The Newcastle upon Tyne Hospitals NHS Foundation Trust

Paternity Leave and Pay

Effective: May 2011 Review: April 2013

1. Introduction

This document sets out the Trust's provisions for paternity leave and related entitlements.

2. Scope

This policy applies to all employees.

3. Occupational (Paternity) Leave and Pay

3.1 An employee working full or part-time is entitled to Occupational Support (Paternity) Leave and Pay to attend their child's birth, provide comfort and support to their partner immediately following birth or placement, and share the responsibility of childcare in the first 8 weeks subject to the following:

a) Having twelve months continuous service with one or more NHS employers:

i. **Birth** – by the 15th week before the child's expected week of birth (or would have satisfied the condition but for the fact that the child was born before the end of the 15th week)

ii. **Adoption** - by the end of the week in which the child's adopter is formally notified by an approved adoption agency that s/he has been matched with the child

iii. **Overseas Adoption** – by the week in which the child's adopter received "official notification" from the relevant domestic authority, or commencing with the week in which his or her employment with the employer began (to accommodate the possibility that the official notification may have been received a year or more before the child enters the UK)

b) Having or expecting to have responsibility for the child's upbringing being the child's biological father or if not the child's biological father the mother's husband, civil partner or partner, and have or expect to have the main responsibility (apart from any responsibility of the mother) for the child's upbringing. In the case of adoption, is married to the civil partner or partner of the child's adopter and has or expects to have the main responsibility (apart from any responsibility of the adopter) for the child's upbringing, but are not an immediate relative.

c) Taking time off work to support the mother (or partner) or care for the child

d) Formally notifying the Trust of the date on which they intend to take paternity leave and where applicable have produced evidence supporting the claim

3.2 Subject to fulfilling the criteria in paragraph 3.1, an employee will be entitled to receive 2 weeks *full pay less any statutory paternity pay receivable.

(* Calculated on the basis of the average weekly earnings rule used for calculating occupational maternity pay).

3.3 Occupational Paternity leave can be taken as either 1 week or 2 consecutive weeks, but not as odd days. A week can start on any day, for example Wednesday to Tuesday.

3.4 Employees not eligible for paid Occupational Paternity Leave and Pay may be entitled to 2 weeks Ordinary Statutory Paternity Leave and Pay as outlined below.

4. Ordinary Statutory Paternity Pay

4.1 An employee will be entitled to Ordinary Statutory Paternity Pay subject to the following:

a) Having 26 weeks continuous employment with the Trust:

i) **Birth** – by the 15th week before the child's expected week of birth (or would have satisfied the condition but for the fact that the child was born before the end of the 15th week or was stillborn after 24 weeks of pregnancy or has died)

ii) **Adoption within the UK** – by the end of the week in which the child's adopter is formally notified by an approved adoption agency that s/he has been matched with the child

iii) **Adoption overseas** – by the week in which the child's adopter received "official notification" from the relevant domestic authority, or commencing with the week in which his or her employment with the employer began (to accommodate the possibility that the official notification may have been received a year or more before the child enters the UK)

b) Having or expecting to have responsibility for the child's upbringing being the child's biological father or if not the child's biological father the mother's husband, civil partner or partner, and have or expect to have the main responsibility (apart from any responsibility of the mother) for the child's upbringing. In the case of adoption is married to, the civil partner or partner of the child's adopter and has or expects to have the main responsibility (apart from any responsibility of the adopter) for the child's upbringing but are not an immediate relative

c) Taking time off work to support the mother (or partner) or care for the child

d) Formally notifying the Trust of the date on which they intend to take paternity leave and where applicable have produced evidence supporting the claim

4.2 Subject to satisfying the conditions outlined in paragraph 4.1, Ordinary Statutory Paternity Pay will be payable for up to 2 weeks at a flat-rate sum or 90% of average weekly earnings if that is less.

