoption agency

If you're adopting, you won't be entitled to paternity leave if you're taking adoption leave, take a look at the [Adoption procedure](#) to find out about adoption leave.

How much will I get paid?

You'll be paid Statutory Paternity Pay (SPP) whilst you're on paternity leave, SPP is the amount of money the government say we need to pay you whilst you're on paternity leave.

As long as you earn an average of at least the amount set by the Government you'll be paid statutory paternity pay (SPP). Please see www.gov.uk/paternity-pay-leave for more details.

When can I start my paternity leave?

You can choose to take paternity leave from the day the baby is born or placed with you until anytime up to eight weeks (56 days) after this. For adoptions from overseas this can be the date the child arrives in the UK or an agreed number of days after this. For surrogate parents it's the day the child is born or the day after if you're working on that day.

If the baby is born prematurely, paternity leave can be taken any time from the actual date of birth to eight weeks after the first day of the expected birth week of the child.

What if I want to change the start date?

Babies can be unpredictable and don't normally come on the date they're due so just make sure you let your manager know what's happening and when you expect to be off, especially as they may need to change any cover arrangements for your role. You do not have to give a precise date when you want to take leave but you should try to be as specific as you can be in accordance with your circumstances.

It's really important you let us know of any changes to the date so the system can be updated, and you receive the correct pay. You must give us 28 days' notice if you want to change your leave dates. However we understand that this may not be possible but if you keep your manager updated then they will be able to plan for any change in your circumstances.

What's the process?

You need to tell your manager at least 15 weeks before your baby is due, or as soon as you've received notification that you've been matched with a child if you're adopting that you want to take paternity leave.

If this isn't possible for any reason then you'll need to let your manager know as soon as you reasonably can. Instead you can give a general time such as the day the child is due to be born or placed with you or within 1 week of that date, for example.

You'll need to complete [Family and Extended Leave notification form](#) and include a copy of the MATBI form or matching certificate.

If you don't qualify for paternity leave and pay, you'll receive a SPPI Form explaining why and how you go about claiming it. You may want to consider annual leave or parental leave. More information on parental leave can be found in the [Parental Leave procedure](#). Please note that parental leave is unpaid.

During your initial conversation with your manager it would be helpful if you can tell them,

- The child's expected placement date or due date
- An idea of when you'd like to start your paternity leave.

You must provide,

- The form
- MATBI or matching certificate if adopting

How do I book paternity leave?

You must complete the [Family and Extended Leave notification form](#) and submit this to your line manager for approval. Your manager will send the form along with a copy of the MATBI or matching certificate to either [People Support](#) via AskHR or direct to your payroll contact. If you are able you can book this leave via People Hub on the absence portal.

Can I take additional leave?

If you think that you might want to take additional time off to be with your new arrival then you could consider Shared Parental Leave or Parental Leave. See the [Shared Parental Leave](#) or [Parental Leave procedure](#) for more information on how these work and what payment if any you may be entitled to. It's useful for your manager to know as soon as possible if you plan to take any additional leave so they can plan cover for your role.

What happens to my benefits while I'm off?

Nothing. As paternity leave is only two weeks and you are paid the statutory amount during that time everything will continue as normal and you will continue to accrue holiday.

What if I'm ill when I am due to come back?

If you're unable to come back to work at the end of your paternity leave due to illness you must let your manager know as soon as possible and you should follow the normal reporting procedure for your business unit as detailed in the [Sickness Absence procedure](#).

Need more info?

If you need further advice you can contact People Support via **AskHR on People Hub** or call **0330 1234 005** to speak to an Advisor

The Employee Assistance Programme (EAP) offers confidential advice, and you can access their support by calling **0800 1116 387**

You can also access the online portal for further guidance and support: <http://my-eap.com/login>

Organisation code: **mitiewell**

Mitie online GP service 24/7- 0345 3193107

Employee Wellbeing

We also have an intranet site dedicated to wellbeing. You can access this site via the **Celebration Hub**. You will find information on Healthy eating as well as mental, physical and financial wellbeing. If any of your team members are experiencing mental health issues, you will find a list of our Mental Health First Aiders who will be able to talk you through the resources that are available to you.

[Optima Occupational Health - Wellbeing portal](#)

Further reading:

Shared Parental Leave procedure

Adoption procedure

Agile & Flexible Working procedure

Sickness Absence Procedure

Parental Leave

Family/extended leave notification form