



# **Maternity, Paternity, Adoption and Shared Parental, Leave Policy**

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## **Statement of intent**

CIT recognises its responsibilities to ensure that support is available to employees as they combine career and family responsibilities.

This policy has been developed in recognition of the statutory requirements covering maternity, paternity and adoption provisions, as well as wider issues affecting working families, e.g. parental leave provisions.

The rights described in this policy apply to all employees, including those on temporary contracts. They apply to full-time and part-time employees, irrelevant of the number of hours they work, but are subject to length of service.

## **1. Legal framework**

1.1. This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Equality Act 2010
- Employment Rights Act 1996
- Maternity and Parental Leave etc. Regulations 1999
- The Statutory Parental Bereavement Leave (General) Regulations 2020 (Jack's Law)
- The Employment Rights (Employment Particulars and Paid Annual Leave) (Amendment) Regulations 2018
- DfE 'School teachers' pay and conditions document and guidance on school teachers' pay and conditions' (STPCD)

1.2. This policy operates in conjunction with the following school policies:

- Flexible Working Policy
- Equality Objectives Policy
- Staff Wellbeing Policy
- Health and Safety Handbook and Policy

## **2. Roles and Responsibilities**

2.1. The Director of HR is responsible for:

- Reviewing this policy and ensuring it meets all statutory requirements and is adhered to across the school.
- Ensuring that this policy is implemented fairly, consistently and in line with the Trust Board's equality duties.
- Having an in-depth knowledge of the statutory requirements for maternity, paternity, parental, adoption and bereavement leave.
- Signing off any leave requested by the CEO.

2.2. Headteachers and ELT are responsible for:

- Implementing this policy across their school or department in line with their statutory duties.
- Approving leave for staff members.

- Discussing staff members' concerns with regard to work and their pregnancy, adoption and/or parenting.
- Ensuring risk assessments are conducted to ensure the safety of pregnant staff members.
- Checking in with staff members following parental bereavement.

2.3. Staff members' line managers are responsible for:

- Arranging 'keep in touch' (KIT) days for staff members on leave.
- Conducting risk assessments with staff.

2.4. Staff members entitled to leave are responsible for:

- Requesting leave in line with the processes and timescales laid out within this policy.
- Adhering to statutory timescales with regard to notifying the school of pregnancy, adoption, death and intention to take parental leave.

### **3. Definitions and Statutory Rights**

3.1. **'Mother'** means the mother or expectant mother of the child who is entitled to the statutory provisions.

3.2. **'Adopter'** means an individual (either male or female) who has had or will have a child placed with them for adoption by an adoption agency as the "primary" adopter and who is eligible for statutory provisions.

3.3. **'Partner'** means someone of the same or opposite sex who will share responsibility for bringing up the child with the mother/adopter. They may be the biological father of the child, or the mother/adopter's spouse, civil partner or a partner who is living with the mother/adopter in an enduring family relationship, but who is not the mother/adopter's sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

3.4. **'Expected Week of Childbirth (EWC)'** will be used to refer to the week, beginning at midnight between Saturday and Sunday, in which it is expected that the child will be born.

3.5. **'Qualifying Week'** means the week, starting on a Sunday, which is the 15th week before the expected week of childbirth.

3.6. **'Placement Date'** means the date on which the child is placed for adoption.

3.7. **'Adoption from overseas'** means the adoption of a child who enters Great Britain from outside the UK in connection with or for the purposes of adoption that does not involve the placement of the child for adoption under the law of any part of the UK.

3.8. **'Surrogacy'** is when another woman carries and gives birth to a baby for the intended parents. The woman who gives birth to the child is treated as the mother; however, parental responsibility can be transferred by either an adoption or

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parental order, to become the legal parents. To apply for a parental order, at least one parent must be genetically related to the child.

## **Maternity Leave and Pay**

This section sets out the statutory rights and responsibilities of pregnant employees and gives details of the arrangements for maternity leave and pay, and in ensuring the transition back to work is managed effectively.

### **4. Eligibility**

- 4.1. These arrangements apply to all permanent, fixed term and temporary contract employees.
- 4.2. All pregnant employees, regardless of length of service have the right to Statutory Maternity Leave (SML) and to resume work afterwards.
- 4.3. Statutory Maternity Leave is a minimum level of entitlement for up to 52 weeks leave and is broken into:
  - Ordinary Maternity Leave (OML): The first 26-week period of maternity leave entitlement;
  - Additional Maternity Leave (AML): The remaining 26-week period of maternity leave entitlement.

### **5. Notification**

- 5.1. In order to exercise their right to maternity leave, the employee should inform their headteacher or ELT line manager in writing, by completing the Maternity Leave Application Form, no later than the end of the 15th week before the expected week of childbirth (EWC), or as soon as reasonably practicable of:
  - the pregnancy
  - the expected week of childbirth
  - the date she intends to start maternity leave
- 5.2. Employees can start maternity leave at any time from the 11th week before the EWC. Employees are able to change their mind about when they want to start the maternity leave, providing they give at least 28 days in advance, unless this is not reasonably practicable.

### **6. Maternity Leave Commencement**

- 6.1. Maternity leave will either start on:
  - the date notified that the employee wishes the leave to start; or
  - if the employee is absent from work due to pregnancy related illness any time after the beginning of the 4th week before their EWC, their maternity leave may be triggered automatically by the Trust on the second day of this absence;
  - if the employee gives birth to their baby before maternity leave has started, on the day after the date of the birth.
- 6.2. It is a statutory requirement that a minimum of two weeks leave must be taken following childbirth.

## **7. Maternity Pay Entitlement**

### **7.1. Statutory Maternity Pay (SMP)**

- 7.1.1. SMP is a standard rate determined by the Government on an annual basis, payable over 39 weeks.
- 7.1.2. To qualify for Statutory Maternity Pay (SMP), employees must:
  - have been employed by the Trust for a continuous period of 26 weeks by the end of the 15th week before the Expected Week of Childbirth (EWC);
  - have average weekly earnings in the 8 weeks prior to and including the 15th week before the EWC, of over the lower limit for National Insurance Contributions;
  - have commenced maternity leave.
- 7.1.3. The maternity pay period can start at the beginning of any week from the start of the 11th week before the EWC. It may be started on other days of the week if triggered by the birth of the baby or absence from work due to a pregnancy related reason in the four weeks before the EWC.
- 7.1.4. For the first 6 weeks, SMP is paid at the higher rate, which is equivalent to 90% of the employee's average weekly earnings calculated over a specified period (average over an 8-week period).
- 7.1.5. For the remaining 33 weeks (or less if the employee returns to work sooner) SMP will be paid at the standard rate. This is set by the Government for the relevant tax year, or 90% of the employee's average weekly earnings if this is lower than the Government's set weekly rate.
- 7.1.6. SMP is treated as earnings and is therefore subject to PAYE and national insurance deductions. Employees who are not entitled to SMP may be entitled to receive Maternity Allowance, payable by the Government.

