

Viamed Company Personnel **CPM 07 Absence Paternity Leave and Pay**

Effective date: 27 July 2026

Review frequency: Annual, or following a relevant legislative change

This policy explains employees' rights to:

- Statutory Paternity Leave;
- Statutory Paternity Pay;
- unpaid time off to accompany a pregnant person to antenatal appointments;
- time off for adoption appointments;
- paternity rights relating to adoption and surrogacy arrangements; and
- Bereaved Partner's Paternity Leave.

Paternity Leave is separate from maternity leave, adoption leave, Shared Parental Leave, Unpaid Parental Leave, Neonatal Care Leave and Parental Bereavement Leave.

Employees should refer to the relevant Company Personnel Manual policy available through Intrastats for information about these other forms of leave.

Part A — Statutory Paternity Leave and Pay

1. Purpose

Statutory Paternity Leave allows an eligible employee to take time away from work following the birth or adoption of a child.

The leave must be taken for the purpose of:

- caring for the child; or
- supporting the child's mother, adopter or primary carer.

2. Day-one entitlement

From **6 April 2026**, eligible employees may give notice to take Statutory Paternity Leave from their first day of employment.

There is no minimum continuous-service requirement for Paternity Leave itself. The previous 26-week service requirement continues to apply to Statutory Paternity Pay, rather than to the right to leave.

The entitlement applies to employees. It does not normally apply to:

- self-employed people;

- agency workers;
- contractors; or
- individuals who are not legally classed as employees.

3. Who may qualify

An employee may qualify for Paternity Leave where they are:

- the child's father;
- the spouse or civil partner of the child's mother;
- the partner of the child's mother;
- the spouse, civil partner or partner of the child's adopter;
- the child's adopter, where they are not taking Statutory Adoption Leave;
- an intended parent in a surrogacy arrangement; or
- another employee who satisfies the statutory relationship requirements.

The employee must:

- have, or expect to have, responsibility for the child's upbringing; and
- be taking the leave to care for the child or support the child's mother or adopter.

An employee will not normally qualify for Paternity Leave where they have elected to take Statutory Adoption Leave as the primary adopter.

4. Amount of leave

An eligible employee may take up to **two weeks of Statutory Paternity Leave**.

The employee may take:

- one week only;
- two consecutive weeks; or
- two separate blocks of one week.

The employee receives the same amount of leave regardless of the number of children born or placed for adoption, including twins or multiple births.

A week of Paternity Leave is the same number of days that the employee normally works in a week.

For example, where an employee normally works three days each week, one week of Paternity Leave is three working days.

5. When Paternity Leave may be taken

5.1 Birth

Paternity Leave cannot begin before the child is born.

The leave may begin:

- on the date of birth;
- on a specified number of days after the birth; or
- on a specified date after the expected week of childbirth.

All Paternity Leave must normally be taken within 52 weeks of the child's birth.

Where the child is born early, the leave may be taken within 52 weeks of the expected week of childbirth.

5.2 Adoption within the United Kingdom

For adoption within the United Kingdom, Paternity Leave may normally begin:

- on the date the child is placed with the adopter;
- on an agreed number of days after the placement; or
- on another agreed date after the expected placement date.

All Paternity Leave must normally be taken within 52 weeks of the placement.

5.3 Overseas adoption

Different start dates and notice requirements may apply where a child is adopted from overseas.

The employee should contact the Human Resources Controller as soon as possible after receiving official notification or confirmation that the child will enter Great Britain.

5.4 Surrogacy

An intended parent in a surrogacy arrangement may qualify for Paternity Leave where the statutory eligibility requirements are met.

The employee should notify the Human Resources Controller as early as possible so that eligibility, notice and supporting information can be confirmed.

6. Notice of entitlement

6.1 Birth

For a birth, the employee must normally notify the company no later than the end of the 15th week before the expected week of childbirth.

The employee should confirm:

- the expected week of childbirth;
- that they satisfy the relationship and responsibility requirements;
- that they intend to take Paternity Leave; and
- whether they expect to take one or two weeks.

The temporary reduced-notice arrangements associated with the introduction of day-one Paternity Leave applied only until 25 July 2026. The normal notice requirements therefore apply to children expected on or after 26 July 2026.

