



Paternity Leave Policy

Date:	12 December 2019
Version:	1.0
Review Date:	December 2022

Policy Title	Paternity Leave Policy
Policy Number:	POL 075
Version	1.0
Policy Sponsor	Director of Business Support
Policy Owner	Human Resources Manager
Committee and date recommended for approval	Business Support Committee November 2019
Date Approved by the Board	12 December 2019
Equality Screening Status	Screened: 3 October 2019 Reviewed:
Rural Needs Impact Assessment Status	Rural needs impact assessed: 19 November 2019
Date Set For Review	December 2022 or earlier if required by legislation
Related Policies	<ul style="list-style-type: none"> • Managing Attendance at Work Policy • Maternity Leave Policy • Discretions Policy on Pension • Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI) • Shared Parental Leave Policy • Adoption Leave Policy.

1. INTRODUCTION

- 1.1 This Paternity Leave Policy has been developed in keeping with Paternity and Adoption Leave Regulations (NI) 2002 (as amended), the Statutory Paternity Pay and Statutory Adoption Pay General Regulations (NI) 2002, The Paternity, Adoption and Shared Parental Leave Pay (Amendment) Regulations (NI) 2016.
- 1.2 The provisions of this Paternity Leave Policy apply to all staff who work for Libraries NI, including those working full-time and part-time on a permanent, temporary or fixed term basis as applicable to their terms and conditions of employment.
- 1.3 The policy and accompanying procedures have been subject to consultation and agreement with the Trade Union Side of the Negotiating Committee for Libraries NI. The policy and procedures will be reviewed with Trade Union Side after three years, or earlier if dictated by legislation.

2. PURPOSE

- 2.1 The purpose of the policy and accompanying procedures is to:
 - provide a clear framework and application process within which staff working for Libraries NI are expected to adhere to when applying for paternity leave
 - ensure staff know the eligibility requirements for paternity leave and staff have access to paternity leave.

3. POLICY

- 3.1 Libraries NI will:
 - inform employees and managers of the Libraries NI policy and procedures for paternity leave
 - maintain information in a lawful manner and facilitate a consistent approach to ensure Libraries NI treat employees fairly, consistently in considering their application of paternity leave.

4. AUTHORITY

4.1 Policy Sponsor

The Director of Business Support is the Policy Sponsor.

4.2 **Policy Owner**

The Human Resource Manager is the Policy Owner and is responsible for its regular review.

4.3 **Policy Contact**

Any member of staff who requires further information about the Paternity Leave Policy should contact the Human Resources Department.

5. **RELATED DOCUMENTS**

5.1 **Policies**

- Managing Attendance at Work Policy
- Maternity Leave Policy
- Discretions Policy on Pension
- Pension Policy for Staff Who Are Members of the Local Government Pension Scheme (NI)
- Adoption Leave Policy
- Shared Parental Leave Policy.

5.2 **Procedures**

- Parental Leave Procedures
- Maternity Leave Procedures
- Adoption Leave Procedures
- Shared Parental Leave Procedures
- Managing Attendance at Work Procedure.

5.3 **Guidelines**

- Managing Annual Leave and Statutory Leave
- Domestic Leave
- Work/life balance.