



BURGESS FARMS

PATERNITY POLICY SUMMARY			
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For use by:	All employees of Burgess Farms and its subsidiary Companies		
Purpose:	This policy summary sets out Burgess Farm's approach to Paternity Leave and Pay.		
This document supports: <i>Standards and legislation</i>	Employment Rights Act 1996 Work and Families Act 2006 Various family friendly Regulations Paternity Leave (Bereavement) Act 2024 Employment Rights Act 2025		
Key related documents:	Family Friendly Policy and Procedure Maternity Leave Policy and Procedure Parental Leave Policy and Procedure Shared Parental Leave Policy and Procedure Adoption Leave Policy and Procedure Flexible Working Policy and Procedure Data Protection Policy and Procedure		
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Definitions

"Company" means Burgess Farms

"Subsidiary Companies" means all Companies owned by Burgess Farms

"Mother" means the mother or expectant mother of the child.

"Partner" means the person who, at the date of the child's birth, is married to, the civil partner of, or the partner of the mother. This includes someone, of either sex, who lives with the mother and the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

1. Policy statement

This policy sets out the statutory rights and responsibilities of employees who wish to take paternity leave. The policy gives details of the notification, eligibility, and pay arrangements for paternity leave.

2. Key principles

An employee whose partner gives birth to a child, or who is the biological father of the child will be entitled to a period of statutory paternity leave subject to the following key principles:

- Employees are entitled to up to two weeks' statutory paternity leave from the first day of employment, subject to meeting the eligibility criteria outlined in this policy.
- Employees must comply with the notification requirements set out in section 5.
- In the event of both the employee and their partner being employees of Burgess Farms, only one employee will be eligible to take Maternity or Adoption leave. The other parent will be entitled to statutory paternity leave.

3. Scope

This policy and procedure applies to all employees employed by Burgess Farms and its subsidiary companies whose partner gives birth to a child, or who is the biological father of the child.

4. Paternity leave

An employee whose partner gives birth to a child, or who is the biological father of the child, is entitled to up to two weeks' statutory paternity leave from day one of employment.

Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either adoptive parent may take paternity leave where the other adoptive parent

has elected to take adoption leave. A separate policy is available in respect of adoption leave.

To qualify for paternity leave, the employee must:

- Have, or expect to have, responsibility for the upbringing of the child; and
- Be taking the leave to care for the child or to support the child's mother.

Paternity leave is granted in addition to normal annual leave entitlement. Paternity leave may be taken as one continuous period of up to two weeks; or two separate blocks of one week.

Leave must be taken within 52 weeks of the child's birth or placement for adoption. Where the child is born early, leave may be taken from the date of birth but must still be taken within 52 weeks.

Paternity leave may be taken before or after Shared Parental Leave, subject to statutory notice requirements.

5. Notification of paternity leave

Where an employee wishes to request paternity leave in respect of a birth child, the employee must give their manager at least 28 days written notice of the date on which the employee intends the leave to start, and whether the employee intends to take one or two weeks of paternity leave. Where required by law, employees must also notify the Company of the expected week of childbirth.

In the case of an adopted child, the employee must give written notice of their intention to take paternity leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date the employee intends to start paternity leave, the length of the intended paternity leave period and the date on which the adopter was notified of having been matched with the child.

If an employee subsequently wishes to change the timing of the paternity leave, the employee must give their manager at least 28 days' written notice of the new dates. The employee must also, if requested, complete and sign a self-certificate declaring that the employee is entitled to paternity leave and statutory paternity pay.

6. Statutory paternity pay

Eligibility for statutory paternity pay is separate from eligibility to take statutory paternity leave.

6.1 Employees eligible for Statutory Paternity Pay

An employee will be eligible for statutory paternity pay if they meet all of the following statutory criteria:

- At least 26 weeks' continuous service with the Company by the end of the qualifying week

(the 15th week before the expected week of childbirth or, in adoption cases, the relevant matching week); and

- Average weekly earnings that are at or above the Lower Earnings Limit for National Insurance purposes; and
- Meet the statutory relationship and responsibility requirement in respect of the child.

