

Draft
-------



## **Paternity Policy**

### **1. Scope**

This policy applies to all staff employed by TACTRAN (Tayside and Central Scotland Transport Partnership).

### **2. Aim of the document**

The aim of the document is to set out TACTRAN's policy for paternity leave and pay in order to ensure consistency of approach in line with employment legislation and TACTRAN's commitment to good employment practice.

### **3. Leave and pay entitlement**

You will be entitled to paid paternity leave provided that you:

1. have or expect to have responsibility for the child's upbringing
2. are the biological father of the child or the mother's husband or partner or are the spouse or partner of an adopter
3. have 26 weeks continuous employment by the 14<sup>th</sup> week before the child is expected (or is placed in the case of adoption)

The right to paid paternity leave is in addition to the 13 unpaid weeks' parental leave entitlement.

The entitlement is two weeks paid leave either taken consecutively or in periods of one week. Leave should be taken within 56 days of the birth of the child or, if the child is adopted, of the date the child is placed with you.

The leave is paid at the same rate as Statutory Maternity Pay.

### **4. Entitlement information**

To obtain further advice on entitlement to paternity leave and pay please contact the TACTRAN Office Manager.

### **5. Notification**

The member of staff must provide 28 days written notification of their intention to take paternity leave to the Office Manager. The notification should include:

- a) The week the baby is due or the date of the child's placement

- b) Whether you wish to take one or two weeks' leave
- c) When you want your leave to start.

By giving 28 days notice, where reasonably practicable, you will be able to change your mind about the date on which you want your leave to start.

28 days notice should also be given for a second (non-consecutive) week of paternity leave.

December 2006