

 Imagination

UK PATERNITY LEAVE GUIDE



WHAT'S IT ABOUT?

Congratulations to you

As the biological father, the partner of the expectant mother, adopting or welcoming your new arrival through surrogacy, Paternity Leave allows you the space and time away from work to welcome your new addition and spend valuable time together as a family.

THE FEATURES

- ▲ First things first. When you feel ready let your manager know the good news, ideally no later than the 15th week prior to the due date or 7 days after you have confirmation of an adoption matching.
- ▲ Antenatal appointments, go ahead and attend all of them, and of course there is no requirement to make up this time.
- ▲ Paternity leave and Paternity Pay are statutory which means that as long as you have 26 weeks continuous service by the 15th week prior to the due date, or 7 days after you have confirmation of an adoption matching you are eligible to receive both. If you don't have this length of service have a chat with your manager.
- ▲ You have the option to take up to 4 weeks paid leave.
- ▲ Now start to think about the amount of leave you would like to take and when you would like to take this. A little planning here, the first 2 weeks are statutory and must be taken within 56 days of your child's birth or placement. The remaining, if not taken in the first 56 days, must be taken within 6 months of the birth or placement of your child. You must let your manager know the dates you would like to take.

THE FEATURES

- ▲ The leave you choose to take is fully paid.
- ▲ Due to the statutory nature of both leave and pay this means a little bit of form filling. Don't worry though, these will be sent to you with instructions on what to do from the HR Team.
- ▲ Once you have received the enhanced paternity pay and leave set out in this guide you will have to have returned to work for a consecutive period of 15 months by the end of the 15th week before the expected week of birth or placement for future births or placement.

If you have any questions, please let your manager know and they will work through these with you.



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This document is intended as a helpful guide for employees and summarises the principal Paternity Leave provisions for Imagination's UK based employees, it does not constitute a comprehensive policy statement. In the event of a dispute Imagination Technologies will respect all relevant statutory requirements.