

Title of POL: Paternity Policy

Custodian: Chief People Officer

Version Number: 05

Issue date: 27.03.26

Review date: 27.03.29

**POLICY (POL)**

Title of Policy	Paternity Policy		
What type of document is this?	Policy (POL)	Policy Reference Number	HHH-POL-023
Purpose of POL	Helping Hands are committed to supporting a positive work-life balance for all our employees and recognise that time with your children is important.		
<p><b>ROLES AND RESPONSIBILITIES</b></p> <p>Include in this section details of the key roles and associated responsibilities relevant to the document</p>			
Roles	Responsibility		
Chief People Officer	Responsible for reviewing and updating this policy and ensuring that the policy is communicated across the company through the Senior Management Team(s)		
Helping Hands Managers	Responsible for implementing and embedding this policy within all teams across the company		
Helping Hands Employees	Responsible for adhering to this policy as directed by Line Managers		
Scope of POL	This policy sets out the rights of employees to paternity leave and pay. This policy does not form part of any colleague’s contract of employment. Helping Hands reserves the right to amend or adjust this policy at any time as necessary. Employees will not be discriminated against or subjected to detriment for taking leave in accordance with this policy.		
<p><b>1. Entitlement to paternity leave</b></p> <p>An employee can take paternity leave from their first day of employment for the purpose of caring for the child or supporting the expectant parent if they are the spouse, civil</p>			

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partner, or partner of the expectant parent and have or expect to have the main responsibility (apart from the expectant parent) for the child's upbringing.

To exercise the right to take paternity leave in a birth situation, employees must comply with the notification procedure. For support with any queries employees can contact the People Team on ([hrhub@helpinghands.co.uk](mailto:hrhub@helpinghands.co.uk)).

Subject to eligibility, employees may also take Shared Parental Leave

## 2. Time off for antenatal appointments

If an employee has a qualifying relationship with a person who is pregnant, they have a statutory right to take unpaid time off to accompany that person at up to two antenatal appointments.

To make a request for time off to accompany someone to an antenatal appointment, they will need to notify their Line Manager.

The antenatal appointment must be made on the advice of a registered medical practitioner, midwife or nurse. The right to time off work is limited to a maximum of six-and-a-half hours for each appointment.

Employees should give their Line Manager as much notice as possible of when they need the time off for the antenatal appointments and, wherever possible, try to arrange them outside of the core hours / as near to the start or end of the working day.

## 3. Timing and length of paternity leave

Paternity leave must be taken as a period of either one week or two consecutive weeks, it cannot be taken in instalments.

Paternity leave can start on the date of the child's birth, or a later date of the employees choosing. However, Paternity Leave must be taken within the first 52 weeks of birth.

## 4. Notification

To take paternity leave a colleague must provide written notice by the end of the 15th week before the Expected Week of Childbirth or no more than seven days after they and

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/or their Partner were notified of having been matched with the child, providing a minimum of 4 weeks' notice, stating the below:

- The Expected Week of childbirth.
- The date the colleague would like their leave to start (which may be a specified date after the start of the Expected Week of Childbirth, the actual date of birth or a specified number of days after birth); and
- Whether they intend to take one week or two weeks' leave.

We may require a signed declaration from the colleague to confirm they are taking paternity leave to care for the child or to support the child's other parent.

#### **5. Changing leave dates or cancelling leave**

An employee may vary the start date of their paternity leave by providing a written request and obtaining approval from their Line Manager.

#### **6. Paternity pay**

Helping Hands will support employees by paying Statutory Paternity Pay which is paid at the statutory limit set by the government for the relevant tax year, or 90% of the employees' average weekly earnings, whichever is lower.

Statutory paternity pay (SPP) is payable for up to 2 weeks. SPP will stop being payable when the colleague returns to work.

8 weeks prior to the qualifying week we will calculate the average weekly earnings and ensure the average pay is no less than the statutory limit set by the government.

