

Guidance for Employees: Paternity/Co-Maternity Leave

1.0 Overview

If you are a father to be or will share the responsibility with a partner for bringing up a child, you may have the right to Statutory Paternity Leave and Pay. This includes those who are adopting a child.

1.1 Paternity/Co-Maternity Leave Entitlement

In order to be eligible for paternity/co-maternity leave, you must:

- have been continuously employed by the University for at least 26 weeks at the end of the 26th week of your partner's pregnancy or by the Matching Week (in cases of adoption)
- be earning a [minimum amount](#) (set by the Government and reviewed annually)
- have, or expect to have, responsibility for your child's upbringing
- be making the request for leave to care for the child and/or to support the mother or carer of the child
- be either the child's biological father, or the spouse, civil partner or partner (including same sex partner) of the child's mother/primary adopter

1.2 Paternity/Co-Maternity Pay Entitlement

Ordinary Statutory Paternity Pay (OSPP) is paid at the rate of 90% of your average weekly pay or the [standard rate of OSPP](#) set by the Government (whichever is lower). The University provides 5 options for paternity/co-maternity leave and pay entitlements, with varying levels of benefits. The options are summarised in the [Paternity/Co-Maternity Procedure \(Appendix 3\)](#).

2.0 Prior to Commencing Paternity/Co-Maternity Leave

You should provide your [HR Adviser](#) with at least 21 days' notice of the expected week of childbirth (EWC) by completing the [Paternity/Co-Maternity Leave Application Form](#). In cases of adoption, you should complete the [Adoptive Parent Application Form](#) to provide notice as soon as you have received confirmation that the adoption will go ahead.

3.0 Returning to Work

3.1 Shared Parental Leave

If your partner decides to return to work early by ending their maternity/adoption leave, they may be able to transfer up to 50 weeks of the outstanding leave to you as Shared Parental Leave. Further information is available on the [Shared Parental Leave page](#).

3.2 Flexible Working

If you wish to return to work on alternative working arrangements, you should refer to the [Flexible Working page](#) for further information.

3.3 Childcare Vouchers

The University has a Childcare Voucher scheme, which is a tax-saving initiative for staff. This scheme can save money on any kind of registered childcare. Visit the [Childcare Vouchers page](#) for further information.

3.4 Rocking Horse Nursery

You may choose to enrol your child in [The Rocking Horse Nursery](#) which is located within the Old Aberdeen campus. There are 78 places available at any one time.