

Parental Leave Policy



WORKING TOGETHER

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Policy Overview

Becoming a new parent can be one of the most exciting things that can happen to you, but it is also perfectly normal to feel anxious and apprehensive, particularly if it is your first child or your last arrived some time ago. You may feel bombarded with information or unsure how to obtain answers to the questions you and your partner have about leave and pay.

There are several policies relevant to employees becoming new parents. This document aims to make the information more accessible by combining all of the policies into one. Full explanations of each of the leave options available are included in this document.

There are two main parenting leave models:

- The UK's primary parenting leave system is based on Maternity/Paternity Leave. Mums/primary carers receive up to 52 weeks' maternity leave; dads/secondary carers get 2 weeks' paternity leave. Partners of new mothers have the right to leave and pay following the birth of their child. The law refers to these rights as 'Paternity Leave' and 'Paternity Pay', however, **the nominated carer, irrespective of sex, is eligible to all the entitlements of Paternity Leave and Pay.**
- The second type of leave is Shared Parental Leave, which is taken by either or both parents in order to look after a new child during its first year as part of your family.

If you are adding to your family through adoption the leave provisions above are equally available to you, provided that the child is newly matched for adoption.

This policy applies to all employees of Chorley and South Ribble Borough Councils and their companies.

This document is part of a family of policies which provide advice and information on achieving a work-life blend; see the Leave, Flexible Working, and Home Working policies for more information.

Policy Objective

This policy is intended as a guide for all expectant/prospective parents regardless of the number of hours worked per week. It explains what the entitlements are and the responsibilities regarding all aspects of their employment with the councils, both before and after the arrival of their child. Unless otherwise specified, the terms and conditions of the National Joint Council for Local Government scheme applies.

Councils' responsibilities

It is the Councils' responsibility to:

- Ensure that all employees are treated fairly and consistently.
- Carry out regular risk assessments on the employee and their work during pregnancy.
- Ensure protection against unfair treatment or dismissal for all pregnant employees, employees on Maternity Leave, Adoption, Shared Parental Leave.
- Ensure paid time off for antenatal care is provided for pregnant employees. Partners are entitled to up to 2 paid antenatal appointments.
- Ensure that all eligible employees, regardless of gender, are able to access the full range of relevant leave options.

- Support employees to understand their entitlements so they are able to make the right leave choices for their family.

Employee responsibilities

Employees are expected to:

- Inform your Manager and Human Resources when you know you are expecting.
- Give your manager reasonable notice for appointments that you need to attend.
- Elect to make your pension payments retrospectively within 30 days of your return from leave.
- Ensure that you adhere to the following timescales in regard to your leave:

