

There are distinct types of Paternity Pay, the specifics of each are detailed below. According to your individual circumstances you may be able to claim one or more of the following.

Ordinary Statutory Paternity Pay (OSPP)

OSPP is the standard pay granted to you following the birth or adoption of a baby, it is currently set at the lower of £140.98 per week or 90% of average weekly earnings. In order to be eligible for OSPP you must satisfy the following criteria:

1. You must be one of the following:
 - The father of the child.
 - Married to, the partner or civil partner of the child's mother.
 - Married to, the partner or civil partner of the child's adopter.
 - One of a couple jointly adopting a child.
2. You will expect to have responsibility for the upbringing of the child and be taking the leave to either care for the child, or support the child's mother/primary adopter.
3. You must have a minimum of 26 weeks' continuous service before:
 - The week in which the child is due to be born,
or
 - The child's adopter was notified of having been matched with the child.
4. You must give notice of your intention to take ordinary paternity leave:
 - At least fifteen weeks before the baby is due to be born,
or
 - No later than seven days after the date on which notification of the match with the child was given by the adoption agency.
5. You must give twenty eight days' notice of the intended paternity leave start date and at least twenty eight days' notice if there's a change to the date already given.
6. Your average weekly earnings must be above the lower earnings limit of £113.
7. Leave must be taken within fifty six days of the birth or adoption of the baby.
8. You must complete the Paternity Leave form attached to this factsheet.

The entitlement to ordinary paternity is to take one or two weeks leave and statutory pay in a single block, within eight weeks of the child's birth or adoption, or of the first day of your partner's expected week of childbirth, (if the baby is born prematurely).

Additional Statutory Paternity Pay (ASPP)

ASPP allows fathers to claim up to twenty six weeks additional paternity should the mother return to work. In order to be eligible for ASPP you must satisfy the following criteria:

1. Leave must be within the first year of the child's life/placement for adoption.
2. The mother/primary adopter* must have returned to work before using her full entitlement to maternity/adoption leave.
3. You must be one of the following;
 - The father of the child.
 - Married to, the partner or civil partner of the child's mother.
 - Married to, the partner or civil partner of the child's adopter.
 - One of a couple jointly adopting a child.
4. You will need to;
 - Supply confirmation from the mother/primary adopter's* employer that they have/will return to employment before using their entitlement to maternity leave.
 - Complete the Paternity Leave form found below, this must be completed no less than eight weeks before the start date chosen by you for additional paternity leave and pay.

*The primary adopter is the child's adopter who initially elected to take adoption leave

Parental Leave

If you have up to one year's continuous service with us, you have the right to take up to thirteen weeks unpaid parental leave to care for the child. Adoptive parents can take leave up to the 5th anniversary of the child's placement, or up to the 18th birthday. Parents of disabled children can take up to eighteen weeks parental leave.

Please fully complete and return the below form to your Account Manager.

*If you have any further questions about Paternity leave please contact your **Account Manager** or call us on **0800 848 8888**.*

Paternity Request Form

If you are requesting Ordinary Paternity Pay, complete sections 1, 2 and 3. If you are requesting Additional Paternity Pay, please complete ALL sections.

Section 1: Employee Details

Title:	First Name(s):	Last Name:
Job Title:		
Date employment started at Crystal:	National Insurance Number:	

Section 2: Child Information

Expected week of childbirth:	Child's actual date of birth:
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Section 3: Declarations I declare that I am: (tick all that are appropriate)

The child's biological father:	Married to the person adopting the child:
Married to the child's mother:	The civil partner of the person adopting the child:
The civil partner of the child's mother:	The cohabiting partner of the child's mother:
The cohabiting partner of the child's mother:	* Adopting jointly and have selected to receive statutory paternity pay and leave and not statutory adoption pay and leave.

* This is mandatory if you are an adoptive parent.

Section 4: Mothers Information

Title:	First Name(s):	Last Name:
Job Title:		
Phone Number:	National Insurance Number:	
Email:		
House Name/Number:	Address line 1:	
Address line 2:	Town:	
County:	Postcode:	

Section 5: Additional Paternity Pay

I wish to start my additional paternity pay on:
I wish to end my additional paternity pay on:
I expect the company's liability to pay additional statutory paternity pay (if applicable) to begin on:

Agreement & Signatures

I will have responsibility for the child's upbringing, I will be absent from work for the purpose of caring for the child or supporting the child's mother and I agree that the information contained within this form is correct.

Signed (Mother):	Date:	Signed (Employee):	Date:
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