

PATERNITY LEAVE STANDARDS

INTRODUCTION

At Allianz we're committed to supporting working families and this policy will help you and your family understand the work arrangements if you want to take paternity leave when you have a baby or adopt. There is also more information about adoption leave in the Adoption Policy.

TIME OFF FOR ANTENATAL CARE

You can take paid time off for up to 4 antenatal appointments to accompany a pregnant woman. These appointments include going to the midwife, hospital or GP appointments; or parent craft classes.

You will be eligible if

- you're the husband or civil partner of the pregnant woman
- if you are living with the expectant mother in an enduring family relationship or
- if you are the biological father of the expected child

To request time off, you should speak to your line manager giving reasonable notice of the appointments. Your line manager may ask you for a written statement declaring that you:

- have a qualifying relationship with a pregnant woman or her expected child;
- that the purpose in taking time off is to accompany a pregnant woman to an ante-natal appointment;
- that the appointment in question is made on the advice of a registered medical practitioner, registered midwife or registered nurse; and
- the date and time of the appointment

If you're jointly adopting a child, one of you may elect for paid time off to attend up to five adoption appointments and the other can attend up to four appointments in line with this policy.

ORDINARY PATERNITY LEAVE (OPL)

OPL is designed for you to have a short break of up to 2 weeks from work to look after your new baby or newly adopted child and to support the mother/your partner (as the other parent will be able to take maternity leave or adoption leave).

ELIGIBILITY FOR OPL

You are eligible if:

- Your wife, civil partner or partner gives birth to a child or in the case of adoption, has elected to take adoption leave
- You expect to have responsibility for the child
- You have 26 weeks qualifying service by 15 weeks before the week the child is expected; or by the end of the week that you are told you've been matched with your child for adoption
- You remain employed up to the birth/adoption
- You're taking time off to either support the mother or to care for the new baby or newly matched / placed adoptive child
- Even if the baby's mother only qualifies for Maternity Allowance, rather than Statutory Maternity Pay, you would still qualify for OPL, if you meet the eligibility criteria

HOW TO TAKE YOUR OPL

- You may choose to take either one or two weeks of OPL
- OPL may only be taken in one block, i.e. you can't take OPL in odd days or 2 separate weeks
- OPL can only be taken once the baby has been born or the child is placed for adoption
- OPL must be taken within 8 weeks of the birth of the baby or within 56 days of the date of placement, if adopting
- If you wish to change your start date, you must give your manager 28 days notice

PATERNITY PAY

- If you're eligible for OPL you are also entitled to up to two weeks paternity pay, equivalent to 100% of your normal salary, whilst you are on paternity leave.

YOUR CONTRACT OF EMPLOYMENT DURING OPL

- All terms and conditions of employment stay the same
- OPL counts as continuous service
- Employer and employee pension scheme contributions will continue as normal

WHAT YOU NEED TO DO

- To qualify for OPL and Paternity Pay you must give your manager 15 weeks' notice of the date the baby is due or in the case of adoption, you must let your manager know no later than seven days after the date that you find out that you have a match with a child
- The tax office suggests that you keep a copy of the forms you complete for 3 years
- Complete the **OPL form** as soon as the dates of your OPL are confirmed and forward to HR Advisor
- Forward a copy of the child's birth / adoption certificate to your HR Advisor as soon as reasonably possible
- Payroll will need to receive your OPL Form as soon as you know the confirmed dates of your paternity leave. For any questions around this, please contact your HR Adviser or alternatively phone payroll on 01483 553160

SHARED PARENTAL LEAVE

Shared parental leave is also available and enables parents to commit to end their maternity or adoption leave and pay at a future date; and to share the untaken balance of leave and pay with their partner. For more details, please see the Shared Parental Leave policy.