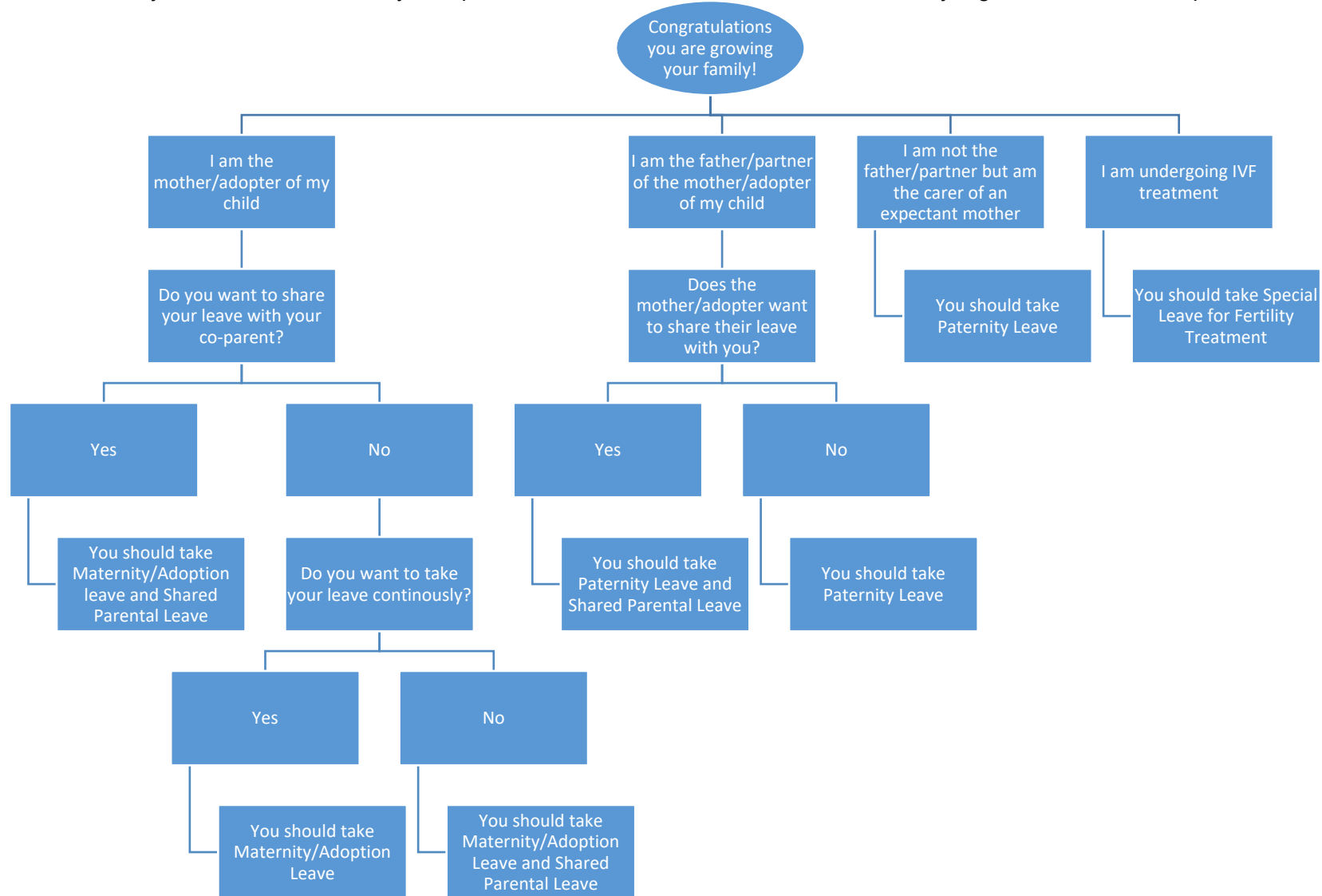
Type of leave	What you need to do	When you need to do it by
Maternity	Give your manager and HR notice in writing of when you will commence your maternity leave (Appendix A).	At least 28 days before the leave begins.
Maternity, Paternity	Provide HR with a copy of the MATB1 form	At least 15 weeks before your baby is due.
All	Let your manager know about any requests for changes to working arrangements after you return from leave.	As soon as possible.
All	Inform you manager about your intentions regarding whether or not to return to work after leave.	As soon as possible.
Shared Parental	Provide notification and declaration to HR of your intention to take SPL. (Appendix E)	At least 8 weeks before any period of leave begins.
Paternity	Give your manager and HR notice in writing of when you will commence paternity leave (Appendix C/D).	At least 28 days before the leave begins.
Adoption	Give your manager and HR notice in writing of your intention to take leave (Appendix B).	Within 7 days of being notified that you have been matched and at least 28 days before leave begins.

Common Abbreviations

OML	Ordinary Maternity Leave
AML	Additional Maternity Leave
SMP	Statutory Maternity Pay
OMP	Occupational Maternity Pay
PL	Paternity Leave
PP	Paternity Pay
SPL	Shared Parental Leave
SPP	Shared Parental Pay
MA	Maternity Allowance
KIT	Keeping in Touch
SAP	Statutory Adoption Pay
OAP	Occupational Adoption Pay
OSPP	Occupational Shared Parental Pay
AAL	Additional Adoption Leave
ASPL	Additional Shared Parental Leave

Which type of leave is right for my family?

You can use this handy flow chart to consider your options. You should be aware that this is merely a guide and all leave options are subject to eligibility.



Special Leave for Fertility Treatment

The following applies to all employees, there is no qualifying period.

Employees undergoing fertility treatment may take up to 5 days paid leave in any annual leave year during treatment. A maximum of 15 days paid leave can be taken in total (over 3 separate annual leave years.) This provision applies equally to both male and female employees however can only be taken when it is the employee themselves who is required to attend the appointment(s).

Paid time off can be taken as half days in order to accommodate hospital appointments/treatments, however employees should be prepared to show an appointment card if requested. On exhaustion of this paid leave entitlement, any subsequent time off should be taken through using Annual Leave, flexi time or unpaid special leave. Please consult the Leave Policy for more information.

Maternity Policy

The following policy applies to all pregnant employees.

What to do when you know you are pregnant

You may have already informed your manager that you are pregnant, but if not, let them know as soon as possible so that they can arrange a risk assessment for you. Your doctor or midwife will issue you with a MAT B1 at around 21 weeks, which you must pass onto HR.

Time off for ante-natal care

All employees, regardless of length of service, have the right to paid time off to attend antenatal care appointments and hospital appointments, which are beneficial for the wellbeing of both mother and baby. Time off includes travelling time.

