

VIAMED Ltd

Company Personnel Manual

Section 7. Absence – Paternity Leave

Eligibility:

As an employee you must satisfy the following conditions in order to qualify for paternity leave. You must:

- Have or expect to have responsibility for the child's upbringing
- Be the biological father of the child, or the mother's husband or partner
- Have worked continuously for Viamed for 26 weeks ending with the 15th week before the baby is due

You must provide a completed Self-Certificate as evidence of your entitlement to paternity leave and SPP.

Length of Paternity Leave:

Eligible employees can choose to take either one week or two consecutive weeks' paternity leave (not odd days). They can choose to start their leave:

- From the child's birth (whether this is earlier or later), or
- From a chosen number of days or weeks after the date of the child's birth (whether this is earlier or later than expected), or
- From a chosen date later than the first day of the week in which the baby is expected to be born

Leave can start on any day of the week on or following the child's birth, but must be completed:

- Within 56 days of the actual date of birth of the child, or
- If the child is born early, within the period from the actual date of birth up to 56 days after the first day of the expected week of birth

Only one period of leave is available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

Statutory Paternity Pay:

During their paternity leave, most employees are entitled to Statutory Paternity Pay (SPP) from the company. The company pays SPP, for either one or two consecutive weeks, as the employee has chosen. The rate of SPP is the same as the standard rate of Statutory Maternity Pay; from April 2003 this is “100 per week or 90% of average weekly earnings if this is less than £100.

Employees who have average weekly earnings below the “Lower Earnings Limit” for National Insurance purposes do not qualify for SPP. In this case, or those who are normally low paid, the employee may be able to get Income Support.

Notice of Intention to take Paternity Leave:

You must inform the company of your intention to take paternity leave by the end of the fifteenth week before the baby is expected, unless this is not reasonably practicable. You must tell the company:

- The week the baby is due
- Whether they wish to take one or two weeks leave
- When they want their leave to start

You may change their mind about the date on which they want your leave to start, providing you tell the company at least 28 days in advance (unless this is not reasonably practicable). You must tell the company the date you expect any payments of SPP to start, at least 28 days in advance, unless this is not reasonably practicable).