

Paternity Leave Provisions – effective from April 2026

Paternity Rights – A guide for employees of the University of Greater Manchester

What is Paternity Leave?

Paternity leave and pay entitles an eligible employee to take time off to care for a baby or support the mother in the first few weeks after birth.

What do I have to do to claim paternity leave?

Employees need to satisfy the following conditions in order to qualify for paternity leave.

They must:

- have or expect to have responsibility for the child's upbringing
- be the biological father of the child or the mother's husband or partner*
- provide a self-certificate ([SC3](#)) as evidence that they meet the eligibility conditions to receive ordinary statutory paternity pay (OSPP).

*The DTI guidance explains “by partner we mean a person whether of a different sex or the same sex who lives with the mother in an enduring family relationship but is not an immediate relative”.

A member of staff requesting paternity leave should ensure they contact Human Resources in advance of the proposed leave dates to obtain the necessary information.

Length of Ordinary Paternity Leave

Ordinary paternity leave is normally paid leave as detailed below

Employees may take either one week or two weeks of paternity leave. Leave must be taken in whole weeks, based on the employee's normal working week, and cannot be taken as individual days.

Employees may choose to take the two weeks together or as two separate one-week blocks.

These can be either

- from the date of the child's birth (whether this is earlier or later than expected) or,
- from a chosen date after the birth. (However, within 52 weeks of the birth)

Leave can start on any day of the week.

Only one period of leave will be available irrespective of whether more than one child is born as the result of the same pregnancy.

Ordinary Statutory Paternity Pay

Eligible employees who take paternity leave will normally be entitled to Ordinary Statutory Paternity Pay for up to two weeks, depending on the length of leave taken.

The rate of [OSPP](#) will be the same as the standard rate of Statutory Maternity Pay (SMP) April 2026, this is £194.32 per week or 90% of average weekly earnings (AWE) if they are less than £194.32.

To be eligible for the Ordinary Statutory Paternity Pay, employees must:

- have at least 26 weeks continuous service with the University by the end of the 15th week before the expected week of childbirth

Employees who have average weekly earnings below the Lower Earnings Limit (LEL) (currently £123.00) for National Insurance purposes will not qualify for SPP. An employee who does not qualify for SPP should be notified on form [SPP1](#) which explains why we cannot pay them SPP. They may be able to receive Income Support while on paternity leave. Further information is available from the Jobcentre Plus office.

Occupational Paternity Pay.

Eligible employees of the University of Greater Manchester are entitled to receive Occupational Paternity Pay during the first week of their paternity leave. This is paid at your weekly salary rate. Therefore, you will receive your normal salary payment for the first week and OSPP during the second week. Please note that the first week's normal salary payment will include the OSPP element.

Is there a notification period?

Employees will be required to inform the University by completing form SC3 (Becoming a Parent) of their intention to take paternity leave. They must produce this evidence at least 28 days before the pay period starts.

You should notify both your line manager and Human Resources.

What if I change my mind about the dates of when I want the leave to start?

Employees will be able to change their mind about the date on which they want their leave to start providing they give notice at least 28 days' notice in advance of the leave (unless this is not reasonably practicable).

You should notify both your line manager and Human Resources.

What happens to my terms and conditions?

During paternity leave employees are entitled to the benefit of their normal terms and conditions of employment, except salary. Following paternity leave employees will be entitled to return to the same job.



Other Family Friendly Rights

- Parents of children under the age of 17, or under the age of 18 in the case of a disabled child, can apply for flexible working to enable them to care for their child. Please see the flexible working policy for further details.
- Parents of children who have completed one year's service are entitled to 13 weeks' (unpaid) Parental leave to care for their child. Parental leave can be taken from the date of birth up to the child's fifth birthday, or in the case of adoption up to five years from the date of placement.