Parent craft or relaxation classes, for example Aqua-natal classes, may also be attended if recommended by your GP, Health Visitor or Midwife. However, you must produce an appointment card or similar evidence if requested to do so and all arrangements must be made with your line manager. A maximum of 1 hour 30 minutes per session may be claimed.

Health, Safety, and Wellbeing

We hope that you remain well and healthy throughout your pregnancy and after giving birth. As your employer, the councils are required by law to take account of risks at work to pregnant women and new mothers. A risk assessment for you and your work should be carried out when you inform your Manager that you are pregnant. You must inform your manager that you are pregnant by the 15th week prior to the baby's due date (week 25 of pregnancy). However, for the purposes of risk assessment and ensuring your safety at work, you should inform your manager and HR of your pregnancy as soon as possible.

- This assessment will look for specific hazards that may affect you, including physical, chemical and biological agents as well as working conditions. It is the responsibility of your line manager to carry out the risk assessment.
- Any identified hazards will be eliminated or controlled. If this is not possible, other steps will be taken to safeguard your health, such as temporarily altering working conditions and/or hours of work. In the event of these steps being unfeasible, you have the right to be offered suitable alternative work, if any is available. Where there is no availability of alternative work, maternity suspension (fully paid leave) is the final step the councils would take to protect the health and safety of you and/or your (unborn) baby.
- The risk assessment will be repeated on a regular basis for the duration of your pregnancy as your body changes, and when you return to work for up to 12 months after your baby is born (or longer if you are breastfeeding your baby).
- Whilst pregnant or breastfeeding you are also entitled to make use of suitable rest facilities within the workplace. HR will discuss with you how these facilities can best be achieved within the limitations of the workplace.

Sickness

If you become ill while pregnant you are entitled to the benefits of the relevant sick pay scheme. If, however, your illness extends beyond the beginning of the fourth week before the week in which your baby is due (but before your intended start date of maternity leave), and the illness is pregnancy related, you will automatically transfer at that point to the maternity scheme.

An employee, who fails to return to work from maternity leave on the notified date and submits a doctor's statement, will be entitled to the provisions of the relevant sick pay scheme.

Maternity Leave

The scheme provides up to 52 weeks maternity/adoption leave for employees, irrespective of length of service.

You must give at least 28 days written notice to Human Resources, of the date on which you intend to start your maternity leave, accompanied by the Maternity Certificate (form MAT B1) which is issued by your midwife or doctor around your 21st week of pregnancy. You must start your maternity leave no later than the day after your expected date of confinement. You will also need to complete a maternity leave options form (appendix A).

You may start your leave at any time from the beginning of the eleventh week (week 29 of pregnancy) before the expected week in which the baby is due, on any day of the week. If your baby is born after 37 weeks and maternity leave has not commenced, maternity leave will commence from the day after your baby is born. You must, as soon as is practicable to do so, inform your manager or Human Resources that you have given birth to your baby or at least within 21 days of the birth.

All employees, irrespective of length of service, are entitled to 26 weeks Ordinary Maternity Leave (OML), followed by 26 weeks Additional Maternity Leave (AML).

Premature births

If your baby is born before 37 weeks gestation the councils will extend your maternity leave by the number of days your baby was born prior to their due date. This extended leave will be at full pay and will be paid between the date baby was born and baby's due date; it will be classed as paid special leave.

Death of a baby and stillbirth

If in the very sad event that your baby dies or is stillborn after 24 weeks of pregnancy, your entitlements regarding pay and leave are the same as for a live birth.

If this happens prior to the 24 weeks, sympathetic consideration will be given to individual circumstances and [bereavement leave](#) will be granted. The decisions should be advised by the needs of the employee and medical opinion.

Nursing mothers

If you are breastfeeding on your return to work and require somewhere to express milk please discuss with human resources how these facilities can best be achieved within the limitations of the workplace.

Baby Clinics

The councils recognise that all new babies must attend Development Assessment, Hearing Assessment and Vaccination clinics. Up to an hour and a half in time off will be allowed for you to attend these clinics with your baby (up to the age of 24 months). An appointment card will be required and wherever it is practicable to do so clinics should be attended outside of normal hours.

Paternity Policy

This policy applies to all employees, irrespective of length of service, who are the nominated carer of an expectant mother or adopter, including same sex partners. This policy replaces the Maternity Support Leave Policy.

Please also consult the section covering Paternity Pay.

Paternity Leave

Paternity leave consists of a maximum of 2 weeks leave and will be granted to the nominated carer of an expectant mother/adopter at or around the time of birth or placement. There is no qualifying period for this. You will be entitled to take either one or two weeks (pro rata) within the first 56 days after the child's birth/placement. Only one period of leave is provided per pregnancy/placement and it does not need to be taken continuously.