4.3 Employees who have average weekly earnings below the Lower Earnings Limit for National Insurance purposes will not qualify for Ordinary Statutory Paternity Pay. Employees who do not qualify may be able to claim Income Support while on paternity leave.

5. Notice of intention to take Ordinary Statutory/Occupational Paternity Leave

5.1 Birth

5.1.1 An employee must inform their line manager of their intention to take ordinary paternity leave by completing the Application Form in Appendix 1 by the end of the 15th week before the expected week of childbirth. In doing so the employee must provide confirmation of:

a) the mother's expected week of childbirth (or if the birth has already occurred, the date of the child's birth)
b) their intention to take 1 week or 2 weeks leave
c) the intended start date
d) their relationship to the child and the child's mother
e) that they have or expect to have responsibility for the child's upbringing

In addition the employee must:

f) complete Form SC3 'Becoming a Parent' (available from the Human Resources Department) at least 28 days before the intended start date
g) supply a copy of Form Mat B1 confirming the expected week of childbirth

5.2 Adoption within the UK

5.2.1 An employee must inform the line manager of their intention to take ordinary paternity leave by completing the Application Form in Appendix 1 no later than 7 days after the date on which the adopter is notified by an approved adoption agency that s/he has been matched with a child for adoption (or if not reasonably practicable to give notice within the 7 day period, as soon as is reasonably practicable). In doing so the employee must provide confirmation of:

a) the date the child is expected to be placed with the adopter (or, if placement has already occurred, the date of the placement)
b) their intention to take one week or two weeks leave
c) the intended start date
d) their relationship to the child and the adopter and provide confirmation that they have or expect to have responsibility for the child's upbringing
e) complete Form SC4 'Becoming an Adoptive Parent (available form the Human Resources Department at least 28 days before the intended start date
f) supply a copy of the original matching certificate

5.3 Adoption from Overseas

5.3.1 An employee must inform the line manager of their intention to take ordinary paternity leave by completing the Application Form in Appendix 1 within 28 days of the adopter receiving the official notification that the relevant UK authority has

issued a Certificate of Eligibility to the overseas authority involved in the adoption confirming they are eligible to adopt a child from overseas, or within 28 days of the date on which they complete 26 weeks continuous employment with the Trust, whichever is later. In doing so the employee must provide confirmation of:

a) the date on which the child's adopter received the "official notification"
b) the date on which the child is expected to enter the UK
c) their relationship to the child and the adopter and provide confirmation that they have or expected to have responsibility for the child's upbringing

The employee must then (or subsequently) notify their line manager giving at least 28 days advance notice of:

d) their intention to take 1 week or 2 weeks leave
e) the intended start date
f) complete Form SC5 Ordinary Statutory Paternity Pay and Ordinary Paternity Leave when Adopting from Abroad (available form the Human Resources Department)
g) supply evidence that the child has entered the UK

5.3.2 Where a new employee has already received Official Notification from the relevant UK authority before they commence with the Trust, the employee may still qualify provided they complete 26 weeks continuous employment before they want their pay period to start and satisfy all other conditions outlined in paragraph 4.1

6. Timing of Ordinary Statutory/Occupational Paternity Leave

6.1 Birth

Leave must be taken within 8 weeks of the child's date of birth, or if the child is born prematurely, up to 8 weeks after the Sunday of the week in which the child was due. In such circumstances the employee may choose to begin the leave from the date of the child's birth, or from a chosen number of days or weeks after the date of the child's birth or from a predetermined date.

6.2 Adoption within the UK

Leave must be taken within 8 weeks of the date on which the child was placed for adoption with his or her partner, or within 8 weeks of the day after that if the employee was at work. In such circumstances the employee may choose to begin his or her period of leave from the date of the child's placement with the adopter, or from a chosen number of days or weeks after the child's placement or from a predetermined date.

6.3 Adoption from overseas

Leave must be taken within 8 weeks of the child's entry into the UK. In such circumstances the employee may choose to begin his or her period of paternity leave from the date of the child's entry into the UK or from a chosen date after the child's date of entry.

