



RESPONSE NOTIFYING EMPLOYEE OF INELIGIBILITY TO PATERNITY LEAVE/PAY – INSUFFICIENT SERVICE EF 18

- This letter is for use when the employee has made a request to take Paternity Leave but does not meet the eligibility requirements because they have insufficient service.
- In order to qualify for Paternity Leave, an employee must have 26 weeks' service at the 15th week before the baby is due/match notification.
- Paternity Leave is available to an employee of either sex who is: the partner or spouse of a woman who has given birth, or the partner or spouse of someone of either sex who is adopting a child. They must be, or expect to be, responsible for the child's upbringing.
- Our Peninsula Face2face service will conduct, or support and assist you to conduct, any face to face meeting you are undertaking with your employees. For further information, please visit <https://www.peninsulagrouplimited.com/services/hr/peninsula-face2face/> or speak to your HR Expert.

(Date)

Dear ,

I refer to your recent request for Paternity Leave from (date) to (date).

Unfortunately, you do not have the required length of service with us to qualify for paternity leave or pay. To qualify, you need at least 26 weeks' continuous service, calculated at 15 weeks before the week your partner's baby is expected.

**Or*

Unfortunately, you do not have the required length of service with us to qualify for paternity leave or pay. To qualify, you need at least 26 weeks' continuous service, calculated at 15 weeks before the week you were notified of a match.

There may be other ways in which you are able to take leave after the birth/placement, e.g. annual leave or parental leave, and we will be happy to discuss these with you. Please contact me on (insert details) if you wish to discuss your options.

Yours Sincerely
David Pattinson