By the end of the 15th week before the baby is due/your child is placed (or as soon as possible) you must supply Human Resources Directorate with the following information:

- Copy of MAT B1 (issued from midwife around week 21) **or** a copy of the matching certificate.
- The length and pattern of the leave requested.
- The estimated date the leave will start.

Please complete the application form (appendix C/D) and return to HR. You may change your mind regarding the date for leave to commence; however, please give as much notice as possible of this change.

Leave will be granted in accordance with the following guidelines:

- Leave will normally be allowed within three months from the beginning of the expected week in which the baby is due or placement is expected.
- Leave will be granted to nominated carers regardless of marital status, upon production of a medical certificate (MAT B1) or matching certificate.
- Where the mother/adopter and nominated carer are both employees of the councils, both Maternity/Adoption/Shared Parental and Paternity Leave will be allowed (subject to eligibility).
- Time off and related pay will be granted in terms of contractual hours in a standard/average working week.
- Leave can be taken as individual days.

Premature birth

If your partner gives birth prematurely (before 37 weeks gestation) and your baby is in hospital you will be entitled to 2 weeks full pay under the compassionate leave provision outlined in the [Special Leave](#) policy. This is in addition to the paternity leave provision outlined above.

Adoption Policy

The following policy applies to:

- Individuals who adopt
- One member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave)
- Employees who have worked continuously for 26 weeks leading into the week in which you are notified of being matched with a child for adoption

What to do when you know you have been matched for adoption

You will be required to inform the councils of your intention to take adoption leave within 7 days of being notified by your adoption agency that you have been matched with a child for adoption, unless this is not reasonably practicable.

Adoption Leave

The scheme provides up to 52 weeks adoption leave for employees, irrespective of length of service.

You can choose to start your leave:

- from the date of the child's placement (whether this is earlier or later than expected), or
- from a fixed date which can be up to 14 days before the expected date of placement.

You will need to tell us:

- when the child is expected to be placed with you and
- when you want your adoption leave to start.

You will have to tell us the date you expect your adoption leave to start at least 28 days in advance (unless this is not reasonably practicable) by completing the form in Appendix B.

Only one period of leave will be available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

If the child's placement ends during the adoption leave period, the adopter will be able to continue adoption leave for up to eight weeks after the end of the placement.

Matching Certificate

You will have to provide documentary evidence – a 'matching certificate' – from your adoption agency as evidence of your entitlement to adoption leave and pay. Employees should ask their adoption agency for a matching certificate which will include basic information on matching and expected placement dates and provide it to Human Resources as soon as possible.

Leave for prospective adoptive parents

If you have a year's continuous service at the time of the adoption, then prior to adoption, up to 5 days' paid leave (pro rata for part-time staff), taken as 5 full or part days, may be granted for you to attend meetings with adoption agencies or social care, or to attend court hearings etc.

This is dependent on your returning to work for at least 3 months (based on your previous hours) after adoption leave. If you do not, you will need to repay this leave.

Shared Parental Leave Policy

This policy applies to all employees expecting a child. Shared Parental Leave (SPL) can only be used by two people:

- The mother/adopter **and**
- One of the following:
 - the father of the child (in the case of birth) or
 - the spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

How does it work?

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or following adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child.

All parents remain entitled to the leave options outlined for maternity, paternity, or adoption. However, eligible parents may **also** choose to reduce their maternity/adoption leave and opt in to SPL.

Unlike maternity/adoption leave employees can start and stop their SPL and return to work in between periods of leave.

The amount of leave available is calculated using the mother/adopter's entitlement to 52 weeks of maternity/adoption leave and enabling this to be reduced and the remaining weeks used by them or their partner as SPL. A mother/adopter must take at least two weeks of leave following the birth/placement but can otherwise choose to end maternity leave at any stage.

Who is eligible?

A mother/adopter can only share her leave with one other person.

To trigger the right to SPL for one or both parents, the mother must:

- Have a partner
- Be entitled to maternity/adoption leave (see maternity/adoption policy) or to statutory maternity/adoption pay or maternity allowance.
- Reduce their maternity/adoption leave or their pay/allowance.

An employee who intends to take SPL must:

- Be an employee
- Share the primary responsibility for the child at the time of the birth/placement
- Have completed and submitted the notification (appendix c).
- **Continuity of employment** – you must have worked for the councils for at least 26 weeks by the end of the 15th week before the child's expected due date/placement date and still be working for the councils at the start of each leave period.

Your partner:

- **Employment earnings** – your partner must, in the 66 weeks leading up to the due date/placements date, have worked for at least 26 weeks, and earned an average of at least £30 per week in any 13 weeks.

Shared parental leave

The maximum amount of shared parental leave that can be taken is 50 weeks.

If you intend to take SPL you must complete and return the SPL options form (appendix E) at least 8 weeks before your leave is expected to begin.

