

# SAP and OrderPoint Schools Circular

# 2016 – 9

**Title:** Paternity and Parental Leave  
**Date Released:** 2016  
**Intended Recipients:** Payroll Inputters

**Executive Summary:** This circular provides guidance relating to Paternity or Parental Leave.

**Paternity Leave is a statutory entitlement available to individuals who have parenting responsibility for a child. It does not require biological paternity and may be taken by an individual nominated by the mother to assist in the care of the child and provide support at or around the time of the birth.**

To help Schools identify the right SAP wage type the narrative of the options have been simplified and are now described as follows:-

‘Statutory Paternity Leave’ now displays as ‘Paternity Leave – Full Wk’  
‘Postnatal Paternity Leave’ now displays as ‘Paternity Leave – In Days’  
Parental Leave now displays as ‘Parental Leave (unpaid)’

**The rules of when each absence applies are detailed below.**

## **Antenatal Paternity Leave**

- Appointments attended for a partner’s pregnancy.
- **School to input onto SAP the absence (SAP Wage Type 0251)**

## **Paternity Leave – Teachers**

- If claiming Statutory Paternity Pay (SPP) they **must** claim either 7 calendar days or 14 calendar days, if claiming 14 days it must be 2 consecutive weeks.
- It may start on any day of the week providing it is after the baby is born.
- Leave must finish within 56 days of the birth (or due date if the baby is early) but there are different rules for adoption.
- Employees must meet the eligibility criteria detailed on the HMRC website.
- Employee needs to complete an SC3 form (obtained from HMRC.gov.uk) detailing the date of birth of the baby and provide a copy of the MatB1 form which should be sent to the SSC for processing. (SC4 when adopting a child).
- Receive the first 3 days as full pay (which includes SPP) and the remaining 4 days or 11 days they receive SPP only (salary is deducted).
- If the Paternity leave goes across a Bank Holiday or into the school holidays it is included in the 7 or 14 days.
- **School to input onto SAP the absence–Paternity Leave – Full Week (SAP wage type 0253).**

### **Paternity Leave – Non Teachers**

- If claiming Statutory Paternity Pay (SPP) they **must** claim either 7 calendar days or 14 calendar days, if claiming 14 days it must be 2 consecutive weeks.
- It may start on any day of the week providing it is after the baby is born.
- Leave must finish within 56 days of the birth (or due date if the baby is early) but there are different rules for adoption.
- Employees must meet the eligibility criteria detailed on the HMRC website.
- Employee needs to complete an SC3 form (obtained from HMRC.gov.uk) detailing the date of birth of the baby and provide a copy of the MatB1 form relating to the maternity leave which should be sent to the SSC for processing. (SC4 when adopting a child).
- Receive 5 or 10 working days full pay (which includes SPP) pro rata for part time employees which is 7 or 14 calendar days.
- If the Paternity leave goes across a Bank Holiday or into the school holidays it is included in the 7 or 14 days.
- **School to input onto SAP the absence – Paternity Leave – Full Week (SAP wage type 0253)**

Alternatively DCC conditions of service for non-teachers allow Paternity Leave to be taken not as whole weeks but the maximum is 10 working days (pro rata for part time employees).

- No previous service record required.
- Leave must finish within 56 days of the birth (or due date if the baby is early) or within the placement date for adoptive parents.
- **School to input onto SAP the absence –Paternity Leave – In Days (SAP wage type 0252).**

### **Unpaid Parental Leave**

- Parental Leave is an **unpaid** entitlement to look after the child's welfare providing that you have one year's continuous service.
- Parental Leave is a statutory requirement available to parents or those with parental responsibilities.
- Parental Leave entitlement is 18 weeks unpaid (pro rata for part time employees) to be taken before the child's 18<sup>th</sup> birthday.
- The maximum leave you can take in a calendar year is 4 weeks.
- Leave should be taken in whole weeks.
- **School to input onto SAP the absence – Parental Leave (Unpaid) (SAP wage type 0302).**

**NB. Please see separate guidance on how these leave schemes affect your pension contributions.**

If you have any queries please email [pay@derbyshire.gov.uk](mailto:pay@derbyshire.gov.uk) or telephone the Time Team, Shared Services Centre on 01629 535119 option 1.