### **7.2. Maternity Allowance (AM)**

- 7.2.1. An employee who does not qualify for SMP may be entitled to Maternity Allowance (MA). They must have been employed in at least 26 weeks in the 66-week period before their baby is due and be earning a gross weekly pay set by the Government, over a 13-week period, further details of which can be found at [www.gov.uk](http://www.gov.uk).
- 7.2.2. MA is an allowance paid for up to 39 weeks and claimed from the Jobcentre Plus office on form SMP1 which will be sent to the employee by Payroll on behalf of the Trust following receipt of the relevant Maternity Leave Application Form. Employees should contact their local Jobcentre Plus office for further details.
- 7.2.3. The earliest MA can be paid is the start of the 11th week before the expected date of birth and will commence at the start of maternity leave.

### 7.3. Occupational Maternity Pay (OMP)

7.3.1. Occupational Maternity Pay is an additional payment, over and above SMP, paid by the Trust to an employee who satisfies the following criteria:

- To have one year's continuous service, recognised by the Trust, by the end of the 15th week before the Expected Week of Childbirth (EWC);
- comply with the notification requirements as set out above.

### 7.4. OMP Payments

#### 7.4.1. Teachers

- If entitled to OMP, teachers will receive:

<b>Weeks</b>	<b>Weekly Pay Entitlement</b>
1 – 4	100%
5 – 6	90%
7 – 18	50% plus SMP*
19 – 39	SMP

\*unless this exceeds the equivalent weekly full pay amount.

#### 7.4.2. Support Staff

- If entitled to OMP, support staff will receive:

<b>Weeks</b>	<b>Weekly Pay Entitlement</b>
1 – 6	90%
7 – 18	50% plus SMP*
19 – 39	SMP

\*unless this exceeds the equivalent weekly full pay amount.

7.4.3. Both SMP and OMP are subject to normal deductions, i.e. tax, national insurance and pension.

7.4.4. Employees have a choice with regard to payment arrangements for OMP, for instance payments may be made during maternity leave or in a lump sum when they return to work. Employees should inform the Trust via completion of the Maternity Leave Application Form, before they start maternity leave, about their intentions in order that suitable payment arrangements for OMP can be made.

7.4.5. Teaching and support staff are required to return to work in order to retain their entitlement to OMP. If employees do not return to work for the stated period, they will be required to refund such sum of OMP as the Executive

Leadership of the Trust may decide. They will however, retain the first 6 weeks' of OMP.

7.4.6. Teachers are required to return to work for a minimum period which equates to 13 weeks service, under the contract they were on prior to maternity leave. This means if their contract was full time prior to leave and they return on a part time basis, they will be required to return for a period which equates to 13 weeks of full-time service. This requirement may be reduced at the discretion of the ELT. This period includes both term time and school holidays.

7.4.7. Support staff are required to return for a period of at least 3 months or for a period of time that equates to 3 months for part time employees. This requirement may be reduced at the discretion of the ELT.

## **8. Time off for Antenatal Care**

8.1. Employees are entitled to reasonable time off for antenatal care, irrespective of length of service or hours worked. An employee's headteacher or line manager must be informed in advance of all appointments, and are permitted to ask to see appointment cards (with the exception of the first appointment)

8.2. An expectant mother is entitled to necessary time off with full pay for other hospital and clinic appointments resulting from their pregnancy. This includes relaxation, exercise and parent-craft classes where the appointment has been made on the advice of a registered GP, midwife or health visitor.

## **9. Notification of Birth**

9.1. Employees should notify their headteacher/ELT line manager as soon as possible to confirm the date of birth to ensure maternity pay is correctly calculated and paid and a notification of birth form should be completed.

## **10. Returning to Work**

10.1. Employees will have been advised in writing of the date on which they are expected to return to work. The employee is expected to return on this date, unless they notify their headteacher or ELT line manager otherwise. If an employee, for any reason connected with their health, is not fit to return to work at the end of the maternity leave period (or at an earlier notified date), then they will be deemed as having returned to work and the usual sickness reporting procedures and policies will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

10.2. Employees who intend to return to work at the end of the full maternity leave entitlement, are not required to give any further notification. However, it assists the Trust if the employee confirms as soon as is convenient during the maternity leave, that they will be returning to work as expected.

10.3. Employees may delay their return to work by taking annual leave immediately after their period of maternity leave. This should always be in agreement with their line manager.

- 10.4. If an employee wishes to return to work early, they are required to provide 8 weeks' notice of their intended return to work date.

## **11. Premature Births**

- 11.1. If the baby is born prematurely before the start of the maternity pay period, employees must inform their headteacher or ELT line manager as soon as reasonably practicable of the actual date of the birth. This is so the maternity pay can be correctly calculated and paid. Where the birth is before or during the qualifying week, "average earnings" for SMP purposes will be calculated on the 8 weeks immediately before the week during which the birth occurred. The start of the maternity leave and maternity pay period will be calculated following the birth.

## **12. Stillbirths or Miscarriage**

- 12.1. If a child dies prior to birth after 24 weeks of pregnancy, this is a stillbirth and the employee will be entitled to the same rights to maternity leave and pay. In addition, employees will be entitled to parental bereavement leave, as detailed in the Annual Leave and Leave of Absence Policy.
- 12.2. If the death of an unborn child occurs before reaching the 24th week of pregnancy, this is a miscarriage and the employee is not eligible for maternity entitlements. However, they may be eligible for sick pay in these circumstances, and a period of compassionate leave.
- 12.3. The same criteria and rights apply to entitlements to statutory paternity pay and leave if their partner/mother of their child suffers a miscarriage or stillbirth.
- 12.4. Employees should approach their headteacher or ELT line manager to discuss their individual needs together with advice from their doctor. The manager may discuss with the employee a referral to Occupational Health, who can discuss counselling and provide advice with regards workplace adjustments and/or return to work arrangements.

## **13. Health and Safety**

- 13.1. The Trust has a duty to provide a healthy working environment for all of their employees and provides support to employees that are pregnant, recently returned from maternity, and to those breast-feeding. More information and guidance can be found in the Health and Safety Handbook and Policy.
- 13.2.** Line managers will normally carry out a risk assessment when notified that an employee is pregnant, to ensure appropriate support and adjustments are made where necessary. Updates to these will be carried out through the pregnancy and employees are encouraged to notify their manager of any additional support or adjustments that are required. A template Risk Assessment can be found in Appendix A.

### **Adoption, Including Surrogacy and Fostering and Fostering to Adopt: Leave and Pay**

This section sets out the statutory rights and responsibilities of employees who are planning to adopt a child and gives details of the arrangements for adoption leave and pay. Throughout this section, there are timescales for which employees must notify the Trust of their plans. In exceptional circumstances, if the timescales are not possible to adhere to, employees must notify the Trust as soon as they can.

