
Paternity Guidance

Policy Statement

We know that spending time with your children whilst they're growing up is an important part of us enjoying life's everyday moments. If you've just found out about your new addition to your family – congratulations!

This guidance tells you all about paternity, which is for parents to be who are not taking maternity leave. It's non contractual and may be changed in the future. If you have any questions about family leave, please contact HR Services.

Who does it apply to?

This guidance applies to anyone with a GB contract of employment.

Policy Detail - What do I need to know or do?

This guidance tells you about planned time off work to be with your family on paternity, which is for parents to be, not taking maternity leave.

We've put the guidance into 3 sections:

- Before your Leave
- During your Leave
- After your Leave

Before your Leave

What do I need to know or do?

Paternity

When should I tell you about my news?	Please tell us as soon as possible and in writing so that we can ensure we put in place any support that you might need. You'll need to give us formal notice to take leave.
Can I take time off for appointments whilst my partner and I are expecting a baby or organising adoption?	You can take paid time off to go to appointments that are advised by your partners Medical Practitioner or Midwife; or your Adoption Agency. Please try and minimise your time away from work by organising your appointments at the start or end of the day or around your specific working time or schedule. We appreciate this isn't always possible. You need to let your manager know and you may be requested to provide a declaration.
My partner and I are having IVF treatment, can I take time off for these appointments?	You can take paid time off to go to IVF appointments that are advised by your or your partners Medical Practitioner or Consultant. Please try and minimise your time away from work by organising your appointments at the start or end of the day or around your specific working time or schedule. We appreciate this isn't always possible. You need to let your manager know and evidence of your appointment may be requested and needs to be available, or you may be requested to provide a declaration.
Am I eligible to take paternity leave for the birth or adoption?	Regardless of how long you've worked for us you are entitled to take paternity leave for the birth or adoption.
I'm having a child through surrogacy, what am I entitled to?	If you're genetically related to the child (i.e., egg or sperm donor), you can choose to take paternity (if eligible) instead of adoption, however, you are not able to take both. Dependant on your situation please pursue either paternity or adoption leave.
How much time off can I take?	Up to 4 weeks.

What do I need to know or do?	Paternity
Can I decide how much time off to take?	Yes, you can take less than the 4 week entitlement.
Do I have to take my leave in one continuous block?	No, you can take your leave in smaller blocks of at least one week within 52 weeks of the birth or adoption. If you're a shift worker located at Beckton, Leeds or Rugby, please see your Working Arrangements for information relating to how you can take this leave.
What evidence do I need to provide?	You'll need to provide written notice of your entitlement to take paternity leave. We have a form to help you do this and it needs to be done at least: • 15 weeks before the baby's due date; or • within 7 days of being matched (for UK adoptions), or • for overseas adoptions, within 28 days of your official notification. You'll need to send this notice to HR Services (raise an askHR), and they'll write to you within 28 days to confirm your entitlement and leave dates (if you've provided those). Please talk to your manager as early as possible about your plans.
How much notice do I need to give to take each block of leave?	At least 28 days before each block of paternity leave, you need to create a time off record in myHR, which will then go to your line manager for approval. The first 2 weeks of your leave (however you decide to take them) must be recorded on your myHR record as Paternity Leave. The second 2 weeks need to be entered as Additional Paternity Leave. For example, if you're: • taking all 4 weeks straight after birth – record as back-to-back blocks of 2 weeks paternity and 2 weeks additional • taking 1 week following the birth and 3 weeks at a later date – record as 1 week paternity, 1 week paternity and then 2 weeks additional • taking 4 separate weeks – record the first 2 weeks as paternity and the second 2 weeks as additional.

