

## **CLERGY TERMS OF SERVICE**

### **PATERNITY LEAVE AND PAY**

From 6 April 2003, fathers became entitled to take paid leave to care for their new baby. The rights as provided for under the Paternity and Adoption Leave Regulations 2002 apply only to “employees” and not to other workers. However under the provisions agreed for the Terms of Service of Clergy in the Church in Wales these rights are also granted to clergy.

Paternity leave will be granted to fathers after the birth of their baby or the adoption of a child under the age of 18.

#### **Paternity Leave following Birth of after Adoption**

##### **Rules and Procedure**

1. Fathers who have at least 26 weeks continuous service by the end of the 15<sup>th</sup> week before the expected week of childbirth will be eligible for paternity leave and paternity pay. In the case of adoption a parent, who is not the partner receiving adoption leave, is eligible for paternity leave after having completed 26 weeks continuous service by the end of the week that the adoptive parents are matched with a child for adoption.
2. You must be the child’s biological father, and must have, or expect to have responsibility for the child’s upbringing. In the case of adoption the adoptive parent must be the joint adopter or be married to the adopter and expects to have responsibility for the child’s upbringing.
3. To be eligible for paternity leave after the birth of a child you must notify the Stipends Section and your Archdeacon of your intention to take paternity leave. Notification of the intention to take paternity leave must be notified before the 15<sup>th</sup> week before the mother’s expected week of childbirth, or as soon as practicable thereafter. In the case of adoption you must notify the Stipends Section and the Archdeacon of your intention to take paternity leave. All making application for paternity leave will be required to complete certificate SC3 certifying that there is an entitlement to leave and pay.
4. Paternity Leave is granted for the purpose of caring for the child following birth or adoption. Paternity Leave will not be granted before the birth of a baby or before the adopted child is placed with the family for purposes such as attending ante natal clinics or case conferences.
5. Paternity Leave must be taken within 56 days of the birth of a child or in adoption within 56 days of the child’s placement with the adopted family. You can choose when to commence paternity leave but this should be the date notified on Form SC3.
6. If it is necessary to change the date for commencing paternity leave you should give as much notice as possible and at the very latest 28 days before the paternity leave is due to commence.
7. The length of paternity leave is unaffected by multiple births or of more than one child is adopted as part of the same adoption.

## **Paternity Leave**

Clergy are entitled to two weeks paternity leave.

Clergy can elect to take one week or two consecutive weeks paternity leave.

Should clergy elect to take only one week's paternity leave then a cleric may not take a father one week at a later date.

Paternity leave may begin on any day of the week which may include the day that the baby is born or the placement day in the case of adoption.

Paternity leave must be taken within 56 days form the date of birth or the date of placement at adoption.

## **Paternity Pay**

Clergy who take advantage of paternity leave will be paid at full stipend for the period of the paternity leave.

## **Returning to Duty following Paternity Leave**

Clergy returning to duty following paternity leave are entitled to return to office on less favourable terms of service.

## **Cover during Paternity Leave**

Clergy will be required to arrange cover with the Archdeacon for periods of paternity leave. The Parish will be responsible for paying for cover for services and pastoral care during periods of paternity leave.

Advice on the application of these provisions may be obtained form:

HR Department  
Finance Department  
Archdeacon