SPL can only be taken in complete weeks but may begin on any day of the week. Shared parental leave can be taken continuously or discontinuously.

Continuous leave is a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row). One SPL notification (appendix E) is needed for each continuous period of leave and a maximum of three can be requested.

Discontinuous leave is a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work (for example, an arrangement where an employee will take six weeks of SPL and work every other week for a period of three months).

Two or more weeks of discontinuous leave can be requested on each SPL notification (appendix) and a maximum of 3 notifications can be submitted.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the organisation against any adverse impact to the business. Each request for discontinuous leave will be considered on a case-by-case basis. The councils have the right to refuse requests for discontinuous leave. If the leave pattern is refused, the employee can either withdraw it within 15 days of giving it or can take the leave in a single continuous block.

You can start your SPL as follows:

- If you are the mother/adopter, you can start SPL after taking at least 2 weeks of maternity/adoption leave.
- If you are the father/civil partner/partner you can take SPL immediately after the birth/placement **or** you can take SPL after first taking paternity leave.

Parents can take SPL at the same time, but the overall time taken cannot exceed the maximum 50 weeks. SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement is lost.

You will be able to change your mind about the date on which you want your leave to start providing you tell us at least 8 weeks in advance.

Parental Leave Pay Policy

Maternity/Adoption/Shared Parental Pay

The following applies to all pregnant employees or employees adding to their family through adoption.

The maximum period of maternity/adoption pay is 39 weeks, the minimum is 2 weeks. The final 12 weeks of maternity/adoption/shared parental leave is unpaid. The maximum period of shared parental pay is 37 weeks (in addition to the 2 mandatory weeks of adoption/maternity pay).

You will be eligible for **Statutory Maternity Pay (SMP)** if you -

- Have 26 weeks continuous employment 15 weeks before the date your baby is due,
- Earn above the lower earnings limit for the payment of NI contributions,
- Are still pregnant at the 11th week before your due date (week 29 of pregnancy or already have given birth.)
- Have provided the Mat B1.

You will be eligible for **Statutory Adoption Pay (SAP)** if you:

- Have worked continuously for 26 weeks leading into the week in which you are notified of being matched with a child for adoption

You will be eligible for **Shared Parental Pay (SPP)** if:

- the mother/adopter is entitled to SMP (above);
- you intend to care for the child during the week in which SPP is payable;
- you earn above the lower earnings limit for the payment of NI contributions;
- you give proper notification by completing and submitting Appendix E.

From April 2019 SMP/SAP/SPP is £151.20per week and is paid as follows:

Weeks 1 – 6	90% of normal pay (this includes SMP/SAP)
Weeks 7 – 26 (OML/OAL Period)	SMP/SAP
Weeks 27 – 39 (AML/AAL Period)	SMP/SAP

You will also be eligible for **Occupational Maternity Pay (OMP)** if you:

- Have at least one year's continuous service at the 11th week before the baby's due date (week 25)
- State your intention to return to work for at least 12 weeks

You will be eligible for **Occupational Adoption Pay (OAP)** if you:

- Have at least one years continuous service at the time of the adoption.

You will also be eligible for **Occupational Shared Parental Pay (OSPP)** if you:

- Have at least one year's continuous service at the 11th week before the baby's due date (week 25)
- State your intention to return to work for at least 12 weeks

There are three options as to how to take your OMP/OAP/OSPP.

Option 1

OMP/OAP/OSPP is payable during weeks 7 to 18 of the OML/OAL/OSPL period as follows:

Weeks 1 – 6	90% of normal pay (this includes SMP/SAP/SPP)
Weeks 7 – 18 (OML/OAL/OSPL Period)	Half normal pay plus SMP/SAP/SPP (if this equates to more than your normal full pay, the payments will be reduced accordingly)
Weeks 19 – 26 (OML/OAL/OSPL Period)	SMP/SAP/SPP
Weeks 27 – 39 (AML/AAL/ASPL Period)	SMP/SAP/SPP

For Example

If your normal weekly wage is £500.00, you would receive -

Weeks 1 – 6	£450 per week
Weeks 7 – 18 (OML/OAL/OSPL Period)	£250 + £151.20 = £401.20 per week (if this equates to more than your normal full pay, the payments will be reduced accordingly)
Weeks 19 – 26 (OML/OAL/OSPL Period)	£151.20 per week
Weeks 27 – 39 (AML/AAL/ASPL Period)	£151.20 per week

Option 2

OMP/OAP/OSPP is averaged out over weeks 7 to 26 as follows:

Weeks 1 – 6	90% of normal pay (this includes SMP/SAP)
Weeks 7 – 26 (OML/OAL/OSPL Period)	12 weeks half pay averaged out over 20 weeks plus SMP/SAP
Weeks 27 – 39 (AML/AAL/ASPL Period)	SMP/SAP/SPP

For example

If your normal weekly wage is £500.00, you would receive -

Weeks 1 - 6	£450 per week
Weeks 7 – 26 (OML/OAL/OSPL Period)	£250 x 12 = £3000.00 £151.20 x 20 = £3024.00 £3000.00 + £3024 = £6024 £6024 / 20 = £301.20 per week
Weeks 27 – 39 (AML/AAL/ASPL Period)	£151.20 per week

Option 3

OMP/OAP/OSPL is paid in a lump sum on your return to work.

