

- You will be taking time off to care for the child and/or to support the mother

As an adoptive parent, the partner of someone adopting a child on his or her own, or the partner of an adopter (where you and your partner are adopting a child) you are:

- Married or in a civil partnership with the person adopting the child OR
Living with the person adopting the child in an enduring family relationship, but not an immediate relationship

AND

AND

to bring forward the commencement date, change the end date, or cancel your leave arrangements

5. KEEPING IN TOUCH WHILST ON PATERNITY LEAVE

Reasonable contact between the university and yourself should take place whilst you are on paternity leave. This will usually be to discuss changes that may be taking place at work or to discuss your return to work.

You may wish to agree with your manager before you go on Paternity Leave what level of contact is deemed appropriate.

6. ANNUAL LEAVE ENTITLEMENT DURING PATERNITY LEAVE

Annual leave continues to accrue throughout the full period of paternity leave and can be taken up to one year after returning to work.

7. PENSION CONTRIBUTIONS DURING PATERNITY LEAVE (USS & LGPS)

Contributions are maintained in full for any period when you are in receipt of any pay, whether contractual or SPP. Any period of unpaid leave