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| Title: Paternity Leave | Number: 5.20-11.1111.1 |
| Approved by the Board of Governors Date: November 14, 2011 | Implementation Date: November 14, 2011 |
| History: Scheduled Review Date: November 2014 | Origin: Human Resources Authority: BVI Labour Code 2010 |

Rationale

The College wishes to support its employees and their families by providing paternity leave. Employees who have been employed with the College for twelve continuous months are eligible for paternity leave.

Policy

The entitlement for paternity leave should not exceed one (1) month. During the duration of the paternity leave, according to the BVI Labour Code 2010, the employee is not entitled to a salary. However, in an effort to promote family, the College will provide three (3) days of paid leave under the paternity leave provision. To cover additional lost wages, an employee may choose to subsidize the leave with unused vacation days.

Abuse of Paternity Leave Privileges

- a. Abuse of paternity leave privileges may be grounds for disciplinary action.
- b. It is not permitted to seek gainful employment elsewhere while out on paternity leave.
- c. Management reserves the right to request proof related to the case for which paternity leave is granted.

Procedures

Purpose: To outline the policy and procedures for College male employees' paternity leave.

Authority: HLSCC Board of Governors and BVI Labour Code 2010

Eligibility: To be eligible for paternity leave an employee must have been employed by the College for twelve (12) continuous months.

Accrual Rates: An employee is eligible for one (1) month leave (three days paid and the remainder unpaid), which can be credited to the employee as required by Human Resources, not to exceed one (1) month in any 12 month period.

Use of Paternity Leave: Paternity leave will be granted under the following conditions:

1. The employee must be the husband or *de facto* spouse of an expecting (pregnant) female. A *de facto* spouse is defined as a domestic partner in a two-person relationship outside of marriage of legal age to be married. Neither partner may be legally married to another individual and must have shared the same home for a period of not less than two years immediately preceding the week in which the benefit becomes due. Acceptable evidence of cohabitation is a notarised letter indicating the same.
2. Leave must be taken during the period the female partner is on confinement or not later than six months after the birth of the child.
3. At the discretion of the President, leave may be granted to the adoptive parent of a child (subject to the age of the child)

Scheduling of Leave:

- a. Application for paternity leave must be made to the Human Resources Department via the employee's immediate supervisor.
- b. Faculty members are required to give at least three (3) months' notice prior to the commencement of the leave period. Staff members are required to give at least two (2) months' notice prior to the commencement of the leave period.
- c. Application for paternity leave must be accompanied by a copy of the spouse's medical certificate from a Physician stating date of expected confinement or a copy of the Social Security claim form being submitted on behalf of the spouse.
- d. When paternity leave expires the employee is required to return to work. Failure to promptly return to work when bereavement leave expires, or obtain approval for additional leave, may result in disciplinary action.