7 General Guidance Relating to Paternity Leave

7.1 Paternity leave can be taken as either 1 week or 2 consecutive weeks, but not as odd days. Weeks can start on any day, for example Wednesday to Tuesday.

7.2 A week is based on the employee's usual working pattern.

7.3 Only one period of paternity leave is available, even if more than one child is born as a result of the same pregnancy or if more than one child is placed with an individual or couple for adoption under the arrangement.

7.4 If the employee leaves the employment of the Trust before the date of birth of the child, the expected week of placement or the date the child entered the UK there is no entitlement to Occupational Paternity Pay or Statutory Paternity Pay.

7.5 If the employee leaves the Trust after the date of birth there is an entitlement to Statutory Paternity Pay only. This will be paid the day after their last day of employment. SPP will be paid provided the individual:

a) was eligible for the payment of Statutory Paternity Pay
b) does not start working for a new employer
c) had notified the manager of their intention to take leave. Where the employee had not stated how many weeks leave they intended to take, only 1 week's SPP will be paid

7.6 For the purposes of this policy "partner" in relation to a child's mother/adopter, means a person (whether of the same or opposite sex) who lives with the mother and the child in an enduring family relationship but is not a relative.

7.7 Adoption from overseas means the adoption of a child who enters the UK from outside the UK in connection with, or for the purposes of, adoption that does not involve the placement of the child for adoption under the law of any part of the UK.

7.8 Official notification means written notification, issued by on or behalf of the relevant domestic authority, that it is prepared to issue a certificate to the overseas authority concerned with the adoption of the child, or has issued a certificate and sent it to that authority, confirming the adopter is eligible to adopt and has been assessed and approved as being a suitable adoptive parent.

8 Additional Statutory Paternity Leave

8.1 Additional Statutory Paternity Leave is available in relation to children due on or after 3 April 2011, or in the case of adoptive parents who are notified of having been matched with a child on or after 3 April 2011, or in the case of overseas adoptions whose child enters the UK on of after 3 April 2011.

8.2 Additional Statutory Paternity Leave must be taken as a single block in multiples of complete weeks. The minimum period is 2 consecutive weeks and the maximum is 26 weeks.

8.3 An employee may take just one period of Additional Paternity Leave per pregnancy or adoption, regardless of the number of children born or placed under the same adoption arrangement.

8.4 An employee will be entitled to up to 26 weeks unpaid additional paternity leave for the purposes of caring for a child if s/he:

a) Having or expecting to have responsibility for the child's upbringing being the child's biological father or if not the child's biological father the mother's husband, civil partner or partner, and have or expect to have the main responsibility (apart from any responsibility of the mother) for the child's upbringing. In the case of adoption, is married to the civil partner or partner of the child's adopter and has or expects to have the main responsibility (apart from any responsibility of the adopter) for the child's upbringing, but is not an immediate relative

i) **Birth** – has been continuously employed for at least 26 weeks by the end of the 15th week before the expected week of childbirth

ii) **Adoption within the UK** – has been continuously employed for at least 26 weeks ending with the week in which s/he was notified of having been matched with the child

iii) **Adoption overseas –** has been continuously employed for a period of not less than 26 weeks ending with the week in which official notification was sent from the relevant domestic authority, or commencing with the week in which his/her employment with the employer began (to accommodate the possibility that the official notification may have been received a year or more before the child enters the UK and the employee may have changed in this time)

b) Remains in continuous employment until the week before the first week of additional paternity leave

c) Has provided evidence supporting the claim for additional paternity leave as outlined in paragraph 9.

