

Paternity Leave

Birth and Adoption



This booklet has been provided for those personnel considering Paternity Leave. Although JSP 760 Ch 22 is the authority on Paternity Leave, the contents of this booklet are intended to simplify the procedure and entitlements of paternity arrangements and are for guidance only. The following guidelines do not overrule the JSP in any way. However, it should be noted that the elements of JSP 760 Ch 22 that refer to 'Additional Paternity Leave' no longer apply, since the Introduction of Shared Parental Leave (JSP 760 Ch 25).

What is available?

2 weeks paid leave taken consecutively or as 2 separate whole week periods.

When can it be taken?

2 weeks leave to be taken within the first 56 days of the birth of a child (unless OPL has been deferred for operational reasons).

Who is eligible?

Birth

Biological father (with parental responsibility)

Or

Service person not biological father, but who is married to, in a civil partnership with or living with the mother in an enduring family relationship (excl immediate family members). Individual must have parental responsibility.

Adoption

Married or in a civil partnership with the child's adopter (or co-adopter where there are 2 adopters).
Or

Service person living with the adopter (or co-adopter where there are 2 adopters) in an enduring family relationship (excl immediate family members).

Conditions

- You must have served continuously for a period of 26 weeks prior to the 15th week before the birth of the child.
- Application to take leave is to be submitted no later than the 15th week before the birth of the child.
- Leave cannot commence before the birth.
- Applies to each pregnancy (e.g. multiple birth does not lead to entitlement to additional leave).

How to apply

Complete Annex A to JSP 760, Chapter 22 (included in the back of this pack) and pass through your Line Manager to PSF.

Shared Parental Leave (ShPL)

If you are considering taking ShPL, an additional booklet is available from your unit HR.

Time off for Antenatal Appointments

A Service person who is the mother's or primary adopters partner may request time off paid in order to attend two ante-natal or pre-adoption appointments. The Service person should advise their line manager of the appointment dates and times as early as possible. Although permission should be granted to such requests whenever possible, there may be occasions when for Service or operational reasons permission cannot be granted.

Paid time allowed off work to attend two ante-natal appointments is limited to six and a half hours. This is to cover the actual time needed to attend the appointments.

Flexible Working Arrangements (FWA)

Flexible working arrangements allow an individual to have a degree of freedom when attempting to balance their work and personal life. While flexible working is not a right, all Service personnel are entitled to request FWA so they may better balance the demands of personal life and Service commitments. Any request to vary working patterns should be considered where these do not impinge on operational capability; it may not always be possible for non-standard hours to be worked due to the ways in which different arms and branches of the Services operate. Further information is available in JSP 750 and applications are made on JPA.

Flexible working does not just mean variable start and finish times; there are a number of options available depending on the need and also includes career breaks, special unpaid leave and flexible leave options. Any implementation of FWA is done on a temporary basis only and a period of review should be agreed between the Service person and their Line Manager. The Service also retains the right to stop any FWA should operational capability require it.

Registering a Birth on JPA

You should register the birth of your child on JPA at the earliest opportunity. You will need to fill in JPA form N005 which will be provided by PSF you will also need to take along your child's Birth Certificate.

Will

You may wish to update/write your will on becoming a parent.

Change of PSTAT Category

You may need to change your PSTAT Cat depending on your personal circumstances. Your PSF will be able to advise you. This is done using the JPA form N001.

Childcare

As a Service parent you are responsible for making your own arrangements for childcare and meeting the costs involved, so you should also investigate your eligibility for Tax credits and other benefits through the Gov.UK website. Many units have commercial crèches and nurseries on their premises, or nearby. In general, however, there is a high demand for places in nurseries and for childminders that can lead to long waiting lists. You should start investigating your options and making preliminary arrangements for childcare as early as possible. HIVEs maintain lists of local nurseries and crèches which may assist you. Do not wait until after your child is born.

The RAF will endeavour not to deploy both Service parents (where applicable) at the same time where this does not affect operational capability. Should issues arise with child care after you have returned from leave, you are advised to discuss this with your line management as soon as possible.

The new [Childcare Choices website](#) was launched on 22 Mar 17, so that parents can pre-register for the government's new childcare offers. Childcare Choices brings together all the government childcare offers for the first time, helping parents find the right childcare support to suit them. As part of Childcare Choices, the government has introduced two new offers in 2017 – HMRC's Tax-Free Childcare and the Department for Education's 30 hours free childcare.

The introduction of Tax-Free Childcare will begin on 28 April, for parents of the youngest children. It will be gradually rolled out over 2017.

