

UK Specifics under the Global Paternity Policy

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1.0 Eligibility to Paternity Leave

If you are a father to be or will share the responsibility with a partner for bringing up a child, you may have the right to Statutory Paternity Leave and Pay. This includes those who are adopting a child.

Paternity leave is available to employees who:

- Have or expect to have responsibility for the child's upbringing;
- Are the biological father of the child or the mother's husband or partner (including same sex relationships);
- Have worked continuously for the organisation for 26 weeks ending with the 15th week before the baby is due or the end of the week in which the child's adopter is notified of being matched with the child; and
- Give the correct notice.

Employees who wish to take paternity leave should tell their line manager and HR Operations Team, by completing the appropriate HR Service Desk ticket, as soon as possible, but no later than the end of the 15th week before the expected week of childbirth. They should complete the appropriate HMRC and organisation request forms available from the HR Operations team.

1.1 Ordinary Paternity Leave (OPL)

OPL can be taken as 1 or 2 weeks period of leave, any time within 52 weeks from the date of birth; it cannot be taken as odd days. Where an employee chooses to take 2 weeks, they can be taken together or separately.

Employees must tell their line manager and HR Operations team the dates of their leave at least 28 days before each period of leave.

Paternity leave cannot start before the birth date, although an employee can request to take holiday prior to paternity leave, in line with normal leave policy.

1.2 The right to request Additional Paternity Leave (APL) has now been replaced by the Shared Parental Leave Policy.

1.3 In the very unlikely event of the death of the mother, primary adopter or child statutory bereavement leave may be available, please contact the HR Operations Team for further details.

2.0 Entitlement to paternity pay

After 26 weeks' of continuous service with Sightsavers prior to the expected date of childbirth or placement of a child for adoption, an employee is entitled to paternity pay as follows:

2.1 OPL:

- 1 week at full pay; and

- 1 week at Statutory Paternity Pay (SPP), or at a rate equivalent to 90% of the employee's average weekly earnings, whichever is the lesser.

2.2 Paternity pay is treated as income and is therefore liable for income tax and National Insurance in the same way as normal pay.

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