9 Notice of intention to take Additional Statutory Paternity Leave

9.1 An employee must inform their line manager at least 8 weeks prior to the chosen start date of their intention to take additional paternity leave by completing the application form in Appendix 1. For information the application form requires the following 'leave notice';

a) **Birth** - written notice specifying the child's expected date of childbirth, the actual date of birth and the intended start date for the employee's additional paternity leave.

b) **Adoption within the UK** - written notice specifying the date on which the adopter was notified as being matched with a child, the date on which the child was placed and the intended start date for the employee's additional paternity leave.

c) **Adoption from overseas** - written notice specifying the date on which the adopter received official notification from, or on behalf of, the relevant

domestic authority, the date the child entered the UK and the intended start date for the employee's additional paternity leave.

9.2 In addition to the above the following must be provided:

a) At least 28 days before the intended start date a completed form, either SC7 'Becoming a Parent', SC8 Additional Statutory Paternity Pay/additional paternity leave – becoming an adoptive parent, or SC9 Additional Statutory Paternity Pay/additional paternity leave – adopting a child from abroad (available from the Human Resources Department)

b) A signed 'employee declaration' (see application form in appendix 1) stating that the purpose of the leave is to care for the child and that the employee satisfies the relationship eligibility conditions for additional paternity leave

c) A signed 'mother / adopter declaration' (see application form in appendix 1) providing:

i name, address and National Insurance number
ii the date on which s/he intends to return to work
iii confirmation that the employee satisfies the relationship eligibility conditions for paternity leave and has or expects to have the main responsibility (apart from the mother/adopter) for the child's upbringing
iv confirmation that the employee is, to his / her knowledge, the only person exercising the entitlement to additional paternity leave in respect of the child
v the start date of maternity allowance or maternity / adoption pay period
vi confirmation that s/he has notified the employer that s/he is returning to work
vii that s/he is entitled to Statutory Maternity Pay, Maternity Allowance or Statutory Adoption Pay
viii confirmation that s/he consents to the Trust processing the information contained in the declaration.

9.3 Where the line manager requests the information outlined below within 28 days of receiving the employees completed application, the employee must supply the requested information within 28 days of receiving the request:

a) a copy of the child's birth certificate
b) the name and address of the mother's/adopter's employer, if the mother/adopter is self employed the business address
c) the name and address of the approved adoption agency that matched the child to the adopter (*adoptions within the UK)*
d) the date on which the adopter was notified that s/he had been matched with the child (*adoptions within the UK)*
e) the date on which the approved adoption agency expects to place the child (*adoptions within the UK)*
f) a copy of the official notification relating to the child *(overseas adoption)*
g) evidence of the date that the child entered the UK *(overseas adoption)*

9.4 An employee may bring forward their additional paternity leave start date subject to the employee advising their line manager in writing at least 6 weeks before the new start date or, if that is not reasonably possible, as soon as reasonably practicable.

An employee may postpone their start date, or cancel their additional paternity leave provided they advise their line manager in writing at least 6 weeks before the original or, if that is not possible as soon as reasonably practicable start date.

9.5 Within 28 days of receiving the completed application form the line manager must confirm the additional paternity leave start and end dates in writing to the employee.

9.6 The employee must inform the Trust as soon as possible if they no longer satisfy the conditions and or they work for another employer who is not liable to pay statutory paternity pay.

10 Additional Statutory Paternity Pay

10.1 Subject to satisfying the conditions outlined in paragraphs 8 and 9, Additional Statutory Paternity Pay will be payable at a flat-rate sum or 90% of average weekly earnings if that is less provided:

a) the mother/adopter has returned to work
b) there are at least 2 weeks of the mother's/adopter's Statutory Maternity Pay, Maternity Allowance or Statutory Adoption Pay remaining

10.2 The minimum period Additional Statutory Paternity Pay can be paid for is 2 weeks. Payment will cease when the Statutory Maternity Pay Maternity Allowance or Statutory Adoption Pay period ends.

10.3 The earliest start date for the payment of Additional Statutory Paternity Pay is 20 weeks after the child's birth, after the child was placed with the adopter or after the child entered the UK.

