



**PATERNITY POLICY AND PROCEDURE**

**APRIL 2024**

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## 1. INTRODUCTION

- 1.1 The Company is committed to supporting a positive work-life balance for all our employees and recognises that time with children is important.
- 1.2 We understand that the expectation and arrival of a child can be an exciting, happy and anxious time for many. Whatever your experience, we will do our best to offer you the support that you need.

## 2. PURPOSE

- 2.1 This policy is designed to ensure that the Company:
  - complies with relevant employment legislation;
  - follows best practice; and
  - signposts employees to sources of support.
- 2.2 It sets out the Company's policy on paternity leave and pay provisions, which go beyond those required by law.

## 3. SCOPE

- 3.1 This is a group level policy that applies to all employees of Anglian Water Group Limited, with the exception of Anglian Water (Ireland) Limited and Wave Limited (and their respective subsidiaries, which include Celtic Anglian Water and Anglian Water Business (National)).
- 3.2 Company Paternity Leave and Pay provisions detailed in this policy are effective from 1<sup>st</sup> April 2024 and will only apply to paternity leave started on or after 1<sup>st</sup> April 2024.

## 4. STATUS

- 4.1 This Policy is a Collective Agreement.

## 5. POLICY OWNER

- 5.1 Head of Employee Relations.

## 6. RIGHTS PRIOR TO PATERNITY LEAVE

- 6.1 Fertility treatment (IVF)  
We recognise that time off may be necessary for fertility treatment. Requests for time off should be booked on Workday as medical appointments. Managers will apply discretion in these circumstances and each situation will be considered on an individual basis.
- 6.2 Ante-natal care  
You are entitled to paid time off to accompany a pregnant partner for up to two essential ante-natal care (i.e. midwife, GP, consultant and/or hospital appointments, ultra-sound scans and any other necessary treatments prescribed by the above and

related to the pregnancy). Wherever possible, you should try to arrange these appointments at the start or end of your working day – your Line Manager can ask you for evidence of appointments. Where required, requests for time off should be booked on Workday as medical appointments and/or via MyAnglianWater, WFM, Holiday Planner or via local arrangements should you not use any of these systems for booking Annual Leave.

### 6.3 Adoption Appointments

If you are eligible to take paternity leave you are eligible to take paid time off to attend up to two adoption appointments, the purpose of which is to enable you to have contact with the child (e.g. to bond with them before the placement) or for any other purpose connected with the adoption (e.g. to meet with the professionals involved in the care of the child).

You can book time off for these appointments in Workday, by choosing short term absence – Discretionary paid leave and adding 'adoption appointment' to the comments box.

## 7. **PATERNITY LEAVE AND PAY**

### 7.1 Eligibility

You will be eligible for paternity leave and pay if you have, or expect to have, responsibility for the upbringing of a new child and:

- you're the biological father; or
- your partner is having a baby, adopting a child or having a child through surrogacy.

### 7.2 Same Sex Partners

If you are a same sex partner, it's still called paternity leave. One of you can take paternity leave and the other can take maternity or adoption leave. If you would like to talk to someone to work out what is best for you, please contact your [Employee Relations Manager / Advisor](#).

### 7.3 Surrogacy

If you are a couple having a baby through surrogacy, one of you can take adoption leave and the other can take paternity leave. If you would like to talk to someone to work out what is best for you, please contact your [Employee Relations Manager / Advisor](#).

### 7.4 Paternity Leave and Pay

All eligible employees (regardless of their length of service) are entitled to up to 4 weeks' paternity leave (pro rata for part time or shifted employees) on full pay following a live birth.

Paternity pay is made up of two weeks' Statutory Paternity Pay (SPP)<sup>1</sup>, which is made up to full pay (excluding overtime and bonus) by Company Paternity Pay (CPP)

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<sup>1</sup> SSP is calculated and paid in exactly the same way as Statutory Maternity and Adoption Pay (SMP and SAP respectively). The current statutory rate can be found at <https://www.gov.uk/browse/childcare-parenting>

PLUS two weeks' Company Paternity Pay at full pay (excluding overtime and bonus) . This means that, whether or not you are entitled to SPP, you will receive full pay for all your paternity leave.

For multiple births the maximum amount of paternity leave remains at 4 weeks.

Paternity leave cannot be taken before your child is born/the date your adopted child is placed with you and **must** be taken within 52 weeks of the date your child is born/the date your adopted child is placed with you. Paternity leave not taken within these 52 weeks will be lost.

Paternity leave has to be taken in blocks of a week. These weeks can be taken consecutively or in separate one-week blocks.

Paternity leave is granted in addition to your normal annual holiday entitlement.

If you wish to take both paternity leave and shared parental leave you **must** take your paternity leave first – you cannot take paternity leave if you have already taken a period of shared parental leave in relation to the same child.

