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# Paternity Policy

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## 1. Introduction

GRAHAM Facilities Management (“GRAHAM”) supports the right of its employees to take paternity leave and return to work. It therefore aims to provide flexibility in its employment practices in respect to those employees wishing to take Paternity leave.

The policy follows the prevailing statutory provisions and will, therefore, vary in line with any future amendments. It may also be reviewed according to changing business needs and in light of other changes in employment law.

In the event of an employee taking paternity leave we would encourage you to inform your linemanager at the earliest possible opportunity and in compliance with the notification requirements detailed below.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People polices are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)

## 2. Eligibility

This policy applies to all employees, irrespective of service or working hours, who qualify for paternity leave/time off to attend antenatal appointments.

## 3. Time off for accompanying a pregnant woman to antenatal classes

You may take paid time off to attend the last two antenatal classes in a set of classes that the expectant mother is attending. This is a one off entitlement in relation to one birth only.

You must provide at least two weeks’ notice in writing of the attendance at such classes, detailing the time and location of the classes as well as evidence of the appointment card.

#### 4. What is paternity Leave?

Paternity leave is available to qualifying employees of both sexes on the birth or adoption of a child. It gives qualifying employees the right to take two consecutive weeks leave at or around the time of the birth/placement.

#### 5. Qualifying for Paternity Leave

You will qualify for paternity leave as a “relevant parent” if:

- you are either the father of the child or the spouse/civil partner/cohabitant of the child's mother or adopter;
- you are the sole male adopter;
- you are the parent of a donor conceived child.

Same sex couples jointly adopting a child must nominate one parent to take paternity leave. The other adopter may be able to take adoptive leave.

#### 6. Length and timing of paternity leave

You are entitled to two consecutive weeks' paternity leave which can be taken within the first 26 weeks after the birth or adoption placement.

In the case of multiple births/adoptions the entitlement remains at 2 weeks.

Within these limits you have three options available to you when choosing when to start paternity leave:

- the actual day the child is born or placed (whether this is earlier or later than expected). If you are at work on this day, your paternity leave will start the following day.
- a specified number of days after the child is born or placed (for example, two weeks after the child is born or placed for adoption) whether this is earlier or later than expected.

You must confirm in writing the actual date of the child's birth/placement as soon afterwards as you reasonably can.

#### 7. Notice Requirements

Notification of the intention to take paternity leave must be given as soon as reasonably practicable but no later than **four weeks** before the expected week of birth of the expected week of placement. You can use the attached form.

A medical certificate from your spouse or partner's doctor setting out the expected date of birth or confirming the birth must be provided. In the case of an adoption, proof of the date of placement must be also given.

## **8. Early Births**

If the baby is born 4 or more weeks prematurely the leave can be taken early provided notification to the Company is given within 7 days of the baby's birth.

## **9. Still Births**

In the unfortunate case of a still birth or miscarriage, following the 24<sup>th</sup> week of pregnancy, or after your baby has a birth weight of at least 500g, the entitlement to paternity leave and benefit remains available. The leave must be taken within 26 weeks from that time.

## **10. Paternity Benefit**

Employees with 12 months continuous service at the date their leave is due to commence, will be eligible for GRAHAM enhanced paid family leave. Enhanced Paternity Pay exceeds the statutory provision. Eligible employees will receive 2 weeks full pay

Those who are not entitled to enhanced paternity pay may be eligible to receive paternity benefit during paternity leave from the Department of Social Protection subject to PRSI contributions. The benefit must be claimed within 26 weeks of the date of birth, or date of placement, and is paid for two consecutive weeks.

## **11. Postponement of Paternity Leave**

Where the day of placement of an adopted child is postponed, or the date of birth occurs after the date selected in the notification, you may select another date on which the paternity leave will begin.

## **12. Annual Leave**

You are entitled to paid annual leave is unaffected by your period of paternity leave.

## **13. Postponement of leave due to sickness of the relevant parent**

If you are sick before your paternity leave starts you can postpone the leave provided you notify us in writing, as soon as reasonably practicable, and no later than the date on which the leave was due to begin. You must provide a sickness certificate at the same time as you request to postpone your period of paternity leave.

#### **14. Postponement of leave due to hospitalisation of child**

If your child is hospitalised, you may request in writing to postpone the leave or part of it as may be appropriate. You may continue to work or return to work on a date to be agreed by us. We will notify you in writing of the decision in relation to the request as soon as reasonably practicable following receipt.

#### **15. Job on return**

You are normally entitled to return to the same job following paternity leave. However, if it is not reasonably practicable for you to return to the same job, you are entitled to a suitable alternative position.

#### **16. Parent Cloud**

All employees have access to Parent Cloud, an online portal with resources to support those who are pregnant, and parents with children of all ages and stages. They also provide support for fertility, adoption, still birth, miscarriage, and surrogacy. Details can be found on the Hub.

#### **17. IT Devices**

Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave.

Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility for keeping equipment up-to-date, please contact IT for more details.

#### **18. Status of this policy**

This policy does not give contractual rights to individual employees. The Company reserves the right to alter any of its terms at any time although we will notify you in writing of any changes.

Deliberate abuse of this policy and the paternity leave and pay entitlement will be treated as a disciplinary offence and will be subject to disciplinary action in accordance with the Company's disciplinary procedure which may result in your dismissal.

**Notice of intention to take paternity leave (birth)**

To qualify for paternity leave and pay you must complete and return this form to HR no later than the end of the QW.

Before completing this form, please read the attached Policy – paternity leave.

I, .....(name)

.....(job title and department),

give notice of my intention to take paternity leave.

I confirm that:

- The expected week of childbirth [begins OR began] (*delete as applicable*) on ..... (date).
- I would like to take two weeks paternity leave.
- I would like my paternity leave to start (*please choose one of the following*):
  - on the date on which the child is born.
  - [.....] (*insert number*) days after the date on which the child is born.
  - on [.....] (*insert date*). (Note: this date must be later than the first day of the expected week of childbirth.)

I confirm that the information given above is true and accurate. I understand that [(appropriate job title/level of management)] [HR] will keep a record of my paternity leave in my personnel file.

Signature .....

Date .....



## Notice of intention to take paternity leave (adoption)

To qualify for paternity leave and pay you must complete and return this form to HR no later than seven days after the child is matched.

Before completing this form please read the attached Policy – paternity leave.

I, .....(name)

.....(job title and department),

give notice of my intention to take paternity leave.

I confirm that:

- I understand that, for the purposes of exercising my right to take paternity leave, the “adopter” of a child is either the person who has been matched with the child for adoption or, where two people have been matched jointly, whichever of them has elected to be the child’s adopter for the purposes of taking adoption leave.
- ..... (name of adopter) was notified that they had been matched for adoption with ..... (name of child) on ..... (date).
- ..... (name of child) [is expected to be OR was] (delete as applicable) placed with the adopter on ..... (date).
- I would like to take two weeks paternity leave (paternity leave).
- I would like my paternity leave to start (please choose one of the following):
  - on the date on which the child is placed with the adopter.
  - [.....] (number) days after the date on which the child is placed with the adopter.
  - on [.....] (date). (Note: this date must be later than the date on which the child is expected to be placed with the adopter.)

I confirm that the information given above is true and accurate. I understand that [(appropriate job title/level of management)] [HR] will keep a record of my paternity leave in my personnel file.

Signature .....

Date .....