Adoption leave and pay is available, subject to eligibility criteria, to employees who have a child through a surrogacy arrangement and are eligible for a Parental Order or who foster a child through the “foster to adopt” programme in accordance with section 22C of the Children Act 1989.

## **14. Eligibility**

14.1. Adoption Leave is available to:

- individual employees who adopt;
- one member of a couple where a couple jointly adopts;
- an individual employee who is a local authority foster parent, who is also approved as a perspective adopter and a child is placed with the employee in a “foster to adopt” situation;
- one member of a couple who are the legal parents of a child born through surrogacy.

14.2. Where a couple are adopting jointly, or have become the legal parents of a child born via surrogacy, only one may take statutory adoption leave and receive statutory adoption pay. The other, subject to meeting certain eligibility criteria may be entitled to take one or two weeks paid Paternity Leave (see page 23).

14.3. Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children.

## **15. Notification**

15.1. Employees must notify the Trust in writing within 7 days of the date in which they were matched with the child (unless this is not reasonably practicable). In the case of surrogacy, employees must tell their employers at least 15 weeks before the baby is due that they intend to take adoption leave.

15.2. Employees will need to tell the Trust:

- the date on which they intend to start their adoption leave;
- the expected week of the placement of the child (or, in the case of surrogacy, the expected week of childbirth);
- provide a matching certificate completed by the adoption agency (or provide a Parental Order in cases of surrogacy as soon as possible and within 6 months of commencement of adoption leave);

15.3. Employees can choose to start their 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;
- in the case of surrogacy, adoption leave can start the day of the birth or the day after.

15.4. Should employees change their mind about the date on which they intend to start their adoption leave, they must advise their headteacher or ELT line manager of the revised start date at least 28 days in advance, unless it is not reasonably practical to do so.

15.5. The Trust will formally respond in writing to the employee's notification of their leave plans within 28 days, confirming the date on which they are expected to return to work.

15.6. If the date of the adoption placement (or, in the case of surrogacy, the expected week of childbirth) changes, the employee must discuss the situation with Trust and give appropriate notice for the change in date.

15.7. If an employee plans to start adoption leave at any time before the actual date of placement, they must be sure that the placement will be going ahead on the date agreed before they start their leave. If the placement is delayed for whatever reason and adoption leave has already commenced, they cannot stop and start it again at a later date.

## **16. Adoption from overseas**

16.1. Eligible employees adopting a child from overseas must notify the school of:

- the date on which the official notification was received;
- the date on which the child is expected to enter Great Britain.

16.2. The notification must be provided within 28 days of receipt of the official notification. Employees must provide at least 28 days' notice of when they wish their adoption leave to start; and within 28 days of the child's entry into Great Britain must inform the Trust of the date of entry. Employees may be asked to provide a copy of the official notification and evidence of the child's date of entry into Great Britain.

## **17. Adoption Leave Arrangements**

### **17.1. Ordinary Adoption Leave (OAL)**

17.1.1. All qualifying employees are entitled to 26 weeks Ordinary Adoption Leave (OAL) and up to 26 weeks Additional Adoption Leave (AAL), making a total of 52 weeks. This is regardless of the number of hours they work or their length of service. Additional Adoption Leave (AAL) begins on the day after ordinary adoption leave ends.

17.1.2. To qualify for OAL leave employees must:

- be matched with a child for adoption by an approved adoption agency, or be one of a couple who have been jointly matched with a child for adoption; and
- have notified the agency that he or she agrees that the child should be placed with him or her for adoption and on the date of placement;
- or, be the legal parent of a child born via surrogacy.

17.1.3. The right to adoption leave is available to one member only of a couple who have had a child placed with them for adoption, or who are the legal parents of a child born via surrogacy. It is up to the adoptive / legal parents to decide which of them takes the adoption leave. The other partner may, however, be entitled to a period of paid paternity leave.

17.1.4. During adoption leave, employees retain the right to their contractual benefits as detailed in their statement of terms and conditions of employment. However, employees are not entitled to remuneration unless they meet the qualifying conditions for receiving adoption payments. Employees returning to work after OAL are entitled to return to the same job they had prior to commencing OAL.

## **17.2. Additional Adoption Leave (AAL)**

17.2.1. Employees who qualify for OAL are also entitled to Additional Adoption Leave (AAL). AAL starts immediately after OAL and continues for a further period of up to 26 weeks, bringing the total period of absence allowed up to 52 weeks.

17.2.2. Employees returning to work after AAL are entitled to return to the same job or if not reasonably practicable for a reason other than redundancy, they are entitled to return to a suitable job on terms and conditions no less favourable than those they were employed on prior to AAL.

17.2.3. 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, or, in the case of surrogacy, whether more than one child is being born.

17.2.4. If the child's adoption placement ends during the adoption leave period, employees are able to continue adoption leave for up to 8 weeks after the end of the placement. Where an expected adoption placement does not happen, but employees have already started the leave or pay period, then adoption leave and pay will be available for 8 weeks following notification from the adoption agency or other body, that the child will not be placed with the adoptive parent.

## **18. Adoption Pay Entitlement**

### **18.1. Statutory Adoption Pay (SAP)**

18.1.1. Statutory Adoption Pay (SAP) is payable for up to 39 weeks during adoption leave. An employee is entitled to SAP if they:

- have been continuously employed by the Trust for at least 26 weeks at the end of the week in which they are notified of having been matched with a child or, in the case of surrogacy, the end of the week in which they are notified of the pregnancy;
- have national weekly earnings of over the lower limit of National Insurance contributions;
- have been matched with a child to be placed with them by a UK adoption agency;
- have notified the agency that they agree that the child should be placed with them and the date of the placement;
- notify their headteacher or ELT line manager within 7 days of the date in which they were matched with the child;
- provide a matching certificate completed by the adoption agency; (or, in the case of surrogacy, a copy of the 'Parental Order' as soon as possible after the baby's birth and no later than six months after the commencement of adoption leave).

18.1.2. SAP is payable for a maximum period of 39 weeks. This period is called the 'adoption pay period' and can begin from 14 days before the child is placed with the adoptive parent but no earlier. SAP is an amount set by the Government each year.

18.1.3. For the first 6 weeks, SAP is paid at the higher rate, which is equivalent to 90% of the employee's average weekly earnings calculated over a specified period. For the purpose of calculating average weekly earnings, shift allowances and overtime payments, are all included.

18.1.4. The standard rate of SAP is paid for the remaining 33 weeks (or less if the employee returns to work sooner). This is paid at the rate set by the Government for the relevant tax year, or 90% of the employee's average weekly earnings if this is lower than the Government's set weekly rate.

18.1.5. Statutory adoption pay is treated as earnings and is therefore subject to PAYE, national insurance and pension deductions. Employees who are not entitled to SAP may be entitled to receive an allowance, payable by the Government.