What do I need to know or do?	Paternity
How much notice do I need to give to take each block of leave? (continued)	If it is not reasonably practicable to give this notice, you'll need to do so as soon as is reasonably practicable. If you're planning to take all or some of your leave immediately after the birth or adoption, you don't have to give an exact date, but you need to tell us when you want your leave to start.
Can I change my paternity leave dates once I've booked them?	You can but you'll still need to give us 28 days' notice of the new intended start date(s). You can only give less notice where it is not reasonably practicable for you to give the full 28 days, in which case you'll need to give as much notice as reasonably practicable. If your baby arrives early and you're taking leave immediately after the birth, you need to let us know straight away.
Will I get paid when I'm on paternity leave?	You'll receive full pay (basic salary) for up to 4 weeks, depending on how much leave you decide to take. This includes any entitlement to statutory paternity pay (SPP).
What are my entitlements if I am a bereaved parent?	We understand that the loss of a child, of any age, brings heartbreak and devastation and we are here to support you through this very difficult time. On our intranet, you have access to the Health & Lifestyle Benefits page which provides resource to support you through these types of loss. Through Telus Health and Grocery Aid, counselling is available to you on a 24/7 basis. You have the option of talking to a trained professional over the phone or via the on-line chat facility. This service is free and any advice and support you receive is private and totally confidential. If you've opted into our private healthcare, you also have our AXA Healthcare Plan providing access to private medical treatment and counselling, and our AXA Doctor at Hand which gives you a fast, easy way to see a GP. We know that this experience brings with it indescribable sadness, and we want to provide you with the right support in regard to taking time out to allow you to start grieving for your child. You should be aware that as a bereaved parent (including foster parents, adopters and guardians), following the loss of a child below the age of 18 (including a still-birth after 24 weeks), you're entitled to an additional week of statutory bereavement leave on top of the 1 week of fully paid bereavement leave given in our Time Off Policy.

What do I need to know or do?	Paternity
What are my entitlements if I am a bereaved parent? (continued)	As we know the bereavement journey will take some time, you are able to take this leave within 56 weeks of the child's death. In addition, if you have at least 26 weeks of service, you will be eligible for statutory bereavement pay at the lower of the statutory rate or 90% of your average earnings. In order to ensure that you receive the correct pay during this period of leave, your bereavement leave needs to be placed on to your myHR time off record. This can be input by either yourself or your line manager. If a bereaved parent is taking statutory bereavement leave, either you or your manager should also notify HR Services via askHR. If you wish to discuss this entitlement or your wellbeing please reach out to your line manager or HR Services and we will do all that we can to support you during this difficult time. If your bereavement is related to early pregnancy loss (up to 24 weeks gestation) or failed fertility please see our Time Off Policy.

During your Leave

What do I need to know or do?	Paternity
What happens to my allowances?	We'll need to review if you receive any allowances, depending on the reason for payment your allowances may stop.
When will I be paid?	You'll be paid as normal which may be subject to your usual deductions.
What will happen to my benefits during leave?	All contractual benefits, apart from pay outside of your basic salary, will normally stay in place during your leave. We'll continue to pay into your pension whilst you take paid leave.
Do I continue to accrue holiday during my leave?	You'll continue to accrue your holiday (contractual and bank holidays) in the normal way during all your leave.
What contact can I expect during my leave?	You'll only be away for a short amount of time, so if we don't have contact during your leave you can let us know about your new addition when you're back at work.

After your Leave

What do I need to know or do?	Paternity
What's my return to work date?	We'll expect you back in work on the dates we've agreed, depending on how many weeks of the 4 week entitlement you've chosen to take and how you've chosen to take these. If you're eligible you could also take parental leave. You'll need to provide the necessary notice of your request.
Can I have a more flexible return to work?	It's up to you how you plan your time off with your holiday entitlement. Please discuss this with your manager as you will need their approval. If you're looking for a permanent change to your terms and conditions, then you'll need to put in a flexible working request. If, at any point you have concerns about your working arrangements, please refer to our Productivity Tools and Support policy and discuss your concerns with your manager.
What role will I come back to?	You'll only be on leave for a short time, so you'll come back to the same job.

Policy breach and consequences – What happens if I don't follow it?

It is our personal responsibility to do the right thing for ourselves, for each other, and for Britvic. This behaviour is the beating heart of our "We Own It" value. Not doing the right thing or asking for support, could impact your myPerformance end of year rating, and any potential breach may lead to disciplinary action being taken.

Related Documents

The following related documents can be found on our [Policies and Disclosure](#) page on Focus:

- Family Leave Policy
- Parental Leave Guidance
- Shared Parental Leave Guidance
- Sickness Absence Policy
- Time Off Policy
- Pay & Benefits Policy
- Flexible Working Guidance
- Productivity Tools and Support Policy