



Human Resources

PATERNITY LEAVE & PAY

1. INTRODUCTION

1.1 This is a guide to paternity leave and pay eligibility when you take time off because your partner's having a baby, adopting a child or having a baby through a surrogacy arrangement. It covers members of staff who are one of the following:

- the father
- the husband, wife or partner of the mother or adopter - this includes same-sex partners
- the child's adopter
- the intended parent (if you're having a baby through a surrogacy arrangement)

1.2 These provisions apply to all staff regardless of gender, sexuality or marital status.

1.3 Paternity leave and pay are provided to 3 (u)2.3 (Pat)-39 (al)1v dthe adoption of a child.

1.4 Paternity leave cannot be taken in addition to adoption leave. If you and your partner are jointly adopting a child, you will have to decide who takes adoption leave and who takes paternity leave.

1.5 If you have any queries about your right to paternity leave and pay, please contact your Business Partner.

1.6 The University has separate guidance in relation to maternity leave and pay, adoption leave and pay, shared parental leave and pay, parental leave and time off to care for a child and flexible working. All these [carer support policies](#) are available on the Human Resources

website.

1.7 Definitions of abbreviations and terms used in this document are given in the following glossary.

2. **GLOSSARY**

Average weekly earnings	For statutory paternity pay purposes, average weekly earnings are calculated on the pay received in the period between:
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- have given formal notice on [MyView](#) of your entitlement and intention to take Paternity Leave to Human Resources by the end of the Qualifying Week or within seven days of notification of an adoption match.
- have submitted notification of the date(s) that you wish to take OPL at least 28 days before the period(s) of OPL are due to start.
- advise Human Resources and your manager of any changes to your circumstances. You must give at least 28 days' notice of any change to your proposed OPL start date.
- remain employed by the University from the end of the Qualifying Week or Matching

you are unable to return as previously notified. Your absence, with effect from your proposed date of return, will be treated as sickness. You will therefore receive sick pay from this date (if eligible).

- 5.3 **Part year working** – if you work during part of the year, and your date of return falls at a time when you are not required to be at work, your return date will be postponed until the

- 7.3 If you are a member of the USS or USPAS your period(s) of paid paternity leave will count towards your pensionable service. The University will automatically continue to pay pension contributions during your period(s) of paid paternity leave. Pension contributions will be based on your notional pay. The University will pay full contributions based on the pay you would have been earning had you not been on paternity leave. This period(s) will count as pensionable service and you will be covered for early retirement on ill health grounds and death in service, subject to the rules of the relevant pension scheme.
- 7.4 If you are a member of the Sussex Group Stakeholder Scheme (SGSS) the University will continue to contribute at your chosen percentage of salary during OPL. The University will pay full contributions based on the pay you would have been earning had you not been on paternity leave.
- 7.5 If you contribute to an Additional Voluntary Contributions (AVC) scheme, your AVC contribution during your period of paternity leave will be based on your full salary (and not your paternity pay). Appropriate arrangements for the payment of your AVC contribution will be made with you.
- 7.6 If you contribute to a personal pension scheme you should consult the manager of the scheme regarding the implications of your paternity leave and pay on your pension.

8 SICKNESS PRIOR TO OR DURING PATERNITY LEAVE

- 8.1 You cannot be paid OSPP and statutory sick pay (SSP) at the same time. If you become unwell before starting your period of OPL, you should postpone your OPL until you are fit to return to work. You should note that the 52-week period within which you must take your OPL cannot be extended due to sickness. The paternity leave period cannot be broken by other types of absence so if you fall ill during a period of OPL, your absence will be treated as part of your paternity leave.

Review / Contacts / References	
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Lead contact / author:	Head of Employee Policy & Relations