

**From:** Edinburgh College Freedom of Information  
**Sent:** 07 March 2018 16:15  
**To:** [REDACTED]  
**Subject:** RE: Paternity leave

Dear [REDACTED]

**Our Ref: 007/18**

As of 1 October 2012, Edinburgh's Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 07 February 2018. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 ("FOISA"):

**007/18 (1):** What paternity leave is offered to employees at Edinburgh College?

#### **PATERNITY LEAVE**

At the 15th week before the baby's due date (or 'matching' week in the case of adoption), staff with at least 26 weeks recognised continuous service with the College are entitled to two weeks paid **ordinary paternity leave** as follows:

- one week at full pay
- the second week is paid in line with statutory paternity pay (SPP) or 90% of earnings if this is less than SPP.

The rate of SPP changes on an annual basis. Current rates can be accessed at [www.direct.gov.uk](http://www.direct.gov.uk)

The two weeks leave must be taken consecutively.

Those staff who do not have 26 weeks recognised continuous service by the 15th week before the baby's due date are entitled to one week's leave at full pay.

In order to qualify, the employee must expect to have responsibility for the baby's up-bringing and be either the biological father/partner or the mother's husband/partner (partner refers to someone who is either male or female, in an enduring family relationship, but not a blood relative).

Adopting fathers may access this leave in the same way that biological fathers do and the placement date should be used in place of the baby's due date.

An employee must notify the College of their intention to take Paternity Leave no later than the 15th week before the due date or within 7 days of being notified they have been matched with a child in the case of adoption. An employee must complete an Inland Revenue SC3 form (Statutory Paternity Pay/Paternity Leave), which can be obtained from Human Resources, and using this form, an employee must state:

- they are taking the leave to care for the child or support the mother
- they expect to have responsibility for the up-bringing of the child
- they are the father of the child and/or the husband or partner of the mother
- the 'due date' or placement date

- their wish to take their entitlement to one or two weeks leave entitlement
- the date they wish their leave to commence and how long they wish to take.

In order to qualify, an employee must reach the National Insurance Lower Earnings Limit (at the 15th week before the due date/end of matching week).

You qualify for **additional paternity leave** if either:

- you are the father of a child due on or after 3 April 2011
- your wife, partner or civil partner is pregnant and due to give birth to a child on or after 3 April 2011
- you and your partner receive notification that you are matched with a child for adoption on or after 3 April 2011
- your spouse, civil partner or partner (including same-sex relationships) is adopting a child from overseas and the child enters Great Britain on or after 3 April 2011.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Head of Corporate Development at the postal address below or e-mail the Head of Corporate Development at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and home address for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Head of Corporate Development

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

The Commissioner's online appeal service is available from their website:  
[www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

The online appeal service is available 24/7 and offers you real time help and advice about your appeal.

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards

FOI Team

