



Paternity Leave



Contents

Introduction.....	3
Paternity Leave and Pay	3
Enhanced Paternity Leave and Pay – More than 26 weeks continuous service at the end of the qualifying week	3
Less than 26 weeks continuous service at the end of the qualifying week.....	3
Approval and notification of paternity leave	4
Time off for antenatal care.....	4
Paternity pay and salary exchange.....	4
Benefits during paternity leave	4
Neonatal Care.....	5
End of employment and paternity	5
Internal support	5
Paternity Leave – Forms	6



Introduction

This policy sets out the rights of employees to paternity leave and pay.

We are committed to supporting a positive work-life balance for all our employees and recognise that time with your children is important.

Paternity Leave and Pay

You are entitled to paternity leave and pay if you:

- have at least 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth or date you are notified about being matched with a child for adoption;
- are the biological father of a child, or the spouse, civil partner or partner of the child's birthing parent; and
- have, or expect to have, the main responsibility (apart from any responsibility of the birthing parent) for the child's upbringing.

This means that paternity leave is available to an eligible female employee who is married to, or is the civil partner or partner of, the child's birthing parent.

Paternity leave is also available to the spouse, civil partner or partner of an individual who has adopted a child. Where a couple adopt a child jointly, one may take adoption leave and the other paternity leave. They are entitled to choose for themselves which adoptive parent takes which type of leave.

Please refer to the government website for full eligibility criteria <https://www.gov.uk/paternity-pay-leave/eligibility>.

Enhanced Paternity Leave and Pay – More than 26 weeks continuous service at the end of the qualifying week

In order to support our employees during paternity, we offer enhanced paternity leave and pay of eight weeks' at basic full pay (inclusive of an entitlement to Statutory Paternity Pay) to eligible employees.

The enhanced paternity pay can be taken in weekly instalments or as one solid block of leave starting from the eleventh week before the expected week of childbirth up to 52 weeks after the child's birth or adoption.

If you wish to take both paternity leave and shared parental leave (please see shared parental leave section – [Birth](#) or [Adoption](#)), you must take all of the paternity leave first. You cannot take paternity leave (ordinary or enhanced) if you have already taken a period of shared parental leave in relation to the same child.

Paternity leave and pay entitlement will be as above regardless of number of infants born (for example twins would be considered one pregnancy for the purposes of paternity leave and pay entitlements).

Less than 26 weeks continuous service at the end of the qualifying week



If you have less than 26 weeks continuous service at the end of the qualifying week you will not be entitled to enhanced or statutory paternity pay and leave.

Approval and notification of paternity leave

You will need to discuss your request to take enhanced paternity leave with your line manager, and whilst we will endeavor to approve the leave requested there may be times where this is operationally not possible, and we may ask you to schedule the leave at an alternative time.

To request paternity leave, you will need to complete the form [here](#), and give this to your line manager at least 4 weeks before the date or dates (if spreading the leave over a longer period of time) you are proposing to take paternity leave.

In the case of an adopted child, you should complete the form [here](#) giving written notice of your intention to take ordinary paternity leave. This should be no later than seven days after the date on which notification of the match with the child was given by the adoption agency.

If you subsequently wish to change the timing of the ordinary paternity leave, you must give 28 days' notice of the new dates.

Time off for antenatal care

If you are entitled to paternity leave and pay as detailed above, you are also entitled to take paid time off to attend up to five antenatal appointments to accompany a birthing partner with whom you are having a child. As much notice as possible should be given to your line manager for antenatal appointments and, wherever possible, these should be arranged as near to the start or end of the working day.

If you have less than 26 weeks continuous employment ending with the 15th week before the expected week of childbirth or date you are notified about being matched with a child for adoption and would have otherwise been eligible for paternity leave and pay you are still able to attend five antenatal appointments as set out above.

Paternity pay and salary exchange

If you have entered into any salary exchange agreements the calculation of paternity pay will be affected. You are entitled to opt out of salary exchange agreements; however, you must do this before the period in which average earnings are calculated.

Benefits during paternity leave

Your terms and conditions of employment remain in force during these forms of leave, except for the terms relating to remuneration.

Due to the HMRC rules of salary exchange, non-cash benefits such as private medical insurance, cannot be taken from statutory pay such as maternity, shared parental leave, etc. Therefore, during these leave periods, the cost of contractual non-cash benefits will be met by Kier and the benefits will continue. The benefits that are taxable before your leave will continue to be taxable and reportable by P11D to HMRC.

If you are a member of a pension scheme, we will make employer pension contributions during any period of paid leave, based on your normal salary and in accordance with the pension scheme rules. If



you are in a non-salary exchange pension scheme, contributions you make will be based on the amount of any pay that you are receiving, unless you inform the HR Shared Service Centre (HRSSC) in writing that you wish to make up any shortfall.

If you are in a salary exchange pension scheme, such as the Kier Retirement Savings Plan, you will continue to participate in pension salary exchange unless you opt out of this through HRSSC. Your contributions will be taken from any pay that exceeds statutory pay and we will pay the employee's contributions on the statutory payment to maintain the normal monthly employee contribution as though you were receiving full pay.

Life cover, whether associated with pension membership or not, will continue regardless of whether you are on paid or unpaid leave.

If you have a company car or car allowance, you will continue to either have use of a car or continue to receive the allowance during your leave.

Your holiday will continue to accrue at your usual rate. All holiday dates are subject to approval by your line manager. You are encouraged to discuss with your line manager the timing of any outstanding holiday and holiday which will be accrued during your leave. It may be possible to carry a limited number of days into a new holiday year.

For any queries regarding your specific benefit entitlements during paternity, please contact askHR in the first instance.

Neonatal Care

Having or adopting a healthy baby is the number one priority for new parents. However, 1 in 7 babies in the UK are born prematurely or sick and go on to receive care on a neonatal unit.

Kier has a specific policy on Neonatal Care to demonstrate our commitment to supporting employees who need to take time off to care for their babies requiring specialist neonatal care. This policy sets out leave and pay arrangements (including entitlement to enhanced neonatal pay) and can be found [here](#).

End of employment and paternity

If you were to resign from Kier and your paternity leave is due to be taken during your notice period you would no longer be entitled to enhanced paternity pay and leave and would revert to statutory paternity pay and leave only which is 2 weeks paid at the statutory rate. Details of this can be found [here](#).

Internal support

As a Kier employee, you have access to the following resources which you may wish to utilise:

- A 24/7 GP service (ZGP24) for you and your family. This allows you to book a call with a GP at any time of the day or night by calling 0345 319 0484 or visiting their website [here](#).
- The Employee Assistance Programme (EAP) provides you access to counselling services and a team of Telephone Information Specialists who provide 'in-the-moment' practical information and advice services around issues that may be affecting you at home or at work. The EAP is available 24 hours a day, 365 days a year. More details can be found [here](#).
- Our mental health first aiders within Kier are available if you need someone to talk to.
- Please [visit Your Kier](#) for full details on all our wellbeing support.



Paternity Leave – Forms

Action	When	Form
Notification of paternity leave - birth	At least 15 weeks before due date	Ordinary paternity leave request - birth form
Notification of paternity leave - adoption	Within seven days of match with child by adoption agency	Ordinary paternity leave request – adoption form

