



FOI Ref: 2018/004

26th February 2018

REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

I refer to your request for information, received by email on 8th February 2018. Your specific requests and the Park Authority's response are provided below.

“what paternity leave is offered to your employees?”

Paternity leave entitlement is set out within the Park Authority's Leave Policy as follows:

12. Paternity leave

- 12.1 If your wife, civil partner or partner gives birth to a child, and you are the biological father of the child, you are entitled to three weeks' paternity leave provided that you have 26 weeks' continuous service by the end of the 15th week before the week in which the child is expected.
- 12.2 Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either the adoptive father or the adoptive mother may take ordinary paternity leave where the other adoptive parent has elected to take adoption leave. For more details please see the Adoption Leave section of this policy. In respect of an adopted child, the employee must have 26 weeks' continuous service by the week in which the child's adopter is notified of having been matched with the child for adoption.
- 12.3 To qualify for paternity leave, you must also have, or expect to have, responsibility for the upbringing of the child and be making the request to help care for the child or to support the child's mother.
- 12.4 Paternity leave must be taken in a single block of one or three weeks within eight weeks of the birth or adoption of the child. If the child is born early, it

LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N
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Page 1 of 3

- 12.5 must be taken from the time of the birth but within eight weeks of the expected date of childbirth. Paternity leave can start either from the date the child is born or placed for adoption or from a chosen number of days or weeks after that date.
- 12.6 If you wish to request paternity leave in respect of a birth child, you must complete the paternity leave application form which can be found on Park Central providing at least 15 weeks' notice.
- 12.7 In the case of an adopted child, you must complete the paternity leave application form which can be found on Park Central no later than 7 days after the date on which notification of the match with the child was given by the adoption agency.
- 12.8 If you subsequently wish to change the timing of the paternity leave, you must give 28 days' written notice of the new dates.

Yours sincerely

Governance & Legal Team
Loch Lomond and the Trossachs National Park Authority

Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to:

Governance & Legal Team
Loch Lomond & The Trossachs National Park Authority
National Park Headquarters
Carrochan
Carrochan Road
Balloch
G83 8EG
E-mail: info@lochlomond-trossachs.org

The review will be handled by staff who were not involved in the original decision. You will

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receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

Fife

KY16 9DS

Tel: 01334 464610

Website: www.itspublicknowledge.info

E-mail: enquiries@itspublicknowledge.info

Online appeal portal: www.itspublicknowledge.info/Appeal

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