

HR & OD POLICIES

human resources and organisational development



Paternity Leave Adoption Support and Ordinary Leave Local Government Employees

1. INTRODUCTION

Support Leave of one week with normal pay will be granted to the spouse or partner or nominated carer of someone taking adoption leave at or around the time of placement. The nominated carer is the person nominated by the person taking adoption leave to assist in the care of the child and to provide support to her/him.

Adoption Support Leave can be taken:

- From the date of the child's/children's placement for adoption; or
- From another date after the child's/children's placement for adoption.

In addition to the adoption support leave described above, an employee who is the spouse or partner of a person taking adoption leave and who has at least 26 weeks' continuous service at the start of the notification week is entitled to a further week's Ordinary Paternity Leave (OPL).

OPL can be taken:

- From the date of the child's/children's placement for adoption; or
- From another date after the child's/children's placement for adoption.

Leave can start on any day of the week but must be taken within 52 weeks of the actual placement date.

An employee who is on OPL shall receive their normal pay.

Notification

An employee who wishes to take OPL must inform the council of her/his intention to take paternity leave within seven days of the employee being notified by their adoption agency that they have been matched with a child/children, unless this is not reasonably practicable.

For Adoption Support Leave and/or Ordinary Paternity Leave he/she must complete the [Application for Ordinary Paternity Leave \(Adoption within the UK\)](#) or the [Application for Ordinary Paternity Leave \(Adoption from Overseas\)](#) and forward to HR Support.

For further information on eligibility please contact HR&OD or Payroll.

Employees can take their two-week paternity leave entitlement as two separate one-week blocks. Where an employee elects to take only one week of leave then this will be taken as a complete week of leave. The first week will be support leave while the second week will be ordinary paternity leave, both will be paid at full pay.

Employees may alter the date on which their leave starts by giving 28 days' notice in writing, where this is reasonably practicable.

Only one period of leave is available to employees, irrespective of whether more than one child is placed for adoption.

For further advice and guidance on any of the above please contact [askHR](#)

Paternity Leave

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Policy

Revision Date	Previous Revision Date	Summary of Changes
22-11-2011	-	Creation of all Documents
18-09-2013	22-11-2011	Addition of paragraphs relating to extending time off
10-04-2015	18-09-2013	Remove Additional Paternity Leave
07-03-2024	10-04-2015	Update on Paternity Leave (Amendment) Regulations 2024 effective from 06/04/2024

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