

HR & OD POLICIES

human resources and organisational development



Paternity Leave Adoption Support and Ordinary Leave Teaching 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).

* Any previous employment (including probationary periods) with councils, employers listed in the Redundancy Payment (Local Government) (Modification) Order 1990 (as amended) and any other employment deemed by the council to be relevant, should be counted as continuous service (as defined in the Employment Rights Act 1996) subject to a gap in employment not exceeding one working week.

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 7 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 1 week of leave then this will be taken as a complete week of leave. The first week will be support leave and paid at full pay while the second week will be ordinary paternity leave and SPP will be paid. Where paternity leave is before and during a period of annual leave or school closure period, the paternity leave comes first and the whole period of annual leave and any unpaid leave follows.

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

Index of Documents

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 off
23-09-2014	18-09-2013	Updated to reflect new Childcare Voucher Scheme
10-04-2015	23-09-2014	Remove Additional Paternity Leave
06-07-2018	10-04-2015	SNCT/18/66 Ordinary Paternity Leave SNCT/18/65 Reckonable Service for Family Leave in relation to probationary periods
07-03-2024	10-04-2024	Update on Paternity Leave (Amendment) Regulations 2024 effective from 06/04/2024

Distribution

The approved versions of these documents are distributed to:

Name	Title
Arcadia	My Job / HR Policies & Procedures / Paternity Leave
Arcadia Lite	HR & OD Policies > Paternity Leave

Any copies of these documents outwith the distribution list above is uncontrolled.