## **18.2. Occupational Adoption Pay (OAP)**

18.2.1. Occupational Adoption Pay (OAP) is an optional payment the Trust can make and is more generous than SAP. An employee is entitled to OAP if:

- They have been employed by the Trust for a continuous period of one year by the end of by the week in which they are notified by the adoption agency that they have been matched with a child;
- they give proper notification of the adoption in accordance with the rules set out above;
- provide a Matching Certificate from the adoption agency (or, in the case of surrogacy, a Parental Order);

- give at least 8 weeks written notice if they wish to change their agreed return date.

### 18.2.2. OAP – Teachers

- If entitled to OAP, teachers will receive:

Week number	Weekly Pay Entitlement
1 – 4	100%
5 – 6	90%
7 – 18	50% plus SMP*
19 – 39	SMP

\*unless this exceeds the equivalent weekly full pay amount.

### 18.2.3. OAP – Support Staff

- If entitled to OAP, support staff will receive:

Weeks	Weekly Pay Entitlement
1 – 6	90%
7 – 18	50% plus SMP*
19 – 39	SMP

\*unless this exceeds the equivalent weekly full pay amount.

18.2.4. Both SAP and OAP are subject to normal deductions of PAYE tax, National Insurance and pension.

18.2.5. Employees have a choice with regard to payment arrangements. Payment may be made during this period or in a lump sum when they return to work. No further pay is due until the employee resumes work. Employees will be asked to inform the Trust before they start their Adoption Leave about their intentions, in order that suitable payment arrangements can be made.

18.2.6. Teaching and support staff are required to return to work in order to retain their entitlement to OAP. If employees do not return to work for the stated period, they will be required to refund such sum of OAP as the Executive Leadership Team may decide. They will however, retain the first 6 weeks' of OAP.

18.2.7. Teachers are required to return to work for a minimum period which equates to 13 weeks service, under the contract they were on prior to adoption leave. This means if their contract was full time prior to leave and they return on a part time basis, they will be required to return for a period which equates to 13 weeks of full-time service. This requirement

may be reduced at the discretion of the ELT. This period includes both term time and school holidays.

- 18.2.8. Support staff are required to return for a period of at least 3 months or for a period of time that equates to 3 months for part time employees. This requirement may be reduced at the discretion of the ELT.

## **19. Time off for Adoption Appointments**

- 19.1. Employees who are adopting a child are legally entitled to take paid time off to attend up to five adoption appointments after being matched with a child. Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off for up to five appointments and the other can elect to take unpaid time off to attend up to two adoption appointments. The time off must be taken before the date of the child's placement for adoption with the employee.
- 19.2. Employees who intend to apply for a parental order as part of a surrogacy arrangement, are entitled to take unpaid time off to accompany the surrogate mother to two antenatal appointments.

## **20. Returning to Work**

- 20.1. The employee will have been formally advised in writing of the date on which they are expected to return to work. The employee is expected to return on this date, unless they notify their headteacher or ELT line manager otherwise. If they are unable to attend work at the end of their adoption leave due to sickness or injury, the Trust's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.
- 20.2. While the employee is under no obligation to do so, it would be most helpful if they confirmed as soon as convenient during adoption leave that they will be returning to work as expected.
- 20.3. If the employee wishes to return to work earlier than the expected return date, they must give their headteacher or ELT line manager as least 8 weeks' notice of their date of early return. If they fail to do so their headteacher or ELT line manager may postpone their return to such a date as will give eight weeks' notice, provided that this is not later than the expected return date.
- 20.4. Alternatively, if employees wish to return to work later, for example by taking annual leave immediately after the notified end of adoption leave period, they must give their headteacher or ELT line manager at least 8 weeks' notice prior to their original agreed return date. The notice requirement applies during both ordinary and additional adoption leave. The adoption leave period cannot be extended beyond the maximum 52 weeks entitlement.

**Other rights: Maternity and Adoption Leave**

**21. Annual Leave**

- 21.1. During the period of OML and AML, all staff will continue to accrue service. Non-teaching staff will continue to accrue annual leave, including bank holidays and closure days, in the normal way.
- 21.2. Staff members may take their annual leave at the beginning and/or end of their maternity leave. Annual leave accrued prior to the start of the maternity leave period must be taken within the current leave year.
- 21.3. Annual leave accrued during the maternity leave period should be taken during the current leave year wherever possible.
- 21.4. Staff members will normally only be allowed to carry over any accrued annual leave into the next leave year if it has not been possible to take it.

**22. Rights on and After Return to Work**

- 22.1. Employees are essentially entitled to return to the same job / or a role with equivalent pay and terms and conditions, following maternity or adoption leave as if they had not been absent. An employee who worked full-time prior to maternity or adoption leave has no automatic right to work on a part-time basis or to make other changes to their working pattern. However, all requests for part-time work or other flexible working arrangements will be considered in line with the Working Flexibly Policy.
- 22.2. If an individual is at risk of redundancy whilst on maternity / adoption leave, they are entitled to be offered a suitable alternative vacancy where one exists. There is no requirement for an individual to compete for a role, although an exploratory meeting can be undertaken if they agree to it.
- 22.3. This right is subject to the employee complying with the appropriate provisions on notifying their headteacher or ELT line manager of their intention to return.
- 22.4. No individual on maternity or adoption leave will suffer a detriment or be unfairly treated for exercising their right to take leave.

**23. Employees resigning during adoption or maternity leave**

- 23.1. If an employee has advised that they intend to return to work and decide while on maternity or adoption leave that they do not want to come back, they should write to their headteacher or ELT line manager to formally resign in accordance with the terms of their contract. If the notice period will expire after the maternity leave has ended, the employee is expected to return to work for the remainder of the notice period.

## **24. Contact during maternity leave or adoption leave**

- 24.1. Shortly before an employee's maternity or adoption leave starts, the headteacher or ELT line manager will discuss and agree the arrangements for them to keep in touch during this period.
- 24.2. Whilst contact should be minimal and respect privacy during adoption or maternity leave, it can also be helpful to maintain contact with the employee from time to time, so they continue to feel part of the team. This may be to discuss changes within the organisation, such as a restructure, the employee's plans for return to work, to discuss any special arrangements to be made or training to be given to ease their return to work, or simply to update them on developments at work during their absence.