Where it was not reasonably practicable to give notice within the required period, the employee must give notice as soon as reasonably practicable.

6.2 Notice of leave dates

The employee must normally give at least **28 days' notice** of the date on which each period of Paternity Leave will begin.

Where the employee wishes to change the date of leave, they must normally give at least 28 days' notice of the revised date.

Where 28 days' notice is not reasonably practicable, including where a baby is born early, notice must be given as soon as reasonably practicable.

6.3 Adoption

An employee adopting a child should normally notify the company within seven days of being informed that they have been matched with a child, or as soon as reasonably practicable.

The employee should provide:

- the date they were informed of the match;
- the expected placement date;
- the proposed start date; and
- the amount of leave requested.

Different rules may apply for overseas adoption.

6.4 Form of notice

The company requests that notice is given in writing or through the appropriate Intrastats process so that a clear record is maintained.

The employee may be required to complete the relevant statutory declaration or paternity leave and pay application.

For administrative purposes, Viamed will normally request a copy of the MATB1 certificate where this is reasonably available. This assists the company in confirming the expected week of childbirth and calculating the relevant notice, eligibility and pay dates.

A MATB1 certificate is not a statutory condition of entitlement to Paternity Leave or Statutory Paternity Pay. Where a copy is not reasonably available, the company will accept the employee's written declaration and other reasonable information required by law.

The MATB1 copy will be treated as confidential and retained in accordance with the company's Data Protection Policy and document-retention requirements.

7. Statutory Paternity Pay

7.1 Entitlement to pay

Statutory Paternity Pay is separate from the right to Paternity Leave.

An employee may qualify for Paternity Leave without qualifying for Statutory Paternity Pay.

To qualify for Statutory Paternity Pay, the employee must normally:

- have at least 26 weeks' continuous employment with Viamed by the end of the qualifying week;
- remain employed up to the date of birth or placement;
- earn an average of at least the statutory Lower Earnings Limit;
- meet the statutory relationship and caring-responsibility requirements;
- give the required notice and information; and
- take the time away from work to care for the child or support the child's mother or adopter.

For the 2026/27 tax year, the employee must normally earn an average of at least **£129 per week**.

For a birth, the qualifying week is normally the 15th week before the expected week of childbirth.

Different qualifying dates apply for adoption and surrogacy arrangements.

7.2 Amount of Statutory Paternity Pay

For the 2026/27 tax year, Statutory Paternity Pay is paid at the lower of:

- **£194.32 per week;** or
- **90% of the employee's average weekly earnings.**

The statutory rate and earnings threshold are reviewed annually. The company will apply the statutory figures in force when the leave is taken.

Tax and National Insurance will be deducted where applicable.

7.3 Payment period

Statutory Paternity Pay may be paid for a maximum of two weeks.

Payment will normally be made through payroll in the same way as the employee's normal wages.

8. Early birth

Where the baby is born early, the employee remains eligible for Paternity Leave from their first day of employment.

The employee may qualify for Statutory Paternity Pay where they would have completed the required 26 weeks of continuous employment by the relevant qualifying week.

The employee should notify the Human Resources Controller as soon as reasonably practicable.

9. Stillbirth or death of the baby

9.1 Stillbirth

An employee may remain eligible for Paternity Leave and Statutory Paternity Pay where the baby is stillborn after 24 weeks of pregnancy.

Parental Bereavement Leave and Pay may also be available under the relevant Company Personnel Manual policy.

9.2 Death after birth

Where the baby is born alive and later dies, the employee may remain entitled to Paternity Leave and Statutory Paternity Pay.

Any Paternity Leave already booked may still be taken.

Where the employee has remaining Paternity Leave that has not yet been booked, it must normally be booked and taken within eight weeks of the baby's death.

Neonatal Care Leave, Parental Bereavement Leave or other compassionate support may also be available depending on the circumstances.

The employee should contact the Human Resources Controller or a director so that the available support and entitlements can be considered sensitively.

10. Antenatal Appointments

An eligible employee may take unpaid time off to accompany a pregnant person to up to two antenatal appointments.

This right may apply where the employee is:

- the baby's father;
- the expectant mother's spouse or civil partner;
- in a long-term relationship with the expectant mother; or
- the intended parent in a surrogacy arrangement.