Weeks 1 – 6	90% of normal pay (this includes SMP/SAP/SPP)
Weeks 7 – 39	SMP/SAP/SPP

Should you receive OMP/OAP/OSPP and not return to local government authority employment for a period of at least three months then this must be repaid to the councils.

If you are not eligible for SMP you may be able to claim Maternity Allowance. Please contact Jobcentre Plus for more information.

Bank Holidays

Any public, statutory or extra statutory holidays that fall within your maternity, shared parental, or adoption leave period will be added onto your leave allowance for that year.

Annual Leave

Maternity, shared parental, or adoption leave, paid or unpaid, counts as continuous service for the calculation of annual leave. You will continue to build up your annual leave entitlement and therefore should take all annual leave during the current leave year (by April). As you are paid normally during annual leave, you may wish to take it either at the start or the end of your parental leave. Annual leave will trigger a formal return to work so you cannot be on parental leave, have a period of annual leave, and then go back on parental leave.

Should you have any outstanding leave at the end of the financial year and are **still on maternity, shared parental, or adoption leave**, you will be paid for it in April.

Normal annual leave carryover rules apply, further information is available in the Leave policy.

Deductions during Maternity/Adoption/Shared Parental Leave

Whilst you are SMP/SAP/SPP no deductions can be made for salary sacrifice arrangements. When you are in OMP/OAP deductions will continue to be made as normal. Where the OMP/OAP is insufficient to cover the costs of all the applicable deductions then childcare deductions will be taken first, followed by car lease contributions, home technology deductions, and any other salary deduction made by the individual. When employees are in receipt of SMP/SAP/SPP only, none of the above deductions will be made and similarly no deductions would be possible during periods of unpaid maternity or adoption leave.

Where, due to the level of pay, childcare vouchers are only paid for in part or not paid for at all, employees will continue to receive their full amount of childcare vouchers and the cost of the childcare vouchers will be paid for by the councils, whilst the individual remains on maternity/adoption leave.

With regard to Home Technology, in accordance with the scheme, if there are periods when deductions are not made during the maternity/adoption leave, then payments will recommence from the first pay period following your return to paid employment. Subsequently, the period for which the repayments were to be originally deducted, will be extended by a period equal to the period for when deductions were not made.

With regard to any missed payments relating to the car lease scheme, arrangements would be made to recover this money following your return to paid employment, however, generally the period over which any instalments would be made to recover any missed car lease contributions, would not normally extend beyond the end of the current car lease rental period.

You may also wish to cancel any deductions in respect of the Credit Union whilst you are on maternity/adoption/shared parental leave.

Pension Scheme

Maternity/adoption/shared parental pay - if you are in the Local Government Scheme and you are in receipt of OMP/OAP/OSPP your pension contributions will be taken from the pay you receive. During periods of SMP/SAP/SPP or no pay you can decide whether to pay contributions as if you are receiving normal pay. If you do not pay these contributions, you will have 30 days from the date you return to work or the date you tell us you are leaving to decide whether you want to pay the extra contributions. If you do not pay contributions for a part of the maternity/adoption leave period, the period you have missed will not count as membership of the Local Government Pension Scheme.

Paternity Pay

The following applies to all employees, irrespective of length of service, who are the nominated carer of an expectant mother, including same sex partners.

All employees, irrespective of service, are eligible to be paid in full for the first week of paternity leave. This is paid at the employees' normal rate.

Eligible employees will also be paid Statutory Paternity Pay for the second week of paternity leave.

To qualify for this second weeks paid paternity leave they must:-

- Have 26 weeks continuous service by the end of the 15th week before the baby is due.
- be the biological father of the child, or be married to or the partner of the child's mother and expect to have responsibility for the upbringing of the child.

Statutory Paternity Pay is paid at the statutory rate.

Returning to work after parental leave

Returning to work

You have the right to return to your previous job and workplace under your original contract, on conditions no worse than those you would have had if you had not been on parental leave.

The earliest date you can return to work is 14 days after the birth or placement of your child. The 14 days will be calculated from the actual date of birth/placement.

