

# JOINT NEGOTIATING COUNCIL FOR THE EDUCATION AND LIBRARY BOARDS

23 May 2005

**To: Chief Executives  
Council Members  
MSO/TUSO**

## **Joint Negotiating Council Circular No. 118**

### **Paternity Leave Provision**

The Joint Secretaries of the Joint Negotiating Council for the Education and Library Boards have agreed Paternity Leave Provision which has been revised to take account of recent legislative developments.

Please note that this circular subsumes the provision contained within paragraph '(b) Maternity Support Leave' in General Council Circular No. 10 (dated 4 August 1994).

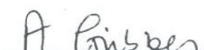
The Paternity Guidelines are attached as an appendix to this circular.

  
Management Side Secretary  
J Curran

  
Trade Union Side Secretary  
T Wright

  
Trade Union Side Secretary  
L Kerr

  
Trade Union Side Secretary  
A Elliott

  
Trade Union Side Secretary  
A Gribben

## APPLICATION / CERTIFICATION FOR PATERNITY LEAVE

***Please note: in order to be granted paternity leave you must be the biological father of the child and /or be married to or the partner of the child's mother, and expect to have responsibility for the upbringing of the child. (Please see note overleaf regarding maternity support leave\*.)***

Name: _____
Address: _____ _____
Post held: _____ Location: _____

Please state your relationship with the mother: _____
Expected date of birth of the child/children: _____
Date paternity leave to commence: _____ (No earlier than the week of childbirth)
Date of return to work: _____ (No later than 8 weeks after the child is born)

I hereby certify that I am in an enduring relationship with the mother and will be responsible for the child's upbringing, and that I am taking time off to support the child's mother or to care for the child.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Line Manager/Principal  
Counter Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Branch Library Manager  
Counter Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE READ NOTES OVERLEAF**

## PATERNITY LEAVE - NOTES OF GUIDANCE

### Eligibility and Entitlement

In order to be granted paternity leave you must be the biological father of the child and /or be married to or the partner of the child's mother, and expect to have responsibility for the upbringing of the child. You must be taking time off to support the child's mother or care for the child.

- Staff who meet the above requirement, irrespective of service, are entitled to 1 weeks leave paid at full pay (maternity support leave\*).
- Staff who have **26 weeks** continuous service by the end of the **15<sup>th</sup> week** before the expected week of confinement (EWC) are entitled to an additional weeks leave, paid at the current rate of Statutory Paternity Pay (SPP) only (where applicable - see note).

**Note:** to qualify for Statutory Paternity Pay an employee must have average weekly earnings not less than the Lower Earnings Limit for payment of National Insurance contributions. (This figure is set by the DHSS and is subject to alteration, usually on an annual basis.) Average weekly earnings are calculated over the 8 weeks prior to the commencement of the 15<sup>th</sup> week before the EWC.

**\* Staff other than the partner of the child's mother (e.g. father, sister, mother) may apply for maternity support leave (one week at normal pay), if the mother nominates them as carer in these circumstances.**

### Further Information

Paternity leave must be taken in a single block within the first **8 weeks** after the child is born. The employee may choose to take a single block of **either** 1 weeks' leave (maternity support leave) **or** 2 weeks' leave (1 week maternity support leave plus 1 week paternity leave), subject to entitlement. The earliest date at which paternity leave can commence is the week of childbirth.

At the very least the employee must submit the application for paternity leave by the end of the **15<sup>th</sup> week** before the expected week of childbirth (EWC). The employee may change his or her mind provided **28 days** notice is given.

Only 1 period of leave is provided per pregnancy. Therefore if the employee's partner gives birth to twins, the entitlement is up to 2 weeks leave (subject to eligibility).

Please submit the completed application form PL1 to your line manager / principal for authorisation, and then to human resources.

If you have any further enquiries please contact, Human Resources (Tel                    ).