The employee may take up to six and a half hours for each appointment. This includes travelling time, waiting time and attendance at the appointment.

There is no minimum qualifying period of employment for this right.

The employee should give the company as much notice as reasonably practicable.

The company may ask the employee to provide a signed declaration confirming:

- the date and time of the appointment;

- that the employee has a qualifying relationship with the expectant mother or child;
- that the purpose of the time off is to accompany the pregnant person to the appointment; and
- that the appointment was made on the advice of a registered medical practitioner, midwife or nurse.

The company will not normally request the pregnant person's appointment card, medical records or other confidential medical evidence.

For administrative purposes, Viamed may request a copy of the MATB1 certificate where it is reasonably available. This may be used to confirm the expected week of childbirth and assist with the administration of Paternity Leave and Statutory Paternity Pay.

A MATB1 certificate is not a statutory condition of entitlement to time off for antenatal appointments, Paternity Leave or Statutory Paternity Pay. Where it is not reasonably available, the company will accept the employee's written declaration and any other reasonable information required to administer the entitlement.

Any MATB1 certificate or other personal information supplied will be treated as confidential and handled in accordance with the company's Data Protection Policy and document-retention requirements.

The statutory right to attend antenatal appointments is unpaid, although the company may choose to pay the employee at its discretion.

11. Adoption appointments

Different rights apply to time off for adoption appointments.

An employee who is the primary adopter may have a right to paid time off for up to five adoption appointments.

The other adopter or partner may take unpaid time off for up to two adoption appointments, with each appointment lasting up to six and a half hours.

An employee who elects to take Statutory Adoption Leave as the primary adopter will not normally also qualify for Paternity Leave for the same placement.

Employees should contact the Human Resources Controller before arranging adoption leave or appointments.

12. Shared Parental Leave

Paternity Leave and Shared Parental Leave are separate entitlements.

From 6 April 2026, an eligible employee may take Paternity Leave and Pay after taking Shared Parental Leave and Pay.

Paternity Leave may therefore be taken:

- before Shared Parental Leave;
- after Shared Parental Leave; or
- between separate periods of Shared Parental Leave.

This is subject to:

- the employee satisfying the eligibility requirements for each entitlement;
- the required notice being given; and
- all Paternity Leave being taken within the permitted 52-week period.

Employees should refer to the Shared Parental Leave policy for the separate eligibility, notice and pay requirements.

Part B — Bereaved Partner’s Paternity Leave

13. Purpose

Bereaved Partner’s Paternity Leave provides time away from work for an eligible employee who becomes responsible for caring for a child following the death of the child’s mother, main adopter or main intended parent.

This entitlement is separate from:

- ordinary Paternity Leave;
- Parental Bereavement Leave;
- compassionate leave; and
- sickness absence.

14. Day-one entitlement

Bereaved Partner’s Paternity Leave became a statutory right on **6 April 2026**.

It is a day-one employment right and there is no minimum continuous-service requirement.

There is no statutory entitlement to pay during Bereaved Partner’s Paternity Leave. Any payment made during the leave will be at the company’s discretion or in accordance with another applicable company policy.

15. Eligibility

An employee may qualify where all of the following apply:

- the child’s mother, main adopter or main intended parent died on or after 6 April 2026;
- the child is under one year old;
- where adopted, the child was placed with the employee less than one year ago;
- where adopted from overseas, the child entered England, Scotland or Wales less than one year ago;

- the employee has the main caring responsibility for the child;
- the employee is taking the leave to care for the child; and
- the employee is legally classed as an employee in England, Scotland or Wales.

The employee must also normally be one of the following:

- the child's father;
- the spouse or partner of the child's mother;
- the spouse or partner of the main adopter; or
- the spouse or partner of the main intended parent in a surrogacy arrangement.

Where the child was born through a surrogacy arrangement, the employee must have applied, or intend to apply, for a parental order within six months of the child's birth.

16. Amount of Bereaved Partner's Paternity Leave

An eligible employee may take up to **52 weeks of Bereaved Partner's Paternity Leave**.

The amount available may depend on:

- the date the child was born, placed or entered Great Britain;
- the date on which the mother, main adopter or main intended parent died; and
- how much of the permitted first-year period remains.

