



The Cheshire Foundation in Ireland Policy on Paternity Leave (Ref. HR-002))

Policy statement

It is the policy of the Cheshire Foundation that 3 days paid paternity leave is granted to male employees on the birth of their child or in the case of becoming an adoptive parent.

Purpose of this document

This document sets out the organisation's policy in relation to employees whose partner is pregnant, employees whose partner has recently given birth, and male adoptive employees.

Scope of this policy

This policy covers all employees of the Cheshire Foundation in Ireland.

References to other policies & documents

None at this date.

Supporting procedure

This policy is supported by an Operating Procedure (see attached) which forms part of the approved policy.

Approval of the Board of Trustees

This policy (and supporting operating procedure) has been approved by the Board of Trustees of the Foundation.



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Definitions

The following definitions apply throughout this document:

1. **The Foundation** The Cheshire Foundation in Ireland
2. **Employees** All full-time and part-time male employees (regardless of the hours worked per week), excluding relief staff:
 - Whose child is due to be born within the next 4 weeks
 - Whose child was born within the past 10 weeks
 - Who is an adoptive fathers

Operating Procedure

General entitlement

1. Paternity leave of up to 3 days is given to male employees to allow them time off around the birth of their child or where an employee becomes an adoptive father.
2. All paternity leave will be paid.

Detailed procedures

1. An employee must request the Foundation in writing for paternity leave, at least 4 weeks' prior to the commencement of paternity leave, submitting a copy of a medical certificate confirming pregnancy and specifying the expected week of birth. (See Appendix 1)
2. Paternity leave can be taken during the 4 weeks preceding the birth, at the time of the birth or within 10 weeks of the birth.
3. Paternity leave of up to 3 days leave will be allowed, at the discretion of the Foundation. These days may be taken consecutively, or may be taken individually during the specified period.
4. Each day of paternity leave will be paid at the rate of one-fifth of the normal working week's earnings.

Approved forms for use with this procedure

The following forms are in use:

1. Form PL1 – Paternity Leave Notification Form (attached at Appendix 1)