The new 30 hours free childcare offer will be available in England for working parents of three and four year olds from September 2017. Parents will be able to apply in advance of September, and at the same time as Tax-Free Childcare.

The Childcare Choices website includes a [Childcare Calculator](#) (www) for parents to compare the government's childcare offers and check what works best for their families.

Childcare Vouchers

Childcare vouchers are a government initiative designed to help working parents pay for childcare. You can convert part of your salary into vouchers before your usual tax and NI contributions are taken. This means that you only have to pay the tax and NI on what's left, saving you up to £933 per year. Both parents can take advantage of the scheme, so you could make a joint saving of up to £1,866 per family.

You will receive your childcare vouchers in line with your monthly pay. You can choose to receive paper vouchers at your correspondence address, or e-vouchers, which are by far the most popular choice and allow you to go online and make direct payments into your childcare provider's bank account.

Childcare vouchers can be used to pay any Ofsted (or equivalent) registered childcare providers, which can include nurseries, childminders, nannies, play schemes, out-of-hours school clubs and holiday camps, as well as certain elements of Independent school fees.

For more information visit www.modchildcare.co.uk
or contact the Sodexo Armed Forces customer care team
Free phone 0800 066 5075 (open around the clock, except 25th/26th December)
Email customer care.br.uk@sodexo.com

Parental Leave

The aim of Parental Leave is to allow Service personnel unpaid leave to care for a child by, for example, spending more time with the child during the early years, to settle a child into new childcare arrangements or to accompany a child during a stay in hospital. Parental Leave allows each parent of each child, either natural or adopted, to take 18 weeks unpaid leave. Parental Leave can be taken up to the child's 18th birthday.

Parental Leave commences at either the birth of each child, or at the date of adoption for each child. This means that both parents, if they have twins or adopt more than one child at a time, can both take 18 weeks leave. One week's Parental Leave is equal to the length of time that an individual is normally required to work in a week. Leave must be taken in blocks of one week (i.e. 7 calendar days), with a maximum of 4 weeks at any one time in any 12 month period for each child. If less than one week is taken, it will still count as a full week for the purposes of Parental Leave and the days not taken will be forfeited from the overall 18 week entitlement unless the child is disabled.

Parental Leave is unpaid and, therefore, is non-reckonable service that does not count towards seniority for promotion, completion of a commission/engagement or pension entitlements.

Time off For Dependents

Military leave regulations allow time off in order to deal with an emergency involving family and dependants. Where time off is needed for a dependant, the issue can be dealt with using one, or a combination of the following types of leave: Annual Leave, Authorised Absence, Compassionate Leave, Unpaid Leave or Parental Leave. Further details can be found in JSP 760.

Sources of Support

The RAF is committed to providing, wherever possible, supportive arrangements to accommodate pregnancy and maternity leave within a Servicewoman's career. While the first port of call for any of your queries should be your Unit PSF staffs or LM, all the sources of support listed below will be able to offer either advice or counselling to pregnant Servicewomen.

Service Provider	Contact Details	Website	Description of Service
RAF Community Support (Headquarters Air Command)	01494 49 6654 Or Mil - 95221 6654 (Mon-Fri) Office hours only	Web www.raf.mod.uk/community Facebook - www.facebook.com/rafcommunity Twitter @RAF Community	RAF Community Support website includes news updates, station forums, deployment information, signposting support, Tel Nos, photo sharing and Charitable Funding assistance advice. There is Family member access to Airspace and details are available from rafcommunity@btconnect.com
RAF HIVE Information Service	Dependent on location – refer to website.	Web www.raf.mod.uk/community/support/rafhiveinformation-service.cfm	Local information provided including education, housing, health, local area facilities and spouses' employment, with links to Regional Job Centre Plus Champions. Staffs assist with various aspects of Deployment Support and also offer a signposting service. CONFIDENTIAL SERVICE
Soldiers, Sailors Airmen Families Association - (SSAFA)	During Office Hours contact your unit SSAFA Worker Out of Hours Service 0207 463 9358	Web www.ssafo.org.uk/ www.ssafo.org.uk/help-you/forcesline	Provides confidential advice, support, signposting to internal and external agencies and counselling (where required) for all RAF Service Personnel and dependants. Free and confidential telephone helpline and email service.
RAF Families Federation (RAF FF)	01780 781650	Web www.raf-ff.org.uk E-Mail enquiries@raf-ff.org.uk	Represents concerns of RAF personnel and families. Operates independently from the Chain of Command. CONFIDENTIAL SERVICE