Should you decide to change your agreed return to work date, you must request the date change in writing, at least 30 days before the date on which you propose to return to work, if this is before the end of the maximum parental leave period.

Keeping in touch (adoption/maternity leave)

It is a good idea for your manager, or one of your colleagues, to keep in contact with you during your leave. HR will ask you formally to confirm how you would prefer to be contacted, for example via e-mail and what information you would like to receive while on leave.

You may also work for up to 10 days without bringing your maternity/adoption leave to an end, subject to the following provisions.

- You will not lose any maternity pay for working these days.
- Working for part of a day will count as one day.
- Keeping in touch days will not extend your period of maternity/adoption leave.
- You may not work during the compulsory maternity/adoption leave period, i.e. the first 2 weeks after your baby is born.
- You will receive the difference between maternity/adoption pay and your normal rate of pay for any hours worked.
- If you work for more than 10 days, you will lose a week of SMP/SAP.
- Attendance on a training course will count towards one of the 10 keeping in touch days.

You will be paid for only the hours you work and it will only be possible to request a payment for a maximum of 7.25 hours per KIT day. Any additional time over 7.25 hours will be credited to your flexi time balance.

Details of any KIT days worked must be broken down by date and the number of hours worked per day and submitted to HR by your manager.

Shared parental leave in touch days (SPLIT)

If you are taking SPL you may also work for up to 20 days without bringing your period of shared parental leave to an end, subject to the following provisions.

- You will not lose any shared parental pay for working these days.
- Working for part of a day will count as one day.
- SPLIT days will not extend your period of shared parental leave.

- You will receive the difference between shared parental pay and your normal rate of pay for any hours worked.
- Attendance on a training course will count towards one of the 20 days.

It will only be possible to request a payment for a maximum of 7.25 hours per SPLIT day. Any additional time over 7.25 hours will be credited to your flexi time balance.

Details of any SPLIT days worked must be broken down by date and the number of hours worked per day and submitted to Human Resources by your manager.

SPLIT days can be taken in addition to the 10 KIT days available through the maternity/adoption leave policy.

Changing your working arrangements

There is no automatic right to return on conditions that are different to the original contract. However, the councils will give consideration to requests from employees to change their working arrangements.

The councils operates a Flexible Working Policy. This allows employees to work part time on a temporary or permanent basis. Applications are approved by an employee's manager and Human Resources.

Resignation during parental leave

If you decide not to return to work, you should submit a written statement of resignation. Normal contractual notice periods will apply.

Appendix A

Maternity Leave Options Form

Full Name	
Employee Number (Shown on your payslip)	
Address	
Home Email Address	
Post held	
Start date of Local Government service	
Expected date of childbirth (EWC) (shown on your Mat B1)	
Date you intend to commence maternity leave	
Do you intend to return to work at the end of your maternity leave?	YES / NO (Delete as appropriate)
Date you intend to return (if applicable)?	
Do you wish to continue paying pension contributions during any unpaid leave?	YES / NO (Delete as appropriate)
Do you wish to receive staff communications whilst on maternity leave?	<p>YES / NO (Delete as appropriate)</p> <p>If YES please confirm how you would like this communication:</p> <p>Via Email <input type="checkbox"/></p> <p>E-mail address _____</p> <p>Via Home Address <input type="checkbox"/></p>

If you are eligible to receive Occupational Maternity Pay, how would you like to receive this

Tick the option that applies

- Half pay with SMP for weeks 7 – 18 of ordinary maternity leave
- Half pay with SMP averaged out over weeks 7 – 26 of ordinary maternity leave
- In a lump sum on my return to work

I agree that if I do not return to duty or, having returned, fail to continue in service for a period of not less than twelve weeks I will repay to the councils any pay to which I am no longer entitled by virtue of my failing to return for the appropriate period.

AUTHORISATION			
Employees Signature		Date	
Managers Signature		Date	

Please ensure this form is returned along with your MatB1

Appendix B

Adoption Leave Options Form

Full Name	
Employee Number (Shown on your payslip)	
Address	
Home Email Address	
Post held	
Start date of Local Government service	
Expected date of placement	
Date you intend to commence adoption leave	
Do you intend to return to work at the end of your adoption leave?	YES / NO (Delete as appropriate)
Date you intend to return (if applicable)?	
Do you wish to continue paying pension contributions during any unpaid leave?	YES / NO (Delete as appropriate)
Do you wish to receive staff communications whilst on adoption leave?	<p>YES / NO (Delete as appropriate)</p> <p>If YES please confirm how you would like this communication:</p> <p>Via Email <input type="checkbox"/></p> <p>E-mail address _____</p> <p>Via Home Address <input type="checkbox"/></p>

If you are eligible to receive Occupational Adoption Pay, how would you like to receive this

Tick the option that applies

- Half pay with SMP for weeks 7 – 18 of ordinary maternity leave
- Half pay with SMP averaged out over weeks 7 – 26 of ordinary maternity leave
- In a lump sum on my return to work

I agree that if I do not return to duty or, having returned, fail to continue in service for a period of not less than twelve weeks I will repay to the councils any pay to which I am no longer entitled by virtue of my failing to return for the appropriate period.

