



Additional Paternity Pay and Leave Policy

- I.1 Triple C (Liverpool) will pay Statutory Additional Paternity Leave and Pay if the employee's partner returns to work before the end of their maternity (or adoption) leave or pay period if the employee is eligible to the entitlement.
- I.2 Eligible employees are entitled to:
 - Additional Paternity Leave (APL) – for 2 and 26 weeks
 - ASPP - £139.58 per week or 90% of their gross average weekly earnings (whichever is lower)
- I.3 Leave or pay can only start 20 weeks after the birth, adoption or child's arrival in the UK (for overseas adoptions).
- I.4 Leave stops on the child's first birthday or 52 weeks after the child starts living with the adopter.
- I.5 Pay stops when the mother's maternity or adoption pay would have ended.
- I.6 The employee can change these dates if they give Triple C (Liverpool) 6 weeks' notice.
- I.7 The employee can take unpaid Additional Paternity Leave (APL) if they are eligible for leave but not pay. All APL taken after the end of the Statutory Maternity Pay, Maternity Allowance or Statutory Adoption Pay period is unpaid.
- I.8 Employees are eligible if:
 - they've worked for Triple C (Liverpool) continuously for at least 26 weeks by the 'qualifying week' or matching week (or the official notification for overseas adoptions)
 - they're employed by Triple C (Liverpool) the week before their leave or pay starts (Sunday to Saturday)
 - they're on Triple C (Liverpool) payroll and earn at least £112 a week (gross) in an 8-week period
 - their partner has at least 2 weeks left of their maternity or adoption pay (ASPP only)
 - they and their partner give Triple C (Liverpool) the correct notice
- I.9 Employees must give Triple C (Liverpool) at least 8 weeks' notice before their period of additional pay or leave starts (this doesn't apply if the mother or adopter has died). The employee must give Triple C (Liverpool) the appropriate form depending on whether they're:
 - having a baby (form SC7)
 - adopting in the UK (form SC8)
 - adopting from overseas (form SC9)
 - caring for a child whose mother or adopter has died (form SC10)
- I.10 Triple C (Liverpool) will confirm in writing within 28 days of the employee's request:
 - what ASPP they'll get
 - their leave start and end dates
- I.11 If an employee doesn't give Triple C (Liverpool) the right amount of notice without a good reason, we can delay the start of leave and the pay period until you've had acceptable notice.
- I.12 Triple C (Liverpool) can ask for:

- proof of the birth or adoption, e.g. a birth certificate, letter from the adoption agency or 'official notification' (for overseas adoptions)
 - the contact details of their partner's employer, e.g. to check when their partner's maternity pay ends
- The employee should give this to Triple C (Liverpool) within 28 days.

I.13 Triple C (Liverpool) will write to the employee within 28 days of their request and include form ASPP1 - non-payment of Additional Statutory Paternity Pay.

Adopted: 28/4/16