Service Provider	Contact Details	Website	Description of Service
RAF Benevolent Fund (RAF BF)	0800 169 2942	Web www.rafbf.org E-Mail welfareservices@rafbf.org.uk	The Fund provides financial, practical and emotional support to all members of RAF family including RAF veterans.
RAF Association (RAFA)	0116 266 5224	Web www.rafa.org.uk	The RAF Association provides support by offering friendship, help and advice to current and former RAF personnel and dependants.
Directorate of Children & Young People (DCYP)	01264 381581 Or Mil - 94391 7581	Web www.gov.uk/government/groups/directorate-children-and-young-people	The Directorate Children & Young People has the MOD lead for Service Children and Young People.
MOD Joint Services Housing Advise Office (JSHAO)	01252 787574	Web www.gov.uk/government/collections/joint-service-housing-advice-office-jshao	The MOD JSHAO can provide information on home ownership schemes, as well as many other issues related to housing.
Childrens' Education Advisory Service (CEAS)	Civ: 01980 618244 Mil - 94344 8244	www.gov.uk/guidance/childrens-education-advisory-service	Provides information and support to Service families and eligible MOD civilians on all aspects of the education of their children in the UK and overseas.
Healthcare Advice for Armed Forces Families		Web www.nhs.uk/NHSEngland/Militaryhealthcare/Pages/Militaryhealthcare.aspx	The Department of Health has produced this useful leaflet for the Armed Forces and their Families (see pdf at link).
Defence Discount Service		Web www.defencediscountservice.co.uk	There are commercial companies who give discounts for Service personnel and their families. Find out more in this brochure.
Armed Forces Childcare Voucher Scheme	Free phone 0800 066 5075 (open around the clock, except 25th/26th December)	Web www.modchildcare.co.uk E-Mail customer-care.br.uk@sodexo.com	Childcare vouchers are a government initiative designed to help working parents pay for childcare. You can convert part of your salary into vouchers before your usual tax and NI contributions are taken. Sodexo provide this service for the MOD.

Application for Ordinary Paternity Leave (OPL) - Birth and Adoption

Caution: The provision of false information could lead to disciplinary and/or administrative action being taken.

Rank	Name	Surname	Service Number

Expected date of the baby's birth/Placement	
Actual date of the baby's birth or date of notification of placement	
Intended start date of OPL*	
Expected end date of OPL*	

*OPL must be taken in a 2 week block or as 2 separate complete weeks. If OPL is taken in separate week blocks, both dates should be provided.

Declaration

I declare that: (* Delete as appropriate):

* I am the child's father and have, or expect to have, the main responsibility (apart from the mother) for the child's upbringing; or

* I am not the father of the child but am the *spouse, *civil partner or *partner of the mother/adopter and have or expect to have (apart from any responsibility of the mother/adopter) the main responsibility for the upbringing of the child; or

* I am not the father of the child but am a Service person who lives with the mother and the child in an enduring family relationship and am not an immediate relative of the mother/adopter and have or expect to have (apart from any responsibility of the mother/adopter) the main responsibility for the upbringing of the child.

I confirm that the purpose of this leave is to support the mother/adopter and/or care for the child.

I wish for any Ordinary Statutory Paternity Pay which I may be eligible to receive to commence on the start date(s) for the period of OPL indicated above (Note: this statement is required only for administrative purposes, if entitled, Ordinary Statutory Paternity Pay will be included as an integral part of Occupational Paternity pay for the period concerned).

I understand that if I wish to cancel my application for OPL, or to change the start and end dates of my OPL, I must provide the Commanding Officer with written notice of this at least 28 days before the first day of the expected week of the child's birth/ placement, or if that is not reasonably practicable, as soon as possible beforehand.

I confirm that the information I have provided is correct and understand that if I have provided false information this could lead to disciplinary and/or administrative action being taken against me.

Signature of Applicant _____ Date _____

Remarks/Approval by the Service Person's Commanding Officer

Date _____ Signature _____

Name _____ Rank _____ Post _____

Deferral of OPL or Emergency recall from OPL (To be completed by an officer of at least OF3 rank)

OPL has been deferred for the following reason(s)

Signed _____ Name _____ Rank _____ Date _____

Agreement to deferred OPL dates

The following dates have been agreed in lieu of the denied period originally requested:

From:	To:
From:	To:

Applicant's Signature _____ Date _____

Record of Emergency recall from OPL

OPL has been cancelled for the following reason(s)

From:	To:
From:	To:

Signed _____ Name _____ Rank _____ Date _____

Action by Unit Admin Staff

Certified that details have been recorded in the Service person's Service records.

Date _____ Signature _____

Name _____ Rank _____ Post _____