



MORECAMBE
FOOTBALL
CLUB

MFC PATERNITY LEAVE POLICY



Paternity Leave Policy

Policy Owner	Version	Issue Date	Review Date
MFC Board of Directors	2	12/02/2024	01/06/2024



Paternity Leave Policy

This policy provides a set of guidelines which replicate your rights and benefits available to employees who become fathers or are expecting a child.

Your right to Paternity Leave will be in accordance with the current relevant statutory regulations which are summarised below.

This policy is designed to support work-life balance and promote family-friendly practices at Morecambe Football Club.

Statutory Paternity Leave (SPL) explained:

SPL entitlement is two weeks.

SPL must be taken within the first eight weeks (56 days) of the child being born or adopted. SPL cannot start before the birth.

In the case of an adopted child, you must give written notice of your intention to take SPL no later than seven days after the date on which notification of the match with the child was given by the adoption agency.

To be eligible for SPL, you must have 26 weeks' service prior to the 15th week before the Expected Week of Childbirth (EWC) and you must be either:

- a) the father of the child (or the intended parent, if having a baby via a surrogacy arrangement); or
- b) the husband or partner of the mother - which includes same-sex partners; or
- d) the partner of the child's mother or primary adopter.

In the case of a birth child, you must expect to have the main responsibility for the upbringing of the child (apart from the mother's responsibility). In the case of adoption, you must have been matched with the child for adoption. In either case, you must be taking the leave to care for the child.

You must not have already taken Shared Parental Leave in respect of the same child.

Notification:

If you wish to request SPL in respect of a birth child, you must make your request to your Line Manager 28 days prior to the date on which you/your partner's baby due date or the EWC. You must also inform us of how you wish to take the SPL, for example;

- whether you wish to take the two-weeks together in one block, or you can take two separate one-week blocks; and
- the length of SPL you wish to take; and



- the date on which you wish the SPL to commence.

Ante-Natal Appointments:

You can get unpaid time off to accompany your partner (or the surrogate mother) to two (2) antenatal appointments.

If you're adopting a child, you can get unpaid time off to attend two (2) adoption appointments after you've been matched with a child.

Statutory Paternity Pay (SPP):

Your SPP during SPL will be paid at the current figure fixed by the government. If your average weekly earnings are below the lower earnings limit for national insurance contributions, you will not be eligible for SPP.

If you earn less than the lower earnings limit, you may not be entitled to SPP, however, you may be entitled to receive Paternity Allowance (PA) payable by the Government (PA & SPP rates are the same).

SPP rates are usually reviewed each April and can be found via the government website: -

[Paternity pay and leave: Pay - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

How to Claim SPP:

Claim SPP through the Club at least 15 weeks before the baby is due.

You can do this by [filling in the online form](#) (previously called form SC3). Once you have completed the form, you will need to download or print it and send to your Line Manager.

You'll need to include:

- the due date; and
- when you want your leave to start, for example the day of the birth or the week after the birth; and
- if you want 1 or 2 weeks' leave.

If adopting a child, you must use [form SC4](#) and remember you must give written notice of your intention to take SPL no later than seven days after the date on which notification of the match with the child was given by the adoption agency.

If you have any queries on the Paternity Leave policy, please speak to your Line Manager and/or the People Department.



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