

This policy outlines the entitlement of Temporary Workers to Paternity Leave and pay and complies with relevant legislation. Paternity Leave and pay may be available to a Temporary Worker who is the partner of either;

- A mother who has given birth
- Someone who is adopting a child

This policy focuses on the entitlements of staff where a mother has given birth, however, further information on Temporary Worker's entitlements where a child has been adopted can be sought from your Search Consultant or the HR Department.

Temporary Workers may also be entitled to take Shared Parental Leave in addition to or instead of Paternity Leave. For more details, please see the Shared Parental Leave policy.

Time off for antenatal appointments

Partners of expectant mothers are entitled to take unpaid time off to accompany the mother to two antenatal appointments. The time taken to attend appointments should be no more than six and a half hours per appointment, including travelling and waiting time. If possible, appointments should be made close to the beginning or end of the working day to minimise disruption, and the Temporary Worker's Search Consultant should be given as much notice as possible of forthcoming appointments. If the Temporary Worker intends to make a request, they should provide a certificate confirming that his partner is pregnant and an appointment card or other relevant documentation confirming the date and time of the appointment. Requests for time off may be refused if it is reasonable to do so.

Entitlement to paternity leave

From 6 April 2026, employees are eligible to take Paternity Leave from their first day of employment. Temporary Workers will be entitled to be absent from work for the purpose of caring for a child or supporting the child's mother if they are:

- the father
- the husband 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)

There are extra conditions you need to meet to qualify for leave and pay.

Paternity Leave (Ordinary Paternity Leave)

Temporary Workers can choose to take either one week or two weeks leave. If they choose to take 2 weeks, they can be taken together or separately. Paternity leave cannot start before the birth and must end within 52 weeks of the birth (or due date, if the baby is early).

A Temporary Worker qualifies for OPL on the birth of a baby if they:

- Have - or expect to have – the main responsibility for the baby's upbringing (apart from the mother).

- Are the biological father of the baby and/or the mother's husband or partner (including same-sex partner or civil partner). A partner is someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative.

In addition, Temporary Workers must:

- Have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth (EWC) - the qualifying week.
- Be working from the qualifying week up to the date of birth. If a Temporary Worker's contract ends before the birth, the Temporary Worker does not qualify for leave - unless they go on to work for an associated employer. If the Temporary Worker's contract ends after the birth, the Temporary Worker retains the right to leave (and pay if the Temporary Workers meets the qualifying conditions, see below).
- Have average weekly earnings of at least the lower earnings limit for National Insurance purposes which applies at the end of the 15th week before the EWC.
- Be taking the time off to support the mother and/or care for the baby.
- Have notified us in writing of their intention to take OPL, using the Ordinary Paternity Leave Notification Form (SC3); and
 - Whether they wish to take one or two weeks' leave
 - When they want the leave to start. A Temporary Worker may choose to start their leave on:
 - i. the day the child is born; or
 - ii. a day which falls a certain number of days after the child is born, as specified by the Temporary Worker to the employer before the child is born; or
 - iii. a pre-determined date that falls after the first day of the week that the child is due, which the Temporary Worker specifies to the employer.
 - This notice should be provided in writing,
 - i. in or before the 15th week before the expected week of the child's birth; or
 - ii. if that is not reasonably practicable, as soon as is reasonably practicable.
 - A copy of your partner's Maternity Certificate (MATB1) must be provided at least 3 weeks in advance of taking OPL.
 - After the child is born, the Temporary Worker must give written notice of the child's actual date of birth. This should be done as soon as is reasonably practicable.

Changing the Start Date of Paternity Leave

If the Temporary Worker wants to change the start date of their paternity leave, they must give the Company the following notice:

- to change the leave so it starts on the date of birth, at least 28 days before the first day of the EWC
- to change the leave so it starts on a particular date, 28 days before that date
- to change the leave so it starts a specified number of days after the birth, at least 28 days before the date on which leave is to commence.

If the Temporary Worker can't give the notice in time, they should tell the Company as soon as is reasonably practicable.

Statutory paternity pay

Paternity Pay shall be paid at the lower of the following rates:

- the current statutory paternity pay rate; or
- 90% of the Temporary Worker's normal weekly earnings.

Terms and conditions during paternity leave

During their paternity leave period a Temporary Worker who takes paternity leave is entitled to the benefit of all of the terms and conditions of employment, excluding pay, which would have applied if he had not been absent.

Temporary Workers who return to work after a period of paternity leave are normally entitled to return to the job in which they were employed before the period of leave.

Keeping In Touch

The Company and the Temporary Worker are entitled to have a reasonable amount of contact with each other during paternity leave to discuss aspects such as plans to return to work, important developments at work, promotional opportunities