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**Southern Rock Adventures Ltd**

**Paternity leave policy**

**Effective from 17 October 2008**

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## **1 Introduction**

### **1.1 Eligibility**

All employees of Southern Rock Adventures Ltd will be entitled, if qualified, to paternity leave.

Employees may also be entitled to adoption paternity leave and pay, and this is considered in paragraph 6.

To qualify for paternity leave, you must:

- have or expect to have responsibility for the child's upbringing;
- be the biological father of the child or the mother's husband/partner; and
- have worked continuously for Southern Rock Adventures Ltd for 26 weeks leading into the 15th week before the baby is due.

### **1.2 Length of paternity leave**

#### **1.2.1 Ordinary paternity leave**

You will be entitled to either one or two weeks paternity leave during which time you will benefit from your normal terms and conditions of employment (except wages or salary). You must take your paternity leave in blocks of weeks, rather than individual days. You are only entitled to one period of leave in the case of multiple births.

### **1.3 When does paternity leave start?**

You can choose to start your leave from:

- the date of the birth (whether this is earlier or later than expected)
- a specified number of days or weeks after the child's birth; or
- a fixed date.

You must complete your paternity leave within 56 days of the date of the birth of the child (or from the expected week of birth if the child is born early).

## **2 Statutory Paternity pay**

Most employees will be entitled to Statutory Paternity Pay ("SPP") during their paternity leave.

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To be eligible for SPP you must have been continuously employed by Southern Rock Adventures Ltd for at least 26 weeks leading into the 15th week before the baby is due. You will not qualify for SPP if your average weekly earnings are below the Lower Earnings Limit for National Insurance Contributions (which is currently GBP 90 per week). If you do not qualify, you may be eligible for support from Social Security.

If you are eligible for SPP you will receive:

- GBP 117.18 per week or
- 90% of your average weekly earnings if this is less than GBP 117.18.

Pay during paternity leave will be paid in the normal manner and will be subject to the deductions of income tax, pension contributions, if due, and National Insurance as usual. Payslips will be posted to your home address. We will require you to send us a self certificate as evidence of your entitlement to SPP and paternity leave.

### **3 Contractual Paternity Pay**

If you have more than one years service you will be entitled to contractual paternity pay (which will include any SPP) for the paternity leave period at the rate of 50% of your average weekly earnings.

### **4 Notification**

You must inform Mr. Mark Rhodes of your intention to take paternity leave by the 15th week before the baby is expected (unless it is not reasonably practical). You must also tell Mr. Mark Rhodes when the child is due, whether you wish to take one or two weeks leave and when you want to start your leave. If you change your mind about the start date you must tell Mr. Mark Rhodes 28 days before your leave is due to start.

### **5 Return to work after paternity leave**

You will be entitled to return to the same job following paternity leave.

### **6 Adoption paternity leave**

You will be eligible to take adoption paternity leave if you:

- have or expect to have responsibility for the child's upbringing;
- are the spouse or partner of an adopter;
- have worked continuously for 26 weeks leading up to the week in which the adopter is notified of being matched with a child.

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Other rules regarding adoption paternity leave are the same as those set out above, save that references to the child's birth should be replaced by references to the child's placement.

Giving misleading or false information in order to receive paternity leave is a very serious matter and will be treated by Southern Rock Adventures Ltd as a disciplinary matter that may, in certain circumstances, constitute gross misconduct.