



**Information Governance Team**

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Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)  
Request ID: FOI755602340**

Thank you for your request for information relating to Paternity Leave Payment.

You have requested the following information:

**1. Does your Council's policy on paternity leave provide in excess of the statutory provision of 2 weeks leave? (yes/no) –  
Clarification - this is related to time.**

The Council gives two weeks paid under the policy

**2. Does your Council's policy on paternity leave exceed the Statutory Paternity Pay amounts for some/all of the paternity leave (yes/no)**  
Yes for all.

**3. If you have answered yes to any of the above, detail how your Council's policy differs from the statutory provision in either:**

- a) Pay (e.g., your Council may offer a higher rate of payment for some/all of the paternity leave subject to certain conditions)**
- b) Duration of paid paternity leave provided**

Employees will receive their normal rate of pay for the first week. Where an employee chooses to take a second week of Statutory Paternity Leave they will receive Statutory Paternity Pay, which will be the lower of 90% of average weekly earnings or the current SPP amount.

**4. Please provide your authority's paternity leave policy.**

Outlined below:

*Paternity Leave guidance  
June 2019*

*1 Introduction*

- *1.1 Coventry City Council recognises that employees may wish to take time off work to support the mother of a baby or look after the baby.*

*2 Scope*

- *2.1 The scheme applies to all employees who meet the criteria outlined in section 5, sections 6 Eligibility and/or section 7 Shared Parental Leave).*

*3 Authority*

- *3.1 Directors are accountable to the Director of HR & OD for the proper application of the Paternity Leave and Maternity Support Leave Scheme.*

*4 Legal Framework*

- *4.1 These provisions take account of the framework of statutory rights as set out in the Employment Rights Act 1996, as amended by the Employment Relations Act 1999, the Employment Act 2002 and the Children and Families Act 2014. The details of these rights are set out in supporting regulations: The Paternity and Adoption Leave Regulations 2002.*
- *4.2 The scheme incorporates the provisions determined by the National Joint Council for Local Government Services in the National Agreement on Pay and Conditions of Service.*

*5. Provisions*

- *5.1 The Council provides one type of paternity leave*
- *5.2 Paternity Leave is a statutory entitlement for employees, who meet certain conditions, to take either one- or two-weeks consecutive leave.*

*6. Eligibility*

- *6.1 To be eligible for Paternity Leave an employee must:*
  - o *Have, or expect to have responsibility for the baby's upbringing*
  - o *Be the biological father of the baby or the mother's husband or partner*
  - o *Have 26 weeks continuous service with Coventry City Council by the end of the 15 weeks before the baby is due and be employed continuously during the pregnancy up to the actual date the baby is born.*
  - o *Employees may choose to take leave (as outlined below) any time up to 8 weeks after the date of birth. The leave is based on the employee's normal working week (up to a maximum of 37 hours), pro rata for part time employees.*
    - ? *one whole week, or*
    - ? *two whole weeks*
    - ? *(Employees should book leave in blocks of 1 or 2 consecutive weeks and not split leave into single days over the 8-week period)*
- *6.2 Process Employees must complete the Application for Ordinary Paternity Leave form and return it to the Payroll and Pensions Team with a copy to their Manager by the 15th week before the Expected Week of Childbirth. The Manager will confirm authorisation of leave. Employees must also complete the HM Revenue and Customs Ordinary Statutory Paternity Pay/Ordinary Paternity Leave form, SC3, and return this to the Payroll and Pensions Team with the Application for Ordinary Paternity Leave form mentioned above. This form can be downloaded from the intranet If the baby is born early the employee can choose to take their Ordinary Paternity Leave at any time*

between the actual date of birth and the end of the 8-week period running from the Sunday of the week the baby was originally due. Where the employee has chosen to start his/her Ordinary Paternity Leave on the date the baby is born and he/she is at work on this date, his/her leave will begin on the following day. The employee must notify the Payroll and Pensions Team of the date the baby was born, as soon as is reasonably practicable.

- 6.3 Payment Employees will receive their normal rate of pay for the first week. Where an employee chooses to take a second week of Statutory Paternity Leave, he/she will receive Statutory Paternity Pay, which will be the lower of 90% of average weekly earnings or the current SPP amount. The employee must have average weekly earnings which are no less than the current National Insurance lower earnings limit in the 8 weeks prior to the qualifying week. The Payroll and Pensions Team will issue the employee with Form OSPP1 if they are not entitled to Statutory Paternity Pay.

## 7. Shared Parental Leave

Shared parental leave is a legal entitlement for eligible parents of babies due, or children placed for adoption. It provides both parents with the opportunity to consider the best arrangement to care for their child during the child's first year. The amount of leave available is calculated using the mother's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement, then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

More details on shared parental leave can be obtained by reading the shared parental leave policy on the intranet.

## 8. Time Off for Ante-Natal Appointments

- 8.1 An expectant father or partner of a pregnant woman is entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments.

- 8.2 Employees and qualifying Agency Workers (workers are required to have been doing the same kind of job for Coventry City Council for at least 12 weeks) are entitled to time off to accompany an expectant mother to her ante-natal appointments if they are:

- o The baby's father

- o The expectant mother's spouse, her civil partner, or partner (of either sex) in an enduring relationship; or

- o Intended parents of a child in a surrogacy arrangement if they expect to be entitled to and intend to apply for a parental order in respect of that child.

- 8.3 Employees are entitled to unpaid leave for 1 or 2 appointments. The time off is capped at 6.5 hours for each appointment.

- 8.4 The employee is not required to provide evidence of such appointments, as they are considered the property of the expectant mother attending the appointment. However, the employee should complete the attached declaration (Appendix 1) stating the date and time of the appointment, that they qualify for the unpaid time through their relationship with the mother or child and that the time off is for the purpose of attending the ante-natal appointment. This should be given to the Manager who will make the appropriate deduction from pay through Resource Link self-service.

- 8.5 There is no qualifying period for employees – they are entitled to receive this entitlement from day one, providing they meet the qualifying criteria in paragraph 8.2.

## 9. Childcare Subsidy Scheme

The scheme is open to all employees meeting the relevant qualifying criteria. It is aimed at employees who have low household incomes and those who are single parents. The childcare used must be registered under the Children Act 1989 (family members unless registered do not

qualify for the scheme).

*The scheme provides for pre-school and school age children up to 11 years. It is also available for school holiday cover. Normally, a subsidy will be paid for only one child per employee, but individual circumstances will be taken into consideration.*

*Further information can be obtained from the Payroll and Pensions team  
([payroll.queries@coventry.gov.uk](mailto:payroll.queries@coventry.gov.uk))*

#### 10. Kiddivoucher Scheme

*The government have now closed Childcare Vouchers to new entrants. As an existing scheme member parents can continue to enjoy the savings gained via Childcare Vouchers for as long as they remain with their employer, and their employer continues to offer the scheme. If a parent's employment changes under TUPE, they are entitled to join the scheme of their new employer. However, if a parent changes employment through their own choice, they will no longer be classed as an 'existing scheme member' and under the new rules will not be allowed to join their new employer's scheme.*

The supply of information in response to a FOI/EIR request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non-commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**