

UNIVERSITY OF ABERDEEN

PATERNITY/CO MATERNITY* LEAVE PROCEDURE

1 PRIOR TO COMMENCING PATERNITY/CO-MATERNITY* LEAVE

You should provide at least 21 days notice of the Expected Week of Confinement (EWC). In cases of adoption, you should provide notice as soon as you have been given confirmation that the adoption is to go ahead and the date/s you wish your Paternity/Co Maternity* leave to commence. In circumstances outwith your control, such as an early birth or adoption, appropriate adjustments will be made. You must complete a certificate explaining your relationship to the mother and child (Inland Revenue Form SC3).

You are entitled to a reasonable amount of time off to provide immediate assistance when a spouse or partner gives birth. For example, if you are required to leave work to take your spouse/partner to hospital or to assist with the transfer to another hospital after the birth.

2 PATERNITY/CO-MATERNITY* CONDITIONS

- Paternity/Co Maternity* Leave cannot commence before the baby is born or is placed with you in cases of adoption.
- All Paternity/Co Maternity* Leave must be taken within 56 days of the date of birth or date placed with you in cases of adoption.
- Paternity/Co Maternity Leave* must be taken in a block of one or two weeks. If you opt for a one week block, you are not entitled to take another week at a later time.

3 PATERNITY/CO-MATERNITY* LEAVE/PAY ENTITLEMENT

Your entitlement to Paternity/Co-Maternity* leave and pay is based on your earnings during a specific time period before your Paternity/Co-Maternity* leave; and your length of service with the University of Aberdeen. You must have 26 weeks service at your Matching Week (in cases of adoption) or at the 26th week of pregnancy to qualify for the options below. The University provides 4 options with varying level of benefits.

Option	Length of Leave	Pay Entitlement
1	One week of Paternity/ Co-Maternity Leave	One week at full pay (inclusive of Statutory Paternity Pay (SPP**))
2	Two Weeks of Paternity/ Co-Maternity Leave	One week at full pay (inclusive of SPP**) followed by one week at the appropriate rate of SPP**
3	Three Weeks of Paternity/ Co-Maternity Leave	One week at full pay (inclusive of SPP**) followed by one week at the appropriate rate of SPP** as well as one week unpaid which may be taken consecutively.
4	Four Weeks of Paternity/ Co-Maternity Leave	One week at full pay (inclusive of SPP**) followed by one week at the appropriate rate of SPP** as well as two weeks unpaid which may be taken consecutively.

4 LESS THAN 26 WEEKS SERVICE AT YOUR MATCHING WEEK OR AT THE 26TH WEEK OF PREGNANCY

The University of Aberdeen cannot pay you SPP** but you may be entitled to claim income support from the Benefits Agency. If this applies to you, you should contact your local Benefits Agency.

5 FORMS TO BE COMPLETED

A Paternity/Co Maternity* Leave Application Form (Form PAT1) and Inland Revenue Form SC3.

Notes:

* Applies to same sex relationships.

**To qualify for SPP you must have satisfied the Lower Earnings limit. This calculation is undertaken during a specific period of time. If you earn less than the National Insurance Lower Earnings Limit, you will not qualify for SPP. You may be entitled to receive income support from the Benefits Agency.

PATERNITY/CO-MATERNITY ENTITLEMENT FLOWCHART

