

## Keeping in touch and returning to work

Employers and employees should communicate clearly with each other about:

- how they'll keep in touch when the employee is on paternity leave
- the employee's return to work

### Keeping in touch

Before they start statutory paternity leave, the employee and their employer should agree how they both want to:

- keep in touch
- cover the employee's work while they're on leave
- arrange the employee's return to work

By law, while an employee is on statutory paternity leave their employer must tell them about any:

- promotion or other job opportunities
- redundancies
- reorganisations that could affect their job

### Returning to work

When an employee returns to work after statutory paternity leave, by law their job and its terms must remain the same.

#### If an employee wants to change how they work

An employee might want to change how they work after having a child. For example, their working hours or working from home.

They might have the right to make a [flexible working request](#).

### Time off for emergencies

By law, an employee has the right to a reasonable amount of unpaid time off to look after 'dependants' in an emergency.

This could be to help their child or partner when there's an unexpected:

- illness
- injury
- change in care arrangements

[Find out more about time off for dependants](#)

## Taking more time off

There are ways someone can take more time off to be with their child.

### Ordinary parental leave

Parents have the right to 'ordinary parental leave'. This is unpaid time off work to be with their child.

Each parent can take:

- up to 18 weeks for each child up to their 18th birthday
- a maximum of 4 weeks a year for each child

[Find out more about ordinary parental leave](#)

### Shared parental leave

Eligible parents can get up to 50 weeks of shared parental leave.

[Find out more about shared parental leave](#)

## Contact the Acas helpline

If you have any questions about paternity leave, [contact the Acas helpline](#).