

## New Parent Support (Paternity) Leave Guidance

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<b>New Owner</b>	<b>People Partner</b>
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### Related policies:

Adoption Leave Guidance  
Annual Leave Policy  
Flexible Working Policy  
Health and Safety Policy  
Maternity Leave Guidance  
Parental Leave Guidance  
Wellbeing at Work Policy  
Risk Management Policy and Procedure

NHS Terms and Conditions of Service Handbook

## **1 Introduction**

This guidance applies to all staff irrespective of their Age, Disability, Gender reassignment, Marriage and Civil partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual orientation.

This guidance is intended for any employee wishing to take new parent support (paternity) leave.

The guidance applies to:

- The father of the child (including adoptive father),
- The mother's (or adopter's) spouse or partner (whether opposite or same sex),
- The intended parent (if you are having a baby through a surrogacy arrangement and intend to apply for a parental order).
- The nominated carer

This guidance outlines eligibility and entitlement, however, further advice can be obtained from the Human Resources Department.

## **2 Eligibility and Pay**

### **2.1 Leave**

All employees are entitled to two weeks of new parent support (paternity) leave, which can be taken within 52 weeks of the birth (or due date if the baby is early) or the placement of the child for adoption.

You get the same amount of leave if your partner has a multiple birth, or you adopt more than one child at the same time.

The leave can be split into two one-week blocks or taken together as one two-week block. A week is the same number of days that you normally work in a week, e.g. if you only work on Mondays and Tuesdays a week is two days.

The leave cannot commence prior to the birth or placement of the child.

Eligible fathers and partners will be able to take up to 52 weeks of unpaid bereaved partner's paternity leave if the mother or primary adopter dies – they must take this leave within 52 weeks of the child's birth (including surrogacy), adoption placement, or entry to Great Britain for overseas adoptions.

### **2.2 Occupational new parent support (paternity) pay**

You must have 12 months' continuous NHS service (with one or more employers) at the beginning of the week (the Sunday) when the baby is due or the matching week<sup>1</sup>, if adopting.

If eligible for occupational new parent support (paternity) allowance, employees will receive 2 weeks' full pay.

## **2.3 Statutory Pay**

If you are not entitled to occupational new parent support (paternity) pay, you may be entitled to statutory pay if:

- you have 26 weeks' continuous service with the Trust by the 15<sup>th</sup> week before the expected week of childbirth;
- you have 26 weeks' continuous service with the Trust by the 'matching week' if adopting;
- you earn at least the lower earnings level.<sup>2</sup>

Statutory paternity pay is paid at statutory rates<sup>3</sup> or 90% of average earnings (whichever is lower).

## **3 Antenatal Appointments and Adoption Appointments**

### **3.1 Antenatal Appointments**

You can take paid leave to accompany a pregnant individual to ante-natal appointments if you are:

- the baby's father,
- the expectant mother's spouse or partner (whether opposite or same sex),
- the intended parent (if you are having a baby through a surrogacy arrangement and intend to apply for a parental order).

You can attend up to 2 appointments of up to 6 and a half hours each.

Further unpaid time off to attend additional appointments can be granted at the manager's discretion.

### **3.2 Adoption Appointments**

If you are adopting a child, you can take unpaid leave to attend 2 adoption appointments after you have been matched with the child.

You can attend up to 2 appointments of up to 6 and a half hours each.

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<sup>1</sup> The matching week is either the end of the week you are matched with the child or the date the child enters the UK (if adopting from overseas).

<sup>2</sup> Further details can be found at: <https://www.gov.uk/paternity-pay-leave/overview>

<sup>3</sup> The latest statutory rates can be found at: <https://www.gov.uk/paternity-pay-leave/pay>

Further unpaid time off to attend additional appointments can be granted at the manager's discretion.

**Important note: If you take paid time off to attend adoption meetings you will not be entitled to claim new parent support (paternity) leave and pay (see Adoption Leave guidance).**

#### **4 New Parent Support (Paternity) Leave**

Leave cannot start before the birth, and it must be taken within 52 weeks of this date.