## **25. Keeping in Touch Days (KIT)**

- 25.1. Keeping in Touch days are optional and a matter for agreement between the employee and their headteacher or ELT line manager, and these do not extend the period of maternity or adoption leave. Where KIT days are worked, the school will ensure completion of the necessary notification to Payroll to ensure payment is made.
- 25.2. Keeping in Touch days enable employees to agree with headteacher or ELT line their manager to undertake work for up to 10 days during their statutory maternity or adoption leave period without:
  - bringing the period of maternity or adoption leave to an end; and
  - without the loss of a week's statutory maternity or adoption pay as a result of carrying out that work.
- 25.3. An individual may choose to work only a few hours on each occasion, however the hours worked will count as 'days' under the scheme. The timing, type of work to be undertaken in addition to the amount of working time will be mutually agreed by the employee and headteacher or ELT line manager.
- 25.4. Employees will be paid their normal standard rate of pay for the actual hours that they work on a KIT day and when combined with entitlement to maternity pay, if this exceeds the standard daily rate of pay this will be offset against the pay the employee would otherwise be entitled to.
- 25.5. For these purposes, 'work' may include training or any other agreed activity undertaken to support the employee's return to work. This could include attending conferences, appraisals or team meetings.
- 25.6. The opportunity to work 'Keeping in Touch' days will apply to the entire period of ordinary and additional maternity or adoption leave, except during the initial 2 weeks after childbirth which is a period of compulsory maternity leave during which employees are prohibited from working.
- 25.7. The employee will be responsible for any childcare costs arising from working on Keeping in Touch days.

## **26. Pension**

- 26.1. If an employee is a member of a relevant pension schemes, contributions are automatically deducted from their maternity/adoption pay based on what they actually receive. The Trust will continue to pay pension contributions whether or not they receive any pay during the ordinary maternity pay period and these will be based on what they would have been earning had the employee been working normally.
- 26.2. No contributions will be payable by either the employer or employee during any period of no pay in the additional maternity leave period.
- 26.3. If the employee would like to make contributions to cover periods of maternity or adoption leave when they are not receiving Occupational/Statutory Pay they may do so by confirming this in writing not later than 30 days after their return to work or the date confirming their wish to bring their employment to an end. The rate of contributions will be the rate applying immediately before their pay ceased.

## **27. Childcare Voucher Scheme**

- 27.1. Employees who were members of the Trust's Childcare Voucher scheme provided by Sodexo prior to 5th October 2018 may remain in the scheme or re-join the scheme as long as there has not been a break of more than 12 months.
- 27.2. Otherwise employees may choose to join the government's Tax-Free Childcare Scheme.

## **Paternity Leave and Maternity/Adoption Support Leave**

This section sets out the statutory rights and responsibilities of those seeking one week or two consecutive weeks' paternity leave and pay, pro rata for part time employees. Paternity leave cannot be taken in odd days.

### **28. Eligibility**

#### **28.1. Birth**

28.1.1. In a birth situation, an employee is entitled to paternity leave that must be taken within 56 days of the birth of the baby, for the purpose of caring for the child or supporting the child's mother if he or she:

- have been continuously employed by the Trust for 26 weeks or more by the end of the 15th week before the mother's expected week of childbirth (or would have satisfied that condition but for the fact that the child was born before the end of that 15th week, was stillborn after 24 weeks of pregnancy or has died);
- are the child's biological father and has (or expects to have) responsibility for the child's upbringing; or
- is the mother's husband, civil partner or partner (but not the child's biological father) and has or expects to have the main responsibility (apart from any responsibility of the mother) for the child's upbringing; and
- has formally notified the employer of the date on which the employee intends to take paternity leave and, where applicable, has produced evidence supporting the claim for paternity leave.

28.1.2. For these purposes, "partner" in relation to a child's mother, means a person (whether of the same or the opposite sex) who lives with the mother and the child in an enduring family relationship, but is not the mother's father, mother, grandfather, grandmother, sister, brother, aunt or uncle.

#### **28.2. Adoption within the UK**

28.2.1. In an adoption situation, an employee is entitled to paternity leave for the purpose of caring for the adopted child or supporting the child's adopter if he or she:

- has been continuously employed by the Trust for a period of not less than 26 weeks by the end of the week in which the child's adopter is formally notified by an approved adoption agency that he or she has been matched with a child for adoption;
- is married to, is the civil partner of, or the partner of the child's adopter, and has or expects to have the main responsibility (apart from any responsibility of the adopter) for the child's upbringing; and
- has formally notified his or her employer of the date on which he or she intends to take paternity leave and, where applicable, has produced evidence supporting the paternity leave claim.

28.2.2. For these purposes, "partner" in relation to a child's adopter means a person (whether of the same or the opposite sex) who lives with the adopter and the child in an enduring family relationship, but is not a relative of the adopter. "Relative" for these purposes means the adopter's father, mother, grandfather, grandmother, sister, brother, aunt or uncle.

### **28.3. Adoption from overseas**

28.3.1. An employee is entitled to paternity leave for the purpose of caring for a child adopted from overseas or supporting the child's adopter if he or she:

- has been continuously employed by the Trust for a period of not less than 26 weeks ending with the week in which the child's adopter received "official notification" from the relevant domestic authority, or commencing with the week in which his or her employment with the employer began (to accommodate the possibility that the official notification may have been received a year or more before the child enters the UK and the employee may have changed employer in this time);
- is the spouse, civil partner or partner of the child's adopter, and has or expects to have the main responsibility (apart from any responsibility of the adopter) for the child's upbringing; and
- has formally notified his or her employer of the date on which he or she intends to take paternity leave and, where applicable, has produced evidence supporting the paternity leave claim.

28.3.2. For these purposes, "partner" in relation to a child's adopter means a person (whether of the same or the opposite sex) who lives with the adopter and the child in an enduring family relationship, but is not a relative of the adopter. "Relative" for these purposes means the adopter's father, mother, grandfather, grandmother, sister, brother, aunt or uncle.

28.3.3. "Official notification" means written notification, issued by or on behalf of the relevant domestic authority, that it is prepared to issue a certificate to the overseas authority concerned with the adoption of the child, or has issued a certificate and sent it to that authority, confirming that the adopter is eligible to adopt and has been assessed and approved as being a suitable adoptive parent.

28.3.4. An employee is entitled to take paternity leave in respect of a child if he or she has already taken any shared parental leave in respect of him or her.

### **28.4. Surrogacy**

28.4.1. An employee who is having a child through a surrogacy arrangement will be entitled to paternity leave if they:

- qualify as the 'legal parent' of the child and are eligible for a parental order;
- have been continuously employed by the Trust for 26 weeks or more by the end of the 15th week before the mother's expected

week of childbirth (or would have satisfied that condition but for the fact that the child was born before the end of that 15th week, was stillborn after 24 weeks of pregnancy or has died);

- have formally notified his or her employer of the date on which he or she intends to take paternity leave and, where applicable, has produced evidence supporting the paternity leave claim.

## **29. Notification Requirements**

### **29.1. Birth (Including surrogacy births)**

29.1.1. An employee intending to exercise their right to paternity leave must complete the Paternity Leave Application Form by the end of the 15th week before the mother's expected week of childbirth (EWC), or as soon as is reasonably practicable.

29.1.2. In doing so, the employee must specify:

- the mother's EWC (or, if birth has already occurred, the date of the child's birth);
- whether the employee wishes to take one or two weeks' leave; and
- when the period of leave is to start.