AUTHORISATION			
Employees Signature		Date	
Managers Signature		Date	

Please ensure this form is returned along with your matching certificate

Appendix C

Paternity Leave Options Form 1

If you are adopting a child please use Appendix D

Full Name	
Employee Number (Shown on your payslip)	
Address	
Home Email Address	
Post held	
Start date of Local Government service	
Expected date of childbirth (EWC) (shown on the mothers MatB1)	
If the baby has been born, what was the date of birth?	
Date you would like leave to start?	
How much leave would you like to take?	ONE WEEK / TWO WEEKS (delete as appropriate)
You must be able to tick all 3 boxes below to qualify for paternity leave	
I declare that:	
I am – <ul style="list-style-type: none"> - the baby’s biological father, or - married/in a relationship/in a civil partnership with the mother, or - the nominated carer of the mother, 	<input type="checkbox"/>
I will take time off work to support the mother or care for the child	<input type="checkbox"/>
Signed: - _____	Date: ___/___/___
I have attached a copy of the MATB1	<input type="checkbox"/>

Appendix D

Paternity Leave Options Form 2

Full Name	
Employee Number (Shown on your payslip)	
Address	
Home Email Address	
Post held	
Start date of Local Government service	
What date is the child expected to be placed?	
Date you would like leave to start?	
How much leave would you like to take?	ONE WEEK / TWO WEEKS (delete as appropriate)
You must be able to tick all 3 boxes below to qualify for paternity leave	
I declare that:	
I am –	
- married/in a relationship/in a civil partnership with the adopter	<input type="checkbox"/>
- I will take time off work to support the mother or care for the child	<input type="checkbox"/>
Signed: _____	Date: ___/___/___
I have attached a copy of the matching certificate	<input type="checkbox"/>

Appendix E

Shared Parental Leave Options Form

If you intend to take Maternity/Paternity/Adoption Leave **AND** Shared Parental Leave please complete both of the appropriate options forms.

Section 1 – Your Details (Parent 1)	
Full Name	
Employee Number (Shown on your payslip)	
Address	
Email Address	
Post held	
Start date of Local Government service	
Expected date of childbirth/placement	
Relationship to the child (delete as appropriate)	I am the MOTHER / ADOPTER / FATHER / CIVIL PARTNER, PARTNER OF THE MOTHER or ADOPTER
I meet the eligibility conditions and am entitled to take Shared Parental Leave	YES / NO (Delete as appropriate)

Section 2 – Your Co-parents Details (Parent 2)	
Full Name	
Name of employer	
Address of employer	

National Insurance Number	
Relationship to the child (delete as appropriate)	MOTHER / ADOPTER / FATHER / CIVIL PARTNER, PARTNER OF THE MOTHER OR ADOPTER
I satisfy the employment and earnings test for Shared Parental Leave	YES / NO (Delete as appropriate)
I agree that Parent 1 can claim Shared Parental Pay (SPP) and the councils can process SPP payments to them.	YES / NO (Delete as appropriate)

Section 3 –Parental Leave

Start date of maternity/adoption leave	
End date of maternity/adoption leave	
The total amount of SPL available (up to a maximum of 50)	
The total amount of SPP available (up to a maximum of 37)	
The number of weeks of SPL Parent 1 intends to take.	
The number of weeks of SPL Parent 2 intends to take.	
The number of weeks of SPP Parent 1 intends to take.	
The number of weeks of SPP Parent 2 intends to take.	

Section 4 – Notification (to be completed by Parent 1 only)

Start date of Shared Parental Leave	
End date of Shared Parental Leave	
Is this leave Continuous or Discontinuous? (delete as appropriate)	CONTINUOUS / DISCONTINUOUS*
Please indicate which weeks you wish to receive SPP.	

* If leave requested is discontinuous please provide further detail below.

I confirm that:

The information I have provided is accurate

The amount of Maternity/Adoption pay claimed has been reduced

I consent to the amount of Shared Parental Leave and pay set out above

I consent to HR processing the information contained above

I will immediately inform my partner/HR should I cease to be eligible for Shared Parental Leave

AUTHORISATION			
Employees Signature		Date	
Co-parents Signature		Date	
Managers Signature		Date	

Once Human Resources receives this form it will be dealt with as soon as possible, but a response will be provided no later than the 10th working day after the leave request.