11 Timing of Additional Paternity Leave

11.1 An employee who qualifies for additional paternity leave may take up to 26 weeks additional paternity leave within the first year of the child's life provided that the mother has returned to work before using her full entitlement to maternity leave. Additional paternity leave is also available to adoptive parents within the first year after the child's placement for adoption or within 12 months of the child entering the UK, provided that the child's adopter who elected to take adoption leave has returned to work before using the full entitlement to adoption leave.

11.2 The earliest that an employee may commence his or her additional paternity leave is 20 weeks after the date on which the child is born, date of placement of the child in the case of a child adopted within the UK or date on which the child entered the UK in the case of a child adopted from overseas.

11.3 Where the mother or adopter dies within the first year of the child's life or within one year of the child being placed for adoption, the employee may start unpaid additional paternity leave at any time beginning with the date of death. The employee may be entitled to Additional Paternity Pay subject to the provisions of paragraph 10 above. The leave must be no later than 12 months after the date of the child's birth or placement for adoption, or the date the child entered the UK in the case of a child adopted from overseas.

12 Disrupted adoption

12.1 If an adoption arrangement fails this can be a traumatic time for an employee to deal with.

12.2 In the case of a child adopted within the UK, if, after the adopting parent has begun his or her adoption leave or the employee has begun additional paternity leave the expected placement does not occur, or, once the child has been placed, it dies or is returned to the adoption agency, the leave will end 8 weeks after the end of the week in which:

a) the adopter is notified that the placement will not be made
b) the child dies
c) the child is returned

In the case of a child adopted overseas, the leave will end after the end of the week in which:

a) the child dies
b) the child ceases to live with the adopter

12.3 In such circumstances the manager will need to discuss and agree with the employee what arrangements can be made for their return to work.

13 Return to Work

13.1 An employee who returns to work after a period of additional paternity leave that was an isolated period of leave, or the last of two or more consecutive periods of statutory leave, that did not include a period of parental leave of more than four weeks, is entitled to return to work to the job in which they were employed immediately before the absence unless a redundancy situation arose during the period of parental leave or there is some other reason why it is not reasonably practicable to return to the original job.

13.2 Where the additional paternity leave does not fall into the above description, the employee is entitled to return to the job s/he held immediately before the period of leave began, or if this is not practicable, to another job that is both suitable and appropriate.

14 Early return to work

14.1 Where an employee intends to return to work earlier than the end of their additional paternity leave period, the employee must give the line manager at least 6 weeks notice of the date on which they intend to return.

14.2 Where the employee subsequently changes their mind about returning on the earlier date (having followed the process in 14.1), they must notify their line manager at least 6 weeks before the date on which the employee now intends to return or the date on which they had intended to return whichever is the earlier.

14.3 If the employee fails to give the correct notice of an early return, return may be delayed to allow 6 weeks notice to be achieved.

15 Returning late from Paternity Leave

15.1 If an employee wishes to return to work later than the expected return to work date, they should either:

a) request parental leave in accordance with the Special Leave Policy giving at least 21 days notice before the end of your paternity leave. Parental leave is unpaid

b) request unpaid leave. This will only be approved at the discretion of the Trust

15.1 If an employee is unable to return to work on the expected date due to illness or injury, this will be regarded as sickness absence and will be dealt with under the Employee Wellbeing Policy.

15.2 In any other case, a late return will be treated as unauthorised absence and will be dealt with under the Disciplinary Policy.

16 Keeping in Touch Days

16.1 Subject to agreement by the line manager an employee may undertake up to 10 days work for the Trust during the additional paternity leave period without bringing it to an end. Any days of work will not extend the paternity leave period.

16.2 Before going on paternity leave the manager and the employee should agree any voluntary arrangements for keeping in touch during the employee's paternity leave including:

a. any voluntary arrangements that the employee may find helpful to help her keep in touch with developments at work and, nearer the time of her return, to help facilitate her return to work

b. keeping the manager in touch with any developments that may affect his/her intended date of return

16.3 To facilitate the process of 'Keeping in Touch' (KIT) days, it is important that the manager and employee have an early discussion to plan and make arrangements before the employee's paternity leave takes place.