### **29.2. Adoption from within the UK**

29.2.1. In the case of adoption from within the UK, the employee must give written notice of their intention to take ordinary paternity leave no later than 7 days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify:

- the date the child is expected to be placed for adoption;
- the date the employee intends to start paternity leave;
- the length of the intended paternity leave period, and;
- the date on which the adopter was notified of having been matched with the child.

### **29.3. Adoption from Overseas**

29.3.1. In adoption from overseas, eligible employees intending to exercise their right to paternity leave must within 28 days of the adopter receiving the official notification (or within 28 days of the date on which they complete 26 weeks' continuous service with the Trust, whichever is later) notify their employer of:

- the date on which the child's adopter received the "official notification"; and
- the date on which the child is expected to enter Great Britain.

29.3.2. Employees must then (or subsequently) give their employer at least 28 days' advance notice of:

- when they want their paternity leave to start; and
- the length of the intended paternity leave period.

29.3.3. No later than 28 days after the date the child entered Great Britain, the employee must inform the Trust of this date. In all cases, an employee may change their paternity leave dates providing 28 days' notice is given (unless this is not reasonably practicable).

29.3.4. If an employee intends to take Shared Parental Leave immediately after paternity leave, they should give the Trust notice of this at the same time they give notice for paternity leave, or at least 8 weeks before they intend their Shared Parental Leave to start. If they wish to take both paternity leave and shared parental leave in relation to the same child they will take their paternity leave first.

## **30. Commencing Paternity Leave**

### **30.1. Birth**

30.1.1. In a birth situation, an employee can choose to start their paternity leave on any day of the week from:

- the date of the baby's birth;
- an agreed number of days or weeks after the date of the baby's birth; or
- an agreed number of days after the expected week of childbirth.

30.1.2. Leave must be completed:

- within 56 days of the baby's actual date of birth or
- if the baby is born early, within 56 days after the expected week of birth.

30.1.3. An employee will only be entitled to one period of leave irrespective of the number of babies born as the result of the same pregnancy. An employee may change their leave dates providing 28 days' notice is given (unless this is not reasonably practicable).

### **30.2. Adoption, Fostering and Surrogacy**

30.2.1. In situations of adoption, fostering to adopt and surrogacy, an employee can choose to start their paternity leave on any day of the week from:

- the date of placement;
- an agreed number of days after the date of placement;
- on the date the child arrives in the UK or an agreed number of days after (for overseas adoption);
- the day the child is born or the day after for surrogate parents.

30.2.2. In all adoptions, an employee will need to have taken their Paternity Leave within 56 days of the placement date.

## **31. Pay Entitlement**

### **31.1. Statutory Paternity Pay (SPP)**

- 31.1.1. Statutory Paternity Pay will be at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate.
- 31.1.2. An employee may be entitled to receive Statutory Paternity Pay (SPP).
- 31.1.3. An employee will be eligible to if:
  - They have been continuously employed by the Trust for at least 26 weeks by the end of the 15th week before the baby is due ( or in the case of adoption, for at least 26 weeks by the 'relevant/matching' week)
  - They have average weekly earnings of over the lower limit for National Insurance contributions
  - Are still employed at the time of taking paternity leave
- 31.1.4. SPP is treated as earnings and is therefore subject to PAYE and national insurance deductions.
- 31.1.5. SPP can start from any day of the week in accordance with the date the employee starts their paternity leave.

### **31.2. CIT Enhanced Paternity Pay**

- 31.2.1. All employees who are entitled to receive Statutory Paternity Pay will automatically be entitled to Enhanced Maternity Pay.
- 31.2.2. The first week of Paternity Leave will be paid at the equivalent of one week's full pay.
- 31.2.3. Any subsequent week will be paid at the statutory rate.

### **31.3. Maternity/Adoption Support Leave**

- 31.3.1. Under NJC conditions that apply to support staff, Maternity Support Leave/Adoption Support Leave of 5 days with pay shall be granted to the partner or nominated carer of the primary adopter/mother at or around the time of placement/birth.
- 31.3.2. A nominated carer is the person nominated by the primary adopter/mother to assist in the care of the child and to provide support to the primary adopter/mother at or around the time of the placement/birth. This provision does not apply to Teaching staff.
- 31.3.3. The entitlement to Maternity/Adoption Support Leave is for a period of 5 days/1 week in any 12-month period. All arrangements for Maternity/Adoption Support Leave will need to be agreed between the

employee and their headteacher or ELT line manager, via completion of the Maternity/Adoption Support Leave Application Form. The form will need to be countersigned by the mother/adoptive parent nominating the employee requesting leave as the prime provider of care.

- 31.3.4. Managers may request evidence of the birth or adoption, for example, a copy of the MATB1 (Maternity Certificate) be provided.
- 31.3.5. Employees taking Maternity/Adoption Support Leave who also qualify for Paternity Leave will be entitled to:
- one week's Maternity/Adoption Support Leave at full pay; and
  - one week's Ordinary Paternity Leave at SPP rates.
- 31.3.6. Maternity/Adoption Support Leave and Paternity Leave must be taken in consecutive weeks.
- 31.3.7. Maternity/Adoption Support leave is separate from parental leave; and is pro rata for part timers.

### **32. Time off for Antenatal Appointments**

- 32.1. Fathers/partners who have a qualifying relationship with a pregnant woman or an expected child are entitled to take unpaid time off to accompany that pregnant woman at up to two antenatal appointments. The right to time off is capped at six-and-a-half hours on each occasion.
- 32.2. An employee has a qualifying relationship with a pregnant woman or her expected child if he or she:
- is the husband or civil partner of the pregnant woman;
  - lives with the pregnant woman in an enduring family relationship, although is not her parent, grandparent, sister, brother, aunt or uncle;
  - is the father of the expected child;
  - is an intended parent in a surrogacy situation who meets certain conditions (for example, is a potential applicant for a parental order in respect of the expected child).
- 32.3. The employee must notify their headteacher or ELT line manager if they require leave to accompany their partner to an appointment by completing a Leave of Absence Form.
- 32.4. Employees must give as much notice as possible.

### **33. Time off to Attend Adoption Appointments**

- 33.1. Employees who are adopting a child are entitled to take time off to attend adoption appointments.

- 33.2. Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments (under s.57ZJ of the Employment Rights Act 1996). The other can elect to take unpaid time off to attend up to two adoption appointments (under s.57ZL of the Employment Rights Act 1996).
- 33.3. The appointment must have been arranged by or at the request of the adoption agency. The time off must be taken before the date of the child's placement for adoption with the employee.
- 33.4. The Trust will ask the individual for proof of the date and time of the appointment and that the appointment has been arranged by or at the request of the adoption agency (for example, a letter or email from the adoption agency).