#### **7. Terms and conditions during paternity leave**

During paternity leave, all the terms and conditions of an employee's contract except normal pay will continue. Other benefits such as holiday entitlement will continue to accrue and pension contributions will continue to be paid.

**POLICY (POL)****8. Returning to Work**

Following paternity leave, employees generally have the right to resume working in the same job as before on terms and conditions that are no less favourable than the terms that would have applied had they not been absent. Their continuity of employment is not affected.

**9. Neonatal leave & pay**

All employees, irrespective of service, will be entitled to take a period of neonatal leave for a period of up to 12 weeks if their baby needs 'neonatal care'.

Neonatal care means care:

- Of a medical or palliative kind that is specified in The Neonatal Care (Leave and Pay) Act 2003.
- That starts before the end of a period of 28 days beginning with the day after the date of the child's birth.

Employees are entitled to neonatal care leave only where the neonatal care continues without interruption for at least 7 days beginning with the day after the day on which the care starts. The leave must be taken before the end of the 68 weeks beginning with the date of the child's birth.

Eligible employees will have the same employment rights and protections as parents taking other relevant family related leave.

If an employee requires Neonatal leave/ pay, they must inform their Line Manager as soon as practicably possible or contact the People Team on [hrrhub@helpinghands.co.uk](mailto:hrrhub@helpinghands.co.uk)

**10. Data Protection**

When dealing with paternity leave, we will process any personal data collected in accordance with our data protection policy, (Privacy Information Policy which can be found on the company website). In particular, we will record only the personal information required and keep the information only for as long as necessary.

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<b>TRAINING</b>	No	
Is training required?		
Details of training	N/A	
<b>COMPLIANCE</b>	Compliance with this policy will be monitored via Line Managers.	
How is compliance within this document going to be monitored?		
<b>EQUALITY IMPACT ASSESSMENT AND PROCEDURAL INFORMATION</b>		
	Positive/Negative/N/A	Comments
Does the document have a positive or negative impact on one group of people over another based on their:		
• Age?	N/A	
• Disability	N/A	
• Gender assignment?	Positive	
• Pregnancy and maternity (which includes breastfeeding)	N/A	
• Race (including nationality, ethnic or national origins or colour)?	N/A	

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<ul style="list-style-type: none"> <li>• Marriage or civil partnership?</li> </ul>	Positive	
<ul style="list-style-type: none"> <li>• Religion or belief?</li> </ul>	N/A	
<ul style="list-style-type: none"> <li>• Sex?</li> </ul>	Positive	
<ul style="list-style-type: none"> <li>• Sexual orientation?</li> </ul>	Positive	
<p>If you have identified any potential impact (including any positive impact which may result in more favourable treatment for one particular group of people over another), are any exceptions valid, legal and/or justifiable?</p>	This policy has a positive impact on the above groups of people; it does not discriminate and uses inclusive language.	
<p>If the impact on one of the above groups is likely to be negative:</p>		
<p>Can the impact be avoided?</p>	N/A	
<p>What alternatives are there to achieving the document's aim without the impact?</p>	N/A	
<p>Can the impact be reduced by taking different action?</p>	N/A	
<p>Is there an impact on employee, customer or someone else's privacy?</p>	N/A	
<p>Changes since previous version</p>	<ul style="list-style-type: none"> <li>• Removal of non-inclusive language</li> <li>• Removal of qualifying period as day one right as per employment rights act 2025</li> <li>• Additional reference of ERA 2025</li> <li>• Employees may also take paternity leave before or after taking a period of Shared Parental Leave</li> <li>• General formatting</li> </ul>	

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Who was involved in developing /reviewing/amending the document? (list titles)	Chief People Officer People Services Director People Advisor Team Lead	
How confidential is this document	Restricted	Can be shared freely within Helping Hands but NOT outside
References	Employment Rights Act 2025	
Associated Documents	HHH-POL-018 – Maternity Policy HHH-POL-069 – Parental and Shared Parental Leave Policy (Birth and Adoption) v3	

CONTROLLED DOCUMENT