Paternity Leave and Pay Policy

PACE endeavours to provide help and assistance to staff who wish to use their right to take paternity leave (including those that need time off to accompany their partner for adoption or surrogacy).

You may be entitled to up to 2 weeks off paternity leave which can be taken either as two separate 1-week blocks or one consecutive 2-week block within 52 weeks of the birth or adoption of your child. You may not take individual days.

For the most up to date rules on paternity leave and pay please visit the government website Paternity pay and leave: Eligibility - GOV.UK.

Notification requirements following the birth or adoption of a child

Unless not reasonably practicable, your intention to utilise a period of paternity leave must be notified to your manager 28 days prior to the commencement of the leave. Your manager must be informed, in writing, of:

- the date the matching notification was given (for those adopting);
- the anticipated week of birth (or placement for those adopting);
- how much leave you want to take;
- the date you wish the period of leave to begin.

Paternity pay

You may be entitled to receive statutory paternity pay (SPP) from PACE for the period of paternity leave as set out on the Government website Paternity pay and leave: Pay - GOV.UK.

To meet the eligibility criteria for SPP, average weekly earnings for the relevant period must be equal to or higher than the specific lower earnings limit set by the government each tax year.

If you do not qualify for SPP you may be entitled to receive financial support from the Government and you should contact your local social security office further information.

Contractual benefits

Whilst on paternity leave, you continue to be entitled to receive your normal terms and conditions of employment including continuity of service, other than wages or salary (unless expressly stated otherwise in your employment contract).

Returning to work

If you wish to change your working hours following paternity leave, we will consider each request on its individual facts in line with our flexible working policy. Your manager will fully consider your request and aim, wherever possible, to accommodate the change. The business needs will be assessed as part of this consideration and requests may be turned down where this as a business reason to do so. Requests should be submitted as far in advance as possible to allow the full consideration process to take place as early as possible.

Shared parental leave

Following paternity leave, you may be entitled to take further periods of leave under the shared parental leave scheme. Full details on shared parental leave, including how to apply, can be requested from your manager or Human Resources.

Once a period of shared parental leave has been taken in respect of a child, paternity leave cannot be taken for the same child.

Stillbirth & miscarriage

Losing a child is one of the most difficult experiences anyone can undergo. PACE will treat this with the utmost compassion and sensitivity. You may be entitled to a period of bereavement leave and might also want to request some time for compassionate leave or to take a period of annual/unpaid leave. We will consider all requests sympathetically.