

School Employment Advisory Team

Paternity Leave Scheme for Teaching Staff

How do I apply for paternity leave ?

There are a number of documents that you need to send to us at least 28 days before you expect to start your paternity leave. These include:

Application for Paternity Leave. A copy of this form is attached. There are sections that must be completed by both you and your Headteacher sending it in to the Human Resource & Payroll Service.

SC3 – ‘Becoming a parent’ form. It provides the expected week of confinement and the date the leave is to commence

SC4 - ‘Becoming an adoptive parent’ form. It provides the expected week of the child’s placement and the date the leave is to commence.

On receipt of the above, we will confirm the details of your paternity leave.

What is my entitlement?

Your entitlement to pay and leave will depend on your length of continuous service. You may be entitled to Statutory Paternity Pay (SPP) and / or Occupational Paternity Pay (OPP). To determine your entitlement, you will need to know your:

- a) **Length of Service** - This is usually determined by your start date with the City Council. However, if you worked for another local authority directly before joining Liverpool and without a break, this may be classed as continuous service. Further Education establishments cannot be classed as another local authority. The Human Resource and payroll Service can advise you on this if you are not sure.
- b) **Start date for Paternity Leave** - Your paternity leave can start up to 8 weeks after the birth of your child.

Entitlement with less than 1 year's continuous service at the qualifying week.

Length of Service	Entitlement
Less than 26 weeks service at the qualifying week .	<ul style="list-style-type: none"> No entitlement to Statutory or Occupational paternity pay.
More than 26 weeks service at the qualifying week but not enough NI contributions.	<ul style="list-style-type: none"> No entitlement to Statutory or Occupational paternity pay.
More than 26 weeks service at the qualifying week and sufficient NI contributions paid.	<ul style="list-style-type: none"> Entitlement to Statutory Paternity Pay for 2 weeks. This will be paid as follows: <ul style="list-style-type: none"> ❖ 2 weeks at SPP or 9/10th of your gross salary, whichever is the lowest.

Entitlement with continuous service of 1 year or more at the qualifying week.

Length of Service	Entitlement
More than 1 year service at 11 weeks before your expected week of confinement.	<ul style="list-style-type: none"> 5 days at full pay. 1 week at 9/10th of your average salary or SPP (whichever is the lower).

What is Statutory Paternity Pay (SPP)?

This is a state scheme under which employers are responsible for making payments to employees who are eligible.

To qualify for SPP you must

- have worked for the City Council for at least 26 consecutive weeks up to and including the 15th week before the week in which your baby is due
- continue to work into the 15th week (Qualifying Week) before your expected week of confinement, for at least one day
- have average weekly earnings at the Qualifying Week (calculated over an 8 week period) that exceed the lower earnings limit for payment of National Insurance contributions. (If this applies, you will be advised by the Human Resource & Payroll Service);
- give at least 28 days notice to the City Council of your intention to stop working.

What is Occupational Paternity Pay (OPP)?

This is Liverpool City Council's own scheme and to qualify you must:

- have at least 1 year continuous service at the 11th week before your baby is due
- continue to work up to the 11th week prior to the week in which your baby is due
- give the City Council at least 28 days notice of the date on which you intend to stop working

Where can I get further information about paternity leave?

You can contact the School Employment Advisory Team and your HR officer contact details will be available in school . If your school uses the City Council's payroll service, you can contact a payroll adviser on 233 3003 or by Email to hr.payroll@liverpool.gov.uk.



Application for Paternity Leave

Full Name (Capitals)			
Oracle ID Number		National Insurance Number	
Portfolio		Job Title	
Home Address and Telephone Number			
Work Location			
Date Baby Due / Child's Placement		Date Paternity Leave to Start	
SC3 / SC4 Attached (Staple form to this document, payment can not be processed until received)	Yes	No	

Employees Signature:

Date:

To be completed by the Line Manager

Managers Name (Capitals)	
Date employees current period of employment with Council commenced	

If your establishment has an alternative payroll supplier please attach photocopies of the Birth / Matching Certificate to this document and forward the original to your payroll provider.

Managers Signature:

Date:

Return to: Human Resource & Payroll Service, 6th Floor, Venture Place, 13-17 Sir Thomas Street, Liverpool, L1 6BW