16.4 To enable an employee to have KIT days the Trust will consider the scope of reimbursement of reasonable childcare costs or the provision of childcare facilities where necessary.

16.5 KIT days may or may not be consecutive and can include training or other activities which enable the employee to keep in touch with their workplace.

16.6 Any such work must be by agreement and neither the Trust nor the employee can insist on it.

16.7 The employee will be paid at their basic daily rate for the hours worked less appropriate paternity leave payment for KIT days worked.

16.8 Working for part of any day will count as one KIT day.

17 Returning on Flexible Working Arrangements

17.1 There is no legal right to return to a job on a part-time basis. However, an employee may request flexible working and the Trust has a duty to consider it – refer to the Flexible Working Policy.

17.2 If it is agreed that the employee can return to work on a flexible basis, including changed or reduced hours, for an agreed temporary period, this must be clearly confirmed via the Human Resources Department. This will not affect the employee's right to return to his/her job under her original contract at the end of the agreed period.

18 Salary Sacrifice Schemes

18.1 There may be implications for an employee if s/he participates in a salary sacrifice scheme. Implications can include effect on calculation of Occupational Paternity Pay, and eligibility to remain in the scheme during Additional Paternity Leave when in reduced pay and/or on unpaid Paternity Leave.

18.2 An employee should check the terms of their salary sacrifice arrangements for further details and contact Payroll, or their Human Resources Officer as necessary.

19 Professional Registration

An employee is responsible for ensuring that they maintain their competence and professional registration (where applicable) at all times during their paid and unpaid paternity leave.

20 Monitoring

20.1 Operation of this policy will be monitored by the Director of Human Resources. The organisations figures will be presented to the Heads of Human Resources Meeting on an annual basis who will identify appropriate action plans to address any areas of concern and will continue to monitor the plan until its completion.

20.2 Monitoring will include reporting of information from ESR for the purposes of assessing the number and nature of any complaints relating to Paternity Leave and Pay.

21 Further Advice and Guidance

Please contact a Human Resources Officer.
Author: Director of Human Resources

Appendix 1

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Application for Ordinary Occupational / Statutory Paternity / Pay

Surname:	
Forename(s):	
Hospital / Department:	
Assignment Number:	
Post:	
Date of Appointment:	
Date of Continuous Service (please ask your manager to confirm the date)	
Will you have main (other than mother / adopter) responsibility for the child's upbringing	Yes ☐ No ☐
Request relating to:	Birth ☐ go to Section A Adoption within UK ☐ go to Section B Adoption from Overseas ☐ go to Section C
Section A - Birth	
Mother's expected / actual date of confinement:	
Section B - Adoption within UK	
The date on which the adopter was notified of being matched:	
The date the child is expected to be placed / or was placed:	
Section C - Adoption Overseas	
The date official notification received	
The date the child is expected to enter / or entered the UK	
Section D – Occupational / Ordinary Paternity Leave	
Dates requested Paternity Leave	Start Date End Date
Duration	One week ☐ Two weeks ☐
Relationship to the child:	
Relationship to mother / adopter:	
Section E - Additional Paternity Leave	
Dates requested Additional Paternity Pay	Start Date End Date

Date Additional Paternity leave to end	
Section F – Mother / Adopter Declaration	
Full Name	
Address	
National Insurance Number	
Date SMP / MA / SAP pay period commenced	
Date you stopped or intend to stop receiving SMP / MA / SAP	
Return to Work Date	
Name and Address of Employer or business address	
The date on which adopter was notified of being matched	

(Please sign the applicable sections below as appropriate)

Section F

I wish to apply for Occupational Paternity Pay, I enclose;

