

Human Resources
Goireasan Daonna

Paternity Provisions Guidance

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Introduction

These notes are for general guidance only and are applicable to all employees, except for Teachers and Associated Professionals, who are covered by the SNCT Conditions of Service. Paternity leave provides an opportunity for employees, intending to be fully involved in the child's upbringing, to take time off to support the mother, adopter or carer for the child. There are different types of paternity leave as follows:

- Maternity Support Leave
- Statutory Paternity Leave

Eligibility criteria with regards to leave and pay during leave and the application process are detailed in these guidelines. Paternity leave is additional to normal annual leave entitlements.

Guidance

Maternity Support Leave

Eligibility and pay

Employees who are the biological father or adopter of the child or be the mother's (or main adopter's) husband, partner or civil partner and have or expect to have responsibility for the child's upbringing, irrespective of their continuous service, are entitled to one week's Maternity Support Leave with full normal pay (inclusive of Statutory Paternity Pay (SPP)).

How and when can this leave be taken?

Approval must be sought 28 days before you intend to take this leave, by completing a [Maternity Support and Statutory Paternity Leave Application](#) and submitting this together with a copy of the MATB1 form or the Matching Certificate from an approved adoption agency to the employee's line manager.

The leave must be taken within a 52-week period that will encompass the date of birth (or expected due date if the baby is born early) or date of placement and can be taken as a block or as individual days.

Statutory Paternity Leave

Statutory Paternity Leave Eligibility

Statutory Paternity **Leave** is a day one right, there is no minimum service requirement or minimum earnings threshold.

Eligibility for Statutory Paternity Leave applies to:

- babies born on or after 6 April 2026
- babies born early where the Expected Week of Childbirth (EWC) begins on or after 5 April 2026.
- adoption placements taking place on or after 6 April 2026, including overseas adoptions (regardless of when the child entered the UK)

For employees to qualify for Statutory Paternity Leave they must:

- work for the Council on the date the child is born or placed for adoption
- be the biological father or adopter of the child, or be the mother's (or main adopter's) husband, partner or civil partner and have or expect to have responsibility for the child's upbringing
- be taking the leave to care for the child or support their partner.

Statutory Paternity Pay (SPP) Eligibility

An employee is only eligible to receive Statutory Paternity **Pay** (SPP) if they:

- have worked for the Council for 26 continuous weeks by the start of the 15th week before the baby is due, or by the end of the week their wife, partner or civil partner was notified that they have been matched with a child for adoption
- have average earnings of at least the lower earnings limit for National Insurance contribution liability.

Payment will be the lesser of SPP or 90% of the employee's earnings. Statutory rates can be found on the [Government website](#).

How and when can this leave be taken?

Approval must be sought 28 days before you intend to take this leave, by completing a [Maternity Support and Statutory Paternity Leave Application](#) and submitting this together with a copy of the MATB1 form, or the Matching Certificate from an approved adoption agency, to the employee's line manager.

Leave cannot start before the birth or date of placement, but it can start on any day of the week:

- on or following the child's birth, but must be completed within 52 weeks of the actual date of birth or expected due date, if the baby is born early
- from the date of the child's placement, or date the child arrives in the UK in the case of an overseas adoption, but must be completed within 52 weeks of this date.

The employee can change their mind when they wish to take their Statutory Paternity Leave, however, must give at least 28 days' notice.

Statutory Paternity Leave must be taken as a block of one week. A week is based on the employee's normal working pattern. So, if the employee normally works Mondays and Tuesdays only, then a week would be 2 days, while if the employee normally works Mondays to Fridays, a week would be 5 days.

An employee can start Statutory Paternity Leave after a period of parental leave has ended. Please refer to the Council's [Ordinary Parental Leave and Time Off for Dependants guidance](#) for further details on parental leave provisions.

In the case of a multiple birth, or where more than one child is adopted, employees are only entitled to one period of Statutory Paternity Leave.

Bereaved Partner's Paternity Leave (BPPL)

If the mother or primary adopter of a child dies on or after 6 April 2026 and within 52 weeks of the child's birth or placement, the surviving father, spouse, civil partner or partner may be entitled to Bereaved Partner's Paternity Leave (BPPL).

Bereaved Partner's Paternity Leave:

- provides up to 52 weeks of unpaid leave, to allow the surviving partner to care for the child

- is a day-one right, with no minimum service requirement.
- must be taken within 12 months from the date of birth or date of adoption placement,
- ends on the child's first birthday.

This entitlement is separate from and in addition to ordinary Paternity Leave and Shared Parental Leave, where the relevant eligibility criteria has been met.

Quick Links

The Hyperlinks listed here will redirect you to the related guidance, letters, information, and relevant organisations mentioned in this policy.

[HR Microsite](#)

[Family Friendly Policies page](#)

[Maternity Support and Statutory Paternity Leave Application](#)

[Ordinary Parental Leave and Time Off for Dependants guidance](#)

[Government website – Family Benefits](#)



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