



# MICHAEL LONSDALE GROUP

The Michael Lonsdale Group inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd:

## Paternity Leave

### Introduction

1. Paternity leave is available to you so that you can take time off work when your partner is having a baby. You can take up to two weeks' paid leave when the child is born. This is referred to as ordinary paternity leave.
2. Paternity leave is also available if you and your partner are adopting a child and can be taken from the date you are matched with the child.

### Eligibility

3. Ordinary paternity leave is up to two weeks' paid leave when the child is born or matched for adoption. You can take ordinary paternity leave if:
  - you are the biological father of the child, or
  - you are the mother's husband or partner, or
  - your spouse or partner, or you and your spouse or partner together, are adopting a child, and
  - you expect to have responsibility for the child's upbringing
  - you must have worked for the Company for at least 26 weeks by the end of the 15th week before the expected birth week.

### Taking the leave

4. Ordinary paternity leave can begin from the day of the child's birth or adoption placement, and it must be completed within 56 days (8 weeks). It can't start any earlier. It can start on any day of the week.
5. If the child is born early, you can begin your ordinary paternity leave on the actual birth date. You can take it later if you wish, as long as it is completed within 56 days of the birth date.
6. You can take up to two weeks ordinary paternity leave. It has to be taken in one block and cannot be taken in single days. If you choose to take two weeks, you must take both together – you cannot take one week at one time, and the other week at a later date. In effect, you can choose to take either one week or two weeks.
7. If you would like to take more than two weeks away from work, you should discuss this with your manager. Options include taking annual leave or unpaid parental leave. You and your partner might also wish to consider sharing parental leave.
8. If any public holidays fall during the time you are on ordinary paternity leave, these will be returned to you and added to your annual leave entitlement for that year. Your ordinary paternity leave cannot be extended beyond two weeks.

### Pay and benefits

9. You will be paid statutory paternity pay, provided you:



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- meet the eligibility criteria above
  - have taken your paternity leave at the correct time
  - have given the correct notice – see below.
10. You will continue to receive the usual staff benefits.

## Applying for ordinary paternity leave

11. In order to take up your right to paternity leave, you must give us the correct notice. You should notify both the Accounts department and your manager in writing by at least the 15th week before the baby is due (unless this is not practicable), telling us:
- the week the baby is due – expected week of childbirth (EWC)
  - whether you wish to take one week or two weeks' paternity leave
  - when you intend to start your paternity leave.
12. You must complete an [SC3 form](#) which includes this information. The SC3 form must be sent to the Accounts Department in good time (at least 15 weeks before the baby is due). You can find a calculator on the [government website](#) which will help you work out the correct date. To take leave for adoption you are required to complete the [SC4 form](#)
13. You should keep your manager informed about when you are likely to take ordinary paternity leave. If you want to change the dates you gave on the original SC3 form, please complete a new one and send it the Accounts Department soon as possible.

## General

14. The Michael Lonsdale Group reserves the right to amend or alter this policy and procedure at any time. In exceptional circumstances, the terms of the policy may be varied with the agreement of the Managing Director

Name: Gary Herbert

Signature:

Position: Managing Director

Date: 20<sup>th</sup> October 2021

For and on behalf of the  
Michael J Lonsdale Group Board of Directors  
(Michael J Lonsdale Limited/ Michael J Lonsdale  
(Electrical) Limited  
E7 Building Services Limited