



UK PATERNITY LEAVE GUIDE

WHAT'S IT ABOUT?

Congratulations to you

As the biological father, the partner of the expectant mother, adopting or welcoming your new arrival through surrogacy, Paternity Leave allows you the space and time away from work to welcome your new addition and spend valuable time together as a family.

UK Paternity leave guide

THE FEATURES

- ▲ First things first. When you feel ready let your manager know the good news.

- ▲ Antenatal appointments, go ahead and attend all of them should you wish to. There is no requirement to make up this time.

- ▲ Paternity leave and Paternity Pay are statutory. This means that as long as you have 26 weeks of continuous service by the 15th week prior to the due date, or 7 days after you have confirmation of an adoption matching, you are eligible to receive both. If you don't have this length of service have a chat with your manager.

- ▲ Please make sure that you notify HR by completing the two paternity leave forms on the HR Hub within the required timelines.
 - Biological father – 15th week prior to the expected due date
 - Adoption – 7 days after confirmation of an adoption matching

- ▲ If you are adopting, you must provide proof of adoption from your adoption agency or the matching certificate to qualify for paternity pay.

- ▲ If you meet the eligibility criteria you can take up to 4 weeks full paid leave. This is made up of 2 weeks statutory and 2 weeks enhanced company paternity leave.

- ▲ All leave must end within 52 weeks of the birth.

- ▲ You must give 28 days' notice if you want to change the start date of your leave.

- ▲ Start to think about the amount of leave you would like to take and when you would like to take this. You only need to give 4 weeks' notice of your intention to take paternity leave by letting your manager and HR Admin know.

- ▲ You do not need to take all of the weeks at the same time they can be taken separately. BUT you must give 28 days' notice before the start of any period of leave or if you would like to amend the date on which you wish to start your leave.

- ▲ Once you have received the enhanced paternity pay and leave set out in this guide you will have to have returned to work for a consecutive period of 15 months by the end of the 15th week before the expected week of birth or placement for future births or placement.

If you have any questions, please let your manager know and they will work through these with you.



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This document is intended as a helpful guide for employees and summarises the principal Paternity Leave provisions for Imagination's UK based employees, it does not constitute a comprehensive policy statement. In the event of a dispute Imagination Technologies will respect all relevant statutory requirements