Leave must normally be taken as one continuous period.

The employee may choose to take less than the maximum available entitlement.

17. Notice

The employee should notify the company as soon as reasonably practicable.

The employee should provide:

- their name;
- the child's date of birth or placement;
- the date of death;
- their relationship to the child and the person who died;
- the proposed start date;
- the proposed end date or expected duration of leave; and
- confirmation that they have the main caring responsibility for the child.

The company will deal with notice and evidence requirements sensitively.

Where the statutory notice requirements cannot reasonably be met because of the circumstances, the company will consider notice given as soon as reasonably practicable.

18. Keeping-in-touch days

An employee may be permitted to carry out up to ten keeping-in-touch days during Bereaved Partner's Paternity Leave without bringing the leave to an end.

Any such work must be agreed in advance by both the employee and the company.

There is no obligation on the employee to undertake keeping-in-touch work and no obligation on the company to offer it.

19. Employment protection during Bereaved Partner's Paternity Leave

During Bereaved Partner's Paternity Leave, the employee's statutory employment rights remain protected.

This includes, where applicable:

- continuity of employment;
 - accrual of holiday entitlement;
 - the benefit of contractual terms that continue during statutory leave;
 - the right to return to work;
 - protection from detriment or dismissal because the employee requested or took the leave; and
 - applicable redundancy protection.
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Part C — General Administration

20. Refusing or delaying leave or pay

Where an employee does not qualify for Statutory Paternity Pay, the company will provide form SPP1 or equivalent written notification within the required statutory period.

The notification will explain:

- why the employee does not qualify;
- the period to which the decision relates; and
- who the employee may contact to discuss the decision.

Where notice requirements have not been met without a reasonable excuse, the company may delay the start of leave or pay where permitted by law.

Any decision to refuse or delay leave or pay must be approved by the Human Resources Controller or a director and confirmed to the employee in writing.

21. Employment protection

Employees are protected from dismissal, detriment or unfavourable treatment because they:

- requested Paternity Leave;
- took or proposed to take Paternity Leave;
- requested Statutory Paternity Pay;
- took or proposed to take Bereaved Partner's Paternity Leave;

- attended or requested time off for a qualifying antenatal appointment; or
- exercised another statutory right covered by this policy.

During statutory Paternity Leave, employment will continue and statutory employment rights will remain protected, including the right to accrue holiday, receive applicable pay increases and return to work.

An employee will normally return to the same job following Paternity Leave.

Where statutory rules allow a suitable alternative role following a longer or combined period of family leave, the company will apply those requirements.

22. Records and confidentiality

The company will maintain appropriate records relating to:

- Paternity Leave applications;
- Statutory Paternity Pay;
- notices and declarations;
- payments made;
- periods for which payment was not made and the reason;
- adoption or surrogacy evidence;
- Bereaved Partner's Paternity Leave; and
- decisions to refuse or delay leave or pay.

Records relating to Statutory Paternity Pay will be retained for at least three years from the end of the tax year to which they relate.

Other records will be retained in accordance with the company's document-retention requirements.

Personal information relating to pregnancy, birth, adoption, surrogacy, bereavement or a child's health will be treated as confidential and processed in accordance with the company's Data Protection Policy.

23. Equality and non-discrimination

All requests will be considered fairly and without discrimination.

No employee will be treated unfavourably because of pregnancy or maternity, sex, sexual orientation, gender reassignment, marriage or civil partnership, disability, age, race, religion or belief, family or caring responsibilities, or any other legally protected status.

24. Responsibilities

The Human Resources Controller is responsible for:

- receiving and recording applications;
- checking eligibility;
- confirming leave and pay arrangements;

- maintaining records;
- obtaining advice where eligibility is unclear; and
- ensuring that the current statutory rates and requirements are applied.

Employees are responsible for:

- providing accurate information;
- giving the required notice or as much notice as reasonably practicable;
- supplying reasonable supporting evidence when requested; and
- notifying the company promptly of any relevant change.

25. Review

This policy will be reviewed annually and whenever there is a significant change to employment legislation, statutory pay rates or official government guidance.

Where there is any conflict between this policy and a statutory employment right, the statutory right in force at the relevant time will apply.