#### 7.5 Claiming Paternity Leave and Pay

You should discuss and agree your paternity leave with your manager and then give notice of your intention to take paternity leave by requesting your paternity leave on Workday – Absences > Short-Term Absence.

#### 7.6 If the unexpected happens

If sadly your partner has a miscarriage before the 24<sup>th</sup> week of pregnancy you will not be entitled to paternity leave or pay. In these circumstances, the provisions of the Company's [Pregnancy Loss Policy](#) and the Company's [Supporting Attendance Policy](#) will apply and you will be fully supported through this process.

If your partner's baby is stillborn after the 24<sup>th</sup> week of the pregnancy or lives for only a short time after birth, you will still be entitled to your paternity leave and pay.

In some circumstances the Company's [Bereavement Policy](#) may also apply.

We recognise that sadly some adoption placements will not continue, depending on when/how the placement ends your paternity leave may/may not continue.

Please make sure your manager is made aware as soon as possible so that appropriate support and advice can be given. Further information and support can be found at [Appendix 1](#).

## 8. RECORDS

- 8.1 All information will be held on an employee's record in accordance with the Company's Data Retention [Policy](#).

**9. FURTHER ASSISTANCE**

- 9.1 Other types of leave may be available also to parents – please see [Lighthouse](#) for our Shared Parental Leave, Maternity Leave, Parental Leave and Time off for Dependants Policy and Procedures.
- 9.2 If you have other questions about this policy contact your [Employee Relations Manager / Advisor](#).

If you have questions about the Workday process contact [PeopleSupport@anglianwater.co.uk](mailto:PeopleSupport@anglianwater.co.uk).

**LAST REVIEWED**

April 2024

## Appendix 1 – Support

### A HEALTHY PREGNANCY

Visit our well-being pages on [Lighthouse](#) for advice and guidance on maintaining a healthy pregnancy.

Our independent Employee Assistance helpline (EAP) may be able to help. It is a confidential service, available 24 hours a day, 7 days a week. They provide health and wellbeing support for employees during their employment. Their telephone number is **0800 243 458**. You can find out more about this service on [Lighthouse](#).

There are a number of external organisations that offer support:

[Kicks Count](#) – the aim at Kicks Count is to raise awareness of baby's movements in pregnancy to reduce the UK's stillbirth and neonatal death rate – visit [www.kickscount.org.uk](http://www.kickscount.org.uk)

[Tommy's](#) – provides expert and user led, accessible pregnancy information to support expectant parents in understanding what they can do to support a safe and healthy pregnancy – visit [www.tommys.org](http://www.tommys.org)

[ICPSupport](#) – provides facts about the condition Intrahepatic cholestasis of pregnancy condition as well as signposting you to more detailed information and forms of support – visit [www.icpsupport.org](http://www.icpsupport.org)

[NHS](#) – provides information about trying for a baby, pregnancy, labour and birth, including: where you can have your baby – for example, in a hospital, midwife-led unit, or at home; what pain relief in labour is available, such as gas and air (entonox) and epidural signs that labour might be starting – visit [www.nhs.uk](http://www.nhs.uk)

### PREGNANCY LOSS

Please read our [Pregnancy Loss Policy](#) for guidance and support.

Visit our well-being pages on [Lighthouse](#) for advice and guidance on miscarriage.

There are a number of external organisations that offer support:

Visit the NHS web pages for when pregnancy goes [wrong](#).

[The Miscarriage Association](#) is a charity that offers support to people who have lost a baby. They have a helpline (01924 200 799, Monday to Friday, 9am to 4pm) and an email address ([info@miscarriageassociation.org.uk](mailto:info@miscarriageassociation.org.uk)) and can put you in touch with a support volunteer.

[Antenatal Results and Choices \(ARC\)](#) a national charity providing support during ante natal screening and a range of specialised bereavement support services for parents and the wider family, where a decision is made to end a pregnancy after a prenatal diagnosis, commonly known as "termination for medical reasons" (TFMR).

[Petals](#) an organisation providing specialist counselling services after a pregnancy loss.

[SANDS](#) an organisation that can offer you support if your baby dies during pregnancy or after birth. They also run a helpline 10am - 3pm Monday to Friday and 6pm - 9pm on Tuesday and Thursday evenings: 0808 164 3332.

[Child Bereavement UK](#) if your child or baby dies

[Cruse Bereavement Care](#) helps people understand their grief and cope with their loss. They have a helpline (0808 808 1677, Monday to Friday, 9:30am to 5pm) and a network of [local branches](#) where you can find support.

[Dying Matters](#) for help talking about dying, death and bereavement

[Mind](#) for mental health information and support

[Sue Ryder](#) for advice on coping with a death

## GENERAL

[ACAS](#) –provides information on pregnancy and maternity rights. ACAS also runs a free telephone helpline service.

[GOV.UK](#) - the Government website sets out general information on maternity leave.

[Working Families](#) - provides information and advice for parents and carers. They have online information and a telephone helpline.