

# Paternity Leave Policy

The A1 Group wishes to enable the father to be present at the birth of his child and/or to meet his family responsibilities immediately after the birth/adoption of a child.

The A1 Group will allow the day of the birth to be taken as *Other Authorised Leave* on a paid basis, but only when this day falls on a normal working day (generally Monday - Friday).

Statutory Paternity leave is for a period of either one or two weeks, and if two weeks is desired, this can be taken as either a continuous period, or as two blocks - each of one week in duration. (Paternity leave cannot be taken in odd days). It can start on any day of the week (but not before the baby is born). It has to finish within 56 days of the baby's birth. If the baby is born before the week it was due, it must finish within 56 days of the first day of that week

In the first week of Statutory Paternity Leave absence, the A1 Group will pay the first three days at full pay. Other Paternity Leave days in that week, and the second week of leave will be paid at the Statutory Paternity Pay (SPP) rate that applies at the current tax year rate (the exact details of payment rate can be found on the .GOV website).

If your partner has a multiple birth, you are only allowed one period of Statutory Paternity Leave. You should tell your manager the date of the birth or actual date of adoption placement in writing if requested. However, you do not have to give any medical evidence of the pregnancy or birth to claim Paternity Leave or Pay.

This benefit applies to both full time and part time employees who have more than 26 weeks continuous service by the 15th week before the child is due to be born.

Throughout the Statutory Paternity Leave period, your contract will remain in force in full, except for normal salary. The A1 Group will therefore continue to provide all benefits during this period, save for salary.

The leave cannot commence before the baby is born or adopted, and must be taken within 56 days after the date of the childbirth/adoption. Only one period of leave is available, irrespective of whether more than one child is born as a result of the pregnancy.

## NOTE:

If you intend to take Statutory Paternity leave you are required to complete the statutory form SC3 Becoming a Parent, by the end of the 15th week before the Expected Week of Childbirth (EWC), or as soon as is reasonably practicable and to present this form to the Accounts Department. The form can be obtained from your manager or the HMRC website. Additionally, your manager will enter the details of your Paternity Leave absence onto the Attendance Recordkeeping System prior to taking the leave. See Paternity Leave Authorisation. We ask that you provide us with a copy of the MATB1 form or an adoption certificate at least one month before going on leave.

## Authorisation

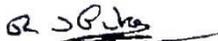
To apply for Paternity Leave, please take the following steps to book and have your time off authorised:

- Submit your signed request in writing to your manager
- Your manager will approve your time-off and this will be registered on the Attendance system. You will receive notification of approval or non-approval of your Paternity Leave request via a letter or an email
- Your manager will forward the hard copy form to the Accounts Department

In the event of emergency circumstances where you are unable to submit a Paternity Leave request prior to your absence, please inform your manager as soon as possible and then submit your request in writing upon your return to work.

## Revision

The Company will make all employees aware of this Company Policy.

Signed: 

Date: 1/1/24

Russell Pike - **Managing Director A1 Group**

**Next Review date 1<sup>st</sup> January 2025**