Statutory Paternity Pay is payable at the statutory rate or at 90% of the employee's average weekly earnings if this figure is less than the statutory amount.

Statutory paternity pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Statutory paternity pay will commence on the date the employee's paternity leave begins and may start on any day of the week, in accordance with statutory rules.

6.2 Employees not eligible for Statutory Paternity Pay

Employees who do not meet the statutory conditions set out in clause 6.1 will not be eligible for statutory paternity pay.

Employees who have less than 26 weeks' continuous service or have average weekly earnings below the Lower Earnings Limit will not be eligible for statutory paternity pay.

However, employees who are not eligible for statutory paternity pay may still be entitled to take statutory paternity leave on an unpaid basis, provided they meet the eligibility criteria for paternity leave as set out in this policy.

Legislation regarding standard rate of paternity leave and eligibility can be found at <https://www.gov.uk/paternity-pay-leave>.

7. Rights during paternity leave

During paternity leave all terms and conditions of the employee's contract except normal pay will continue. Where eligible as outlined in clause 6 of this policy, statutory paternity pay will replace salary. This means that, while sums payable by way of salary will cease, all other benefits will remain in place. Pension contributions will continue to be maintained.

Holiday entitlement will continue to accrue throughout an employee's statutory paternity leave. An employee can add their holiday entitlement to the beginning or end of their statutory paternity leave subject to approval from their line manager. An employee may not be able to carry over un-used holiday entitlement if the statutory paternity leave goes over two holiday years therefore the employee has the option to take this at the beginning of the leave.

8. Request for additional leave

As well as paternity leave, employees may also be entitled to shared parental leave and pay. Employees wishing to take an extended period of leave should refer to the shared parental leave policy.

9. Rights on and after return to work

On resuming work after paternity leave, the employee is entitled to return to the same job as the employee occupied before commencing paternity leave on the same terms and conditions of employment as if the employee had not been absent.

10. Bereaved Partner Paternity Leave

In the event where an employee's child's mother, or person with whom the child is placed or expected to be placed for adoption with, dies in childbirth or within 12 months of the child's birth or adoption placement, the employee may be entitled to bereaved partner paternity leave.

This entitlement applies to all family structures, including same-sex couples, civil partnerships, and surrogacy arrangements.

10.1 Eligibility

In these circumstances, the employee will be entitled to statutory paternity leave from day one of employment. No minimum length of service is required in order to take paternity leave under this provision.

10.2 Duration and timing of leave

The employee may take up to 52 weeks' bereaved partner paternity leave, in accordance with the timing and notice requirements set out in clause 5 of this policy, subject to any statutory flexibility applying at the time.

10.3 Pay during leave

Eligibility for statutory paternity pay or any enhanced company paternity pay will be assessed separately.

The entitlement to paternity leave under this provision does not automatically confer an entitlement to paternity pay.

10.4 How to request leave

Employees should notify their manager or HR as soon as reasonably practicable of the need to take bereaved partner paternity leave. The Company recognises the sensitive nature of these circumstances and will apply notice requirements with flexibility and compassion.

10.5 Additional support

Bereaved partner paternity leave may be taken in addition to any compassionate leave, parental bereavement leave, or other support available under Company policy.

Further support may be available under the Company's Bereavement Leave Policy and Family-Friendly Policies.

11. Confidentiality

Where any information is given by the employee or about the employee, their right to absolute confidentiality on all personal matters will be guaranteed by all parties.

Access to this information will be restricted to the Company where appropriate and for Company statistical purposes unless otherwise mandated by law.

12. Breach of Policy

Knowingly providing false information and choosing to breach the Paternity Leave Policy will be treated as a disciplinary matter, which could potentially amount to gross misconduct and lead to dismissal.

Late or failure to return to work without prior authorisation or any written confirmation will be treated as unauthorized absence and may be regarded as a disciplinary offence, leading potentially to disciplinary action for misconduct if appropriate.

Document Control

Version	Revision	Action	Author	Date
V0.3	3	Incorporation of the Paternity Leave (Bereavement) Act 2024 & Implemented day 1 paternity	LS	10/02/2026
	0.4	Formatting	GT	02 / 2026
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