

Paternity (Partner) Leave and Pay Policy

1. About this Policy

The purpose of this policy is to ensure that office holders are clear about entitlements to paternity/partner leave and the process that should be followed for arranging leave.

The Diocese recognises and respects the rights of expectant and recent fathers/partners to take time away from their office holding in connection with the arrival of a new child. No one will be subjected to a detriment for exercising their right to take paternity/partner leave, or for seeking to do so.

This is a statement of policy and does not form part of clergy Statement of Particulars. The Diocese may amend this policy at any time, at our discretion.

2. Definitions

The following key definition is used in this policy:

Expected Week of Childbirth (EWC): the week, starting on a Sunday, in which a doctor or midwife expects the birth to happen.

3. What is paternity/partner leave and who is eligible to take it?

Clergy whose wife, civil partner, or partner gives birth to a child, is entitled to two weeks' paternity leave, regardless of their tenure. To be eligible for paternity/partner leave clergy must:

- a. be an office holder, and not a self-supporting minister.
- b. have, or expect to have, responsibility for the upbringing of the child, and be making the request to help care for the child or to support the child's mother.
- c. take leave in a single block of one week, or two weeks, within eight weeks of the birth or adoption of the child.
- d. comply with the notification requirements set out in this policy.

Paternity/partner leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. See adoption leave policy for more details.

Provisions will be made for curates in training (in title post). They should speak with their post ordination training director for more information. Ordinands in training should connect with their area director of ordinands.

4. Giving notice of intended leave

In all cases we request that office holders inform their Incumbent/Bishop at least 15 weeks before the EWC as well as when they would like paternity/partner leave to start.

They should also confirm the EWC by providing us with a certificate from their partners doctor or midwife (this will usually be on a MAT B1 form). They should also complete and sign a self-certificate declaring entitlement to paternity leave. This can be found at: <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-a-birth-parent-sc3>

5. Antenatal appointments

Reasonable time may take time off from work support a partner at antenatal classes or adoption appointments. This will not impact stipend payments.

6. Paternity pay

Paternity leave is paid at full stipend. All benefits, including annual leave, will also continue to accrue.

7. Stillbirth

Office holders should contact their Incumbent/Bishop if their partner has a stillbirth or miscarriage in the first 24 weeks of pregnancy. A period of sick leave and/or compassionate leave may be arranged as appropriate.

Entitlement to paternity leave and pay is extended to anyone whose partner experiences a stillbirth, in or after, the 25th week of pregnancy.

8. Data protection (GDPR)

When managing paternity/partner leave and pay, the Diocese processes personal data collected in accordance with its data protection policy on processing special categories of personal data. Data collected from the point at which clergy informs their Incumbent and/or Bishop that their partner is pregnant is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their absence and pay. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the LDF's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.