

PATERNITY LEAVE

DOCUMENT TITLE: Paternity Leave

REVISION: 1.01

DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
Prepared By	Luke Deasy	Managing Director		10/02/2023	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2023	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2024	1.01
Reviewed By	Peter Lane	EHS Officer		12/06/2025	1.01
Reviewed By	Luke Deasy	Managing Director		12/06/2026	1.01

PATERNITY LEAVE POLICY:

This policy outlines your rights and responsibilities if you wish to take paternity leave and time off for antenatal appointments, and the non-Contractual enhanced Paternity Benefit offered by the Company.

You are eligible to take paid paternity leave after the birth or adoption of a child if you are a “relevant parent”. This means that, in relation to the child in question you are either:

- in the case of a child who is, or is to be adopted, the spouse, civil partner or cohabitant (as those terms are defined in the Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010), as the case may be, of the adopter of the child; or
- in any other case:
 - the father of the child;
 - the spouse, civil partner or cohabitant (as those terms are defined in the Civil Partnership and Certain Rights and Obligations of Cohabitants Act 2010), as the case may be, of the adopter of the mother of the child; or
 - a parent of the child under section 5 of the Children and Family Relationships Act 2015 where the child is a donor-conceived child within the meaning of Part 2 of that Act.

Statutory paternity pay is payable for up to two weeks at a rate set by the government.

You must give us as much notice as possible of your intention to take paternity leave, in writing to your Manager.

TIME OFF FOR ANTENATAL APPOINTMENTS:

You may take paid time off to accompany a pregnant woman to an antenatal appointment if you have a qualifying relationship with the woman or the child. You must give as much notice of the appointment as possible and inform your Manager in writing of the date and time.

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Luke Deasy
Managing Director