## **Shared Parental Leave**

Shared Parental Leave (SPL) enables eligible parents to choose how to share the care of their child during the first year after the child's birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for their child. If eligible for SPL, the employee may be entitled to share up to a maximum of 50 weeks' SPL during the child's first year in the family. The maximum entitlement of SPL of 50 weeks' is achieved by the mother/adopter ending/cutting short their maternity leave or adoption leave after the 2 week's compulsory leave creating up to 50 weeks' SPL.

Shared Parental Leave enables mothers and "primary" adopters (in a surrogacy scenario, primary adopter refers to the legal parent who has elected to take adoption leave) to choose to end their maternity or adoption leave and pay early so that their partner can take leave equivalent to the balance of maternity or adoption leave (and pay) or share the leave with the mother or primary adopter.

The mother or primary adopter can choose to continue with her maternity leave (and pay) and the partner can take off time at the same time using the balance of the mother's maternity leave as Shared Parental Leave. The mother/primary adopter and their partner may also choose to take the leave (and pay) at different times and at a later date.

Both parents should ensure that they are each liaising with their own respective employers as early as possible to ensure that requests for SPL are handled as smoothly as possible.

### **34. Eligibility**

#### **34.1. SPL eligibility**

- 34.1.1. SPL can only be shared by the mother/primary adopter and the partner of the child.
- 34.1.2. Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.
- 34.1.3. To check whether an employee is eligible for SPL, they can use the following online tool: <https://www.gov.uk/pay-leave-for-parents>

#### **34.2. Mother/Primary Adopter's Eligibility**

- 34.2.1. The mother/adopter is eligible for shared parental leave if they:
  - have been continuously employed by the Trust for at least 26 weeks by the end of the 15th week before the expected week of childbirth/placement and remains in continuous employment with the Trust until the week before any period of shared parental leave that they take;
  - have, at the date of the child's birth/placement, the main responsibility, apart from the partner, for the care of the child;
  - is entitled to statutory maternity leave/adoption leave in respect of the child; and
  - complies with the relevant maternity/adoption leave requirements (or has returned to work before the end of statutory

maternity/adoption leave), and shared parental leave notice and evidence requirements.

34.2.2. In addition, for the mother/primary adopter to be eligible for shared parental leave, the partner must:

- have been employed or been a self-employed earner in at least 26 of the 66 weeks immediately preceding the expected week of childbirth/placement;
- have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks; and
- have, at the date of the child's birth/placement, the main responsibility, apart from the mother, for the care of the child.

### **34.3. Partner's eligibility for shared parental leave**

34.3.1. The partner is eligible for shared parental leave if they:

- have been continuously employed by the Trust for at least 26 weeks by the end of the 15th week before the expected week of childbirth/placement and remains in continuous employment with the Trust until the week before any period of shared parental leave that they take;
- has, at the date of the child's birth/placement, the main responsibility, apart from the mother, for the care of the child; and
- complies with the relevant shared parental leave notice and evidence requirements.

34.3.2. In addition, for the partner to be eligible for shared parental leave, the mother/adopter must:

- have been employed or been a self-employed earner during at least 26 of the 66 weeks immediately preceding the expected week of childbirth/placement;
- have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks;
- have, at the date of the child's birth/placement, the main responsibility, apart from the partner, for the care of the child;
- be entitled to statutory maternity/adoption leave, statutory maternity/adoption pay or maternity allowance in respect of the child; and
- complies with the relevant maternity leave or pay curtailment requirements (or have returned to work before the end of statutory maternity leave).

### **35. Notification requirements**

35.1. If an employee wishes to take SPL in respect of a child, there are three notifications that must be made:

- A notice from the mother/adopter ending/shortening their maternity leave or adoption leave to create SPL; (curtailment notice)
- An SPL "opt in" notice confirming an employee's entitlement to SPL and an intention to take SPL;
- A booking notice confirming that an employee wishes to book a period of SPL.

#### **35.2. Step 1 – Ending or shortening maternity or adoption leave: Curtailment Notice**

35.2.1. If an employee is the child's mother or taking or intending to take adoption leave and they want to opt into the SPL scheme, they must give us at least 8 weeks' written notice to end the maternity leave or adoption leave before the employee or partner can take SPL.

35.2.2. This "Curtailment Notice" must state the date the maternity/adoption leave will end. The individual can give the notice before or after they give birth/the placement date, but they cannot end the maternity/adoption leave until at least 2 weeks after birth or following the placement date.

35.2.3. At the same time of submitting the curtailment notice, the employee should also provide notice to opt into the SPL scheme or a written declaration that the other parent has given their employer an opt-in notice and that the necessary declarations are in that notice.

35.2.4. The curtailment notice is binding and cannot usually be revoked, save in very limited circumstances. It can generally only be revoked if notice of maternity/adoption leave has not yet ended and one of the following applies:

- if the employee or partner become aware that they are not eligible for SPL or statutory shared parental pay, in which case the curtailment notice can be revoked in writing up to eight weeks after it was given
- (in birth cases only) if the employee gave the curtailment notice before the birth of your child, it can be revoked in writing up to six weeks after birth or
- if the other parent has deceased

35.2.5. Once an employee has revoked a curtailment notice, they will be unable to opt back into the SPL scheme, unless the second circumstance above applies.

#### **35.3. Step 2 – Notification of entitlement to SPL: "Opt In" notice**

35.3.1. If an employee intends to take SPL they must notify their headteacher or ELT line manager at least 8 weeks before the date they wish to start leave.

- 35.3.2. The employee is required to provide information about both their own, and their partner's plans for SPL as well as declarations by the employee and their partner that they both meet the statutory conditions to enable them to take SPL and ShPP.
- 35.3.3. The Trust reserves the right to request further evidence of eligibility (such as contact details for the partner's employer (if they have one) or a copy of the birth/matching certificate). If such a request is made, the employee must provide this information within 14 days. Failing to do so means the Trust is under no obligation to grant the leave requested nor will the employee be entitled to take the requested leave.

#### **35.4. Step 3 - Booking SPL: booking notice**

- 35.4.1. In addition to notifying the Trust of the employee's entitlement to SPL and that they wish to "opt-in" to the SPL scheme, they must also give notice to book and take the leave requested. In many cases, notice to book and take leave will be given at the same time as the notice of entitlement to SPL (Step 2 above). However, the employee must submit each request at least 8 weeks before the date on which they wish to start the leave period and (if applicable) receive ShPP.
- 35.4.2. The employee may submit up to three booking notices. This may enable them to take up to three separate periods of SPL although if they give a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice.
- 35.4.3. If the SPL booking notice contains a request for a single continuous period of SPL they will be entitled to take the leave set out in the notice.
- 35.4.4. If the SPL booking notice contains a request for split periods of SPL, with periods of work in between, the Trust will consider the request as follows:
- Approve the request for discontinuous leave and confirm this in writing.
  - Within a two-week period of receiving the request, the headteacher or ELT line manager may request to meet with the employee to discuss the request with a view to agreeing an arrangement that meets both the employee's needs and the needs of the Trust. The headteacher or ELT line manager will confirm arrangements in writing.
  - The Trust has the right to refuse requests for discontinuous periods of leave where there are business reasons to do so.
- 35.4.5. If the leave pattern the employee requests' is refused, or if the Trust has not reached agreement during the two-week discussion timeframe, the employee can:
- withdraw the leave booking request within 2 days of the end of the two-week discussion timeframe (in which case it will not be counted, and they may submit a new one); or

- take the total amount of leave requested in a single continuous period starting on the start date given in the notice; or
- choose a new start date (which must be at least 8 weeks after the original booking notice was given) and tell the Trust within five days of the end of the 2-week discussion period.