In the case of adoption, leave can start on the date of placement or the date the child arrives in the country (for overseas adoption), and it must end within 52 weeks of the placement or arrival date.

You must give your manager 28 days' notice if you want to change the start date.

#### **5 Process for Applying for New Parent Support (Paternity) Leave and Pay**

The employee should complete the new parent support (paternity) leave application form with their manager by the 15<sup>th</sup> week before the expected week of childbirth. The application form can be found on the Trust intranet<sup>4</sup>.

In the case of adoption, the application form should be completed no later than 7 days after being matched.

If you are the father of the child or the mother's spouse or partner, you must also complete form SC3.<sup>5</sup>

For adoption you must also complete form SC4.<sup>6</sup>

For overseas adoption you must also complete form SC5.<sup>7</sup>

The new parent support Leave application form should be completed via the Trust intranet. The MatB1 or Matching Certificate and the SC3,4 or 5 must be attached when completing this form.

If you are unable to complete the form on the Trust intranet your manager should forward the application form, a copy of the MatB1 or matching certificate and the SC3/4 or 5 to [lch.hr@nhs.net](mailto:lch.hr@nhs.net)

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<sup>4</sup> The New Parent Support (Paternity) Leave Application can be found on the MyLCH here: [Process \(lch.oak.com\)](#), alternatively a copy of the form is included in Appendix 1.

<sup>5</sup> Form SC3 can be found at: [Ask your employer for Statutory Paternity Pay and/or Paternity Leave \(tax.service.gov.uk\)](#)

<sup>6</sup> Form SC4 can be found at: <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-an-adoptive-parent-sc4>

<sup>7</sup> Form SC5 can be found at: <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-adopting-a-child-from-abroad-sc5>

## **6 Employee Rights whilst on New Parent Support (Paternity) Leave**

Your employment rights are protected whilst on new parent support (paternity) leave. This includes your right to:

- pay/incremental pay rises,
- the accrual of annual leave,
- returning to your substantive post.

## **7 Pre-term Birth / Stillbirth**

Where an employee's baby is born alive prematurely, the employee will be entitled to the same amount of new parent support (paternity) leave and pay as if the baby had been born at full-term.

Where an employee's baby is stillborn after week 24 of pregnancy, the employee will be entitled to the same amount of new parent support (paternity) leave and pay.

## **8 Shared Parental Leave**

Shared parental leave allows parents to choose how to share time off work after their child is born. In order to qualify for shared parental leave, the mother must end their maternity leave. See the Trust's Parental Leave Guidance for full details.

Please note, from 6<sup>th</sup> April 2026, the restriction on taking paternity leave after shared parental leave will be removed.

## **9 Annual Leave and Bank Holidays**

Employees accrue annual leave and bank holidays during paid and unpaid periods of new parent support (paternity) leave.

Employees should, wherever possible, take any outstanding annual leave either directly before or after the period of new parent support (paternity) leave in order to take the leave in the leave year in which it is accrued in line with the Trust's Annual Leave Policy.

**APPENDIX 1**

**Application for New Parent Support (Paternity) Leave and Pay**

<b>Payroll number</b>			
<b>Full Name</b>			
<b>Home Address (please ensure your correct contact details are updated on ESR)</b>			
<b>Contact Tel no.</b>			
<b>Job Title</b>			
<b>Base</b>			
<b>Manager's name</b>			
<b>Manager's email address</b>			
<b>Trust start date</b>			
<b>NHS start date</b>			
<b>Contract expiry date (if applicable)</b>			
<b>Expected date of childbirth (must match the date on the MatB1) or expected date of placement (as per matching certificate)</b>			
<b>Dates I intend to Take Leave</b> This should not be earlier than the date of childbirth or placement			
<b>From</b>		<b>To:</b>	
<b>From</b>		<b>To</b>	
New parent support Leave can be taken as two one-week blocks or are one two-week block.			

