

Purpose

Paternity leave is intended for an employee who is the partner of someone who is giving birth, adopting a child or having a baby through a surrogacy arrangement. It allows leave to be taken at or following the time of the birth or adoption to care for the child.

Scope

This policy applies to all Single Status, Chief Officers, Teachers, and Craft employees.

Our approach

- If eligible, you can take two weeks of paternity leave. A week is the number of days that you normally work in a week, for example if you work Mondays and Tuesdays a week is 2 days.
- You will be paid full normal pay.
- Paternity leave must be taken within 52 weeks from the date of birth or date of placement for adoption.
- Paternity leave cannot start before the birth or placement.
- You can take the leave as two separate one-week blocks. You cannot take odd days off work however your paternity leave can begin on any day of the week.
- Paternity leave may be taken in conjunction with annual leave, toil, parental leave or shared parental leave.
- An adoptive parent may take paternity leave where the other adoptive parent has elected to take adoption leave.

Further Guidance

For further information on eligibility, notification and application processes employees should consult:

MA13 Paternity Leave Procedure

Parenting guidance pages on HR Online

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