



## BURGESS FARMS

<b>PATERNITY POLICY SUMMARY</b>	
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<b>Document Reference</b>	BFHRPO028
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<b>For use by:</b>	All employees of Burgess Farms and its subsidiary Companies
<b>Purpose:</b>	This policy summary sets out Burgess Farm's approach to Paternity Leave and Pay.
<b>This document supports:</b> <i>Standards and legislation</i>	Employment Rights Act 1996 Work and Families Act 2006 Various family friendly Regulations Paternity Leave (Bereavement) Act 2024
<b>Key related documents:</b>	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
<b>Review date:</b>	Changes to legislation / Changes to Company policy

**Contents**

Definitions..... 3

1. Policy statement ..... 3

2. Key principles ..... 3

3. Scope ..... 3

4. Paternity leave..... 3

5. Notification of paternity leave..... 4

6. Statutory paternity pay ..... 4

7. Rights during paternity leave ..... 4

8. Request for additional leave .....4

9. Rights on and after returning to work ..... 4

10. Confidentiality ..... 5

11. Breach of Policy..... 5

12. Document Control..... 6

## 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 and eligibility arrangements for paternity leave and pay.

### 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 paternity leave subject to the following key principles:

- To qualify for two week's paternity leave, the employee must tell you by the end of the 15th week before the week in which the child is expected.
- In the event of both the employee and their partner being employees of Burgess Farms, only one of them will be eligible for the Maternity leave and the other parent will be entitled to the equivalent of 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 two weeks' paid paternity leave provided that the employee has 26 weeks' continuous service by the end of the 15<sup>th</sup> week before the week in which the child is expected.

Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either the adoptive father or the adoptive mother 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 also have, or expect to have, responsibility for the upbringing of the child and be making the request to help care for the child or to support the child's mother.

Paternity leave is granted in addition to an employee's normal annual holiday entitlement. Paternity leave can be taken in a single block of two weeks or two blocks of one week, within 52 weeks of the birth or adoption of the child. If the child is born early, it must be taken from the time of the birth but within 52 weeks of the date of childbirth.

## **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 28 days written notice of the date on which the employee intends to take the leave, the length of paternity leave the employee wishes to take and the date on which the employee wishes the leave to commence.

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 28 days' written notice of the new dates. The employee must also, if so requested, complete and sign a self-certificate declaring that the employee is entitled to paternity leave and statutory paternity pay.

## **6. Statutory paternity pay**

Pay during paternity leave will be at a standard rate, or at a rate equivalent to 90% of the employee's average weekly earnings if this figure is less than the statutory amount. However, employees whose average weekly earnings are below the lower earnings limit for national insurance contributions will not be eligible for statutory paternity pay. Legislation regarding standard rate of paternity leave and eligibility can be found at <https://www.gov.uk/paternity-pay-leave>.

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

Statutory paternity pay can start from any day of the week in accordance with the date the employee starts their paternity leave.

## **7. Rights during paternity leave**

During paternity leave all terms and conditions of the employee's contract except normal pay will continue. Salary will be replaced by statutory paternity pay if the employee is eligible to receive it. 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 paid.

Holiday entitlement will continue to accrue through all of an employee's Statutory Paternity Leave. An employee can add their holiday entitlement to the beginning or end of their Statutory Paternity Leave. 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, you may also be entitled to shared parental leave and pay. Should you require and/or want an extended period of leave, please consult 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 placement for adoption) the bereaved father, or the partner of the deceased has the statutory right to paternity leave that would not otherwise be available under the core Paternity Policy.

This includes those in same-sex relationships or civil partnerships and cases arising from 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.

For the avoidance of doubt, this entitlement applies only in the circumstances described above and does not change the standard eligibility requirements for paternity leave in all other cases.

### **10.2 Duration and timing of leave**

The employee may take up to two weeks' statutory 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 in accordance with statutory requirements and this policy.

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

Employees are encouraged to contact your HR team for confirmation of pay entitlement.

### **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

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