I have read the New Parent Support (Paternity) Leave Guidance and confirm I am eligible and wish to take the following option:

Option	New Parent Support (Paternity) Leave and Pay	Tick
1	<b>Occupational New Parent Support (Paternity) Pay</b> I have 12 months' continuous service with one or more NHS employers at the beginning of the week the baby is due to be born or the matching week.	<input type="checkbox"/>
2	<b>Statutory Pay</b> I am not eligible for occupational maternity support (paternity) pay but have worked for the Trust continuously for at least 26 weeks up to the 15 <sup>th</sup> week before the expected date of childbirth or matching week.	<input type="checkbox"/>

**Employee's Declaration:**

I confirm that I have read the Trust's New Parent Support (Paternity) Leave Guidance

I have completed form SC3 to claim statutory pay.	<input type="checkbox"/>
I have completed form SC4 to claim statutory pay (in the case of adoption).	<input type="checkbox"/>
I have completed form SC5 to claim statutory pay (in the case of overseas adoption).	<input type="checkbox"/>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Manager's declaration:**

I have discussed new parent support (paternity) leave with the above and am aware of the employee's intention to take leave.	<input type="checkbox"/>
I have completed the online authorised leave form on MyLCH to inform payroll of the employee's intention to take maternity support (paternity) leave.	<input type="checkbox"/>
I have seen the original copy of the MatB1 or matching certificate.	<input type="checkbox"/>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed, please forward this form and a copy of the MatB1 or matching certificate with either the SC3/4 or 5 to [lch.hr@nhs.net](mailto:lch.hr@nhs.net)

## **APPENDIX 2**

### **Frequently asked questions**

**1. How much new parent support (paternity) leave can I take?**

Two weeks.

**2. When can I start my new parent support (paternity) leave?**

From the date of birth or, in the case of adoption, from the date of placement or the date the child arrives in the UK (for overseas adoption).

All leave must be completed within 52 weeks of the date of birth or placement.

**3. Can I change the start date of my new parent support (paternity) leave?**

Yes. You must give your manager 28 days' notice wherever possible.

**4. Can I have paid time off to attend antenatal appointments with my partner?**

Yes. Your manager may ask for proof of any appointments.

**5. Can I take paid time off to attend adoption meetings?**

Yes, however, it is important to note that if you take paid time off to attend adoption meetings you will not be entitled to new parent support (paternity) leave and pay.

**6. Will I return to work in my original role?**

You have the right to return to your job under your original contract and on no less favourable terms and conditions.

**7. What if I'm too unwell to return to work immediately following my new parent support (paternity) leave?**

You must report as unfit for work in line with your local procedures. Your sickness will be managed in line with the Wellbeing at Work Policy.

## **APPENDIX 3**

### **Useful Contacts / Information**

<b>General information on entitlement to paternity leave and pay:</b>	<a href="https://www.gov.uk/paternity-pay-leave">https://www.gov.uk/paternity-pay-leave</a>
<b>HR queries:</b>	<a href="mailto:Lch.hr@nhs.net">Lch.hr@nhs.net</a> 0113 2033455
<b>Lease cars / salary sacrifice car queries:</b>	0113 3055927
<b>NHS terms and conditions of service:</b>	<a href="http://www.nhsemployers.org/tchandbook">http://www.nhsemployers.org/tchandbook</a>
<b>Nurseries and post-natal classes:</b>	<a href="http://www.leedsth.nhs.uk/a-z-of-services/nurseries/">http://www.leedsth.nhs.uk/a-z-of-services/nurseries/</a>
<b>Pensions Department:</b>	<a href="mailto:leedsth-tr.pensions@nhs.net">leedsth-tr.pensions@nhs.net</a>
<b>Payroll:</b>	<a href="mailto:leedsth-tr.payrollpct@nhs.net">leedsth-tr.payrollpct@nhs.net</a> Details of your payroll clerk can be found by searching for 'payroll' on the Trust intranet.