- ☐ a certificate from a registered medical practitioner/certified midwife giving the expected date of confinement.
- ☐ the original matching certificate
- ☐ the official notification confirming the central authority has issued a Certificate of Eligibility and evidence of the date the child entered the UK
- ☐ a completed form SC3, SC4 or SC5

Signed: ……. Date: ……

Section G

I wish to apply for Ordinary Statutory Paternity Pay, I enclose

- ☐ a certificate from a registered medical practitioner/certified midwife giving the expected date of confinement.
- ☐ the original matching certificate
- ☐ the official notification confirming the central authority has issued a Certificate of Eligibility and evidence of the date the child entered the UK
- ☐ a completed form SC3, SC4 or SC5

Signed: ……. Date: ……..

Section H

I have no entitlement to Statutory Paternity Pay, but wish to apply for Paternity leave in accordance with the Trust's Paternity Leave policy, I enclose

- ☐ a certificate from a registered medical practitioner/certified midwife giving my expected date of confinement.
- ☐ the original matching certificate
- ☐ the official notification confirming the central authority has issued a Certificate of Eligibility and evidence of the date the child entered the UK
- ☐ a completed form SC3, SC4 or SC5

Signed: …….. Date: ……..

Section I

I wish to apply for Additional Statutory Paternity Leave / Pay, I enclose;

- ☐ a certificate from a registered medical practitioner/certified midwife giving my expected date of confinement/copy of the birth certificate
- ☐ the original matching certificate
- ☐ the official notification confirming the central authority has issued a Certificate of Eligibility and evidence of the date the child entered the UK
- ☐ a completed form SC7, SC8 or SC9

I confirm that the purpose of the Additional Paternity Leave is to care for the child and that I satisfy the relationship eligibility criteria outline in paragraph 8.4 of the Trusts Paternity Leave Policy. I confirm I have, or expect to have the main responsibility (apart from the mother/adopter) for the upbringing of the child.

Signed: ……. Date: …….

Section J – Mother / Adopter Declaration

I confirm that ……satisfies the relationship eligibility conditions as outlined in paragraph 8.4 of the Trusts Paternity Leave Policy and to my knowledge s/he is the only person exercising the entitlement to Additional Paternity Leave in respect of the child. I confirm the details I have provided in Section F of the application are correct and I have notified my employer of the date I expect to return to work.

I consent to the Trust processing the information contained in the application form pertaining to me.

Signed: ……. Date: …….

<u>For Human Resources Department Use Only</u>

<u>Authorised</u>

Signed: ……. Date: ……..

Print Name: ……

Designation: ……...

Date mother/adopter declaration verified with the employer:…….

Named contact at Mother/adopter's place of work:…….

Date application and supporting documentation sent to Payroll: …….

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST

IMPACT ASSESSMENT – SCREENING FORM A

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Paternity Leave	Policy Author:	Karen Pearce
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	Policy applies to all employees of the Trust. It is underpinned by Trust's overriding policy on Equal Opportunities.
	• Race	No	)
	• Ethnic origins (including gypsies and travellers)	No	)
	• Nationality	No	)
	• Gender	No	)
	• Culture	No	) As above
	• Religion or belief	No	)
	• Sexual orientation including lesbian, gay and bisexual people	No	)
	• Age	No	)
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	No	)
2.	Is there any evidence that some groups are affected differently?	No	There was no evidence to support any group was affected differently
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	) As above
4(a).	Is the impact of the policy/guidance likely to be negative? *(If "yes", please answer sections 4(b) to 4(d)).*	No	No
4(b).	If so can the impact be avoided?	No	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	No	
4(d)	Can we reduce the impact by taking different action?	No	

Comments:	**Action Plan due (or Not Applicable):**

Name and Designation of Person responsible for completion of this form: Karen Pearce Date: 22/04/2009

Names & Designations of those involved in the impact assessment screening process: The Employment Policies and Procedures Consultative Group.

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)