### **36. When Shared Parental Leave can start**

36.1. SPL can start as follows:

- In birth cases – the mother can take SPL after she has taken the compulsory two weeks of maternity leave immediately following the birth of the child;
- in adoption cases - the adopter can take SPL after taking at least two weeks of adoption leave;
- the partner can take SPL at any time following the birth/placement of the child but may first choose to exhaust any paternity leave entitlements (as this entitlement will be lost if SPL is taken first).
- Where a mother/adopter gives notice to end their maternity/adoption leave at a specified future date the partner can take SPL while the mother/adopter is still using their maternity/adoption entitlements;
- SPL will generally commence on the chosen start date as specified on the employee's leave booking notice or in any subsequent variation notice, unless the employee has requested a discontinuous period of leave which cannot be accommodated.

36.2. How SPL can be taken:

- an employee must take any SPL within 52 weeks of the birth/placement of the child;
- any SPL not taken before the first birthday or first anniversary of placement for adoption is lost;
- SPL can only be taken in complete weeks but may begin on any day of the week;
- an employee can request to take SPL as one continuous period or as a number of discontinuous periods of leave.

### **37. Continuous period of SPL**

37.1. A continuous period of leave means a number of weeks taken in a single unbroken period (for example, six weeks in a row). Where a continuous period of leave is requested, an employee has the right to take this leave as long as they meet the eligibility and notice requirements.

### **38. Discontinuous period of SPL**

38.1. A discontinuous period of leave means 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).

- 38.2. The Trust will consider any request for discontinuous leave Variations to arranged SPL.
- 38.3. Employees are permitted to vary or cancel an agreed and booked period of SPL, provided that they advise their headteacher or ELT line manager in writing at least 8 weeks before the earlier of the original start date or the new start date. Any new start date cannot be sooner than 8 weeks from the date of the variation request.
- 38.4. Any variation or cancellation notification, including notice to return to work early, will usually count as one of the three booking notices, reducing the employee's right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the Trust requesting it be changed, and the employee being agreeable to the change, will not count as a change to the employee's SPL booking notice. Any variation will be confirmed in writing by the Trust.

### **39. Statutory Shared Parental Pay**

- 39.1. Eligible staff members may be entitled to take up to 37 weeks Statutory Shared Parental Pay (ShPP) while taking SPL. The number of weeks available will depend on the amount by which the mother reduces their maternity or adoption pay period or maternity allowance period.
- 39.2. ShPP may be payable during some or all of SPL, depending on the length and timing of the leave. In addition to meeting the eligibility requirements for SPL, a staff member seeking to claim ShPP must further satisfy each of the following criteria:
  - The mother must be, or have been, entitled to statutory maternity or adoption pay or maternity allowance and must have reduced their maternity or adoption pay period or maternity allowance period.
  - The staff member must intend to care for the child during the week in which shared parental pay is payable.
  - The staff member must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date or placement date are not less than the lower earnings limit in force for national insurance contributions.
  - The staff member must remain in continuous employment until the first week of shared parental pay has begun.
  - The staff member must give proper notification.
- 39.3. Where a staff member is entitled to receive ShPP, they must, at least eight weeks before receiving any ShPP, give their headteacher or ELT line manager written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.
- 39.4. In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for shared parental pay must include:

- The start and end dates of any maternity or adoption pay or maternity allowance.
- The total amount of ShPP available, the amount of ShPP the staff member and their partner each intend to claim, and a non-binding indication of when the staff member expects to claim shared parental pay.
- A signed declaration from the staff member confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the school/company should they cease to be eligible.

39.5. It must be accompanied by a signed declaration from the staff member's partner confirming:

- Their agreement to the staff member claiming ShPP and for the Trust to process any shared parental pay payments to the staff member.
- That they have reduced their maternity or adoption pay or maternity allowance, in the case that the partner is the mother.
- That they will immediately inform their partner should they cease to satisfy the eligibility conditions.

39.6. Any ShPP due will be paid at a rate set by the government for the relevant tax year.

#### **40. Benefits and Contract of Employment during SPL**

40.1. An employee's terms and conditions of employment remain in force during SPL, except for the terms relating to pay. In particular:

- all the contractual benefits which the employee was receiving immediately before beginning SPL leave will continue except pay (i.e. the employee will receive ShPP instead of usual salary and contractual allowances);
- annual leave will continue to accrue;
- continuity of employment - any period of SPL counts as a period of continuous employment for statutory and contractual purposes.

#### **41. Returning to work**

41.1. The employee's return to work date will be the first working day after the end of the period SPL specified in the booking notice. If the employee wishes to return to work before the expected end date, they will need to give their manager at least 8 weeks' advance written notice. This will count as one of their three SPL booking notices. If they have already used their three booking notices then the Trust is not required to accept the request to return to work early and the Trust may postpone their return date until 8 weeks after the notice was given.

41.2. On returning to work after SPL, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and

SPL amounts to 26 weeks or less. The same job is the one they occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.

- 41.3. If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.
- 41.4. If an employee is unable to return to work at the end of their SPL period due to sickness or injury, the Absence Management Policy will apply. Failure to return on the expected return date for any other reason will normally be treated as unauthorised absence.

#### **42. 'Shared Parental Leave In Touch' days (SPLIT)**

42.1. To support occasional training, or help keep in touch without losing ShPP, employees are able to work for LCC for 20 SPLIT days during their SPL. Important points to note include the following:

- the decision to take a SPLIT day and when that SPLIT day will be taken, must be made by agreement between the employee and their headteacher or ELT line manager;
- the employee can choose how long they work for on a SPLIT day. Whether they come into the office for one hour or a full working day it will be counted as one SPLIT day;
- the SPLIT day will not bring SPL to an end, nor extend the period of leave;
- The Trust has no right to demand that an employee undertakes any such SPLIT work and the employee cannot insist that they undertake such work;
- the employee will be paid at their normal daily rate for each SPLIT day worked, without losing any statutory pay;
- with the agreement of their manager, and taking business needs into account, an employee may use their SPLIT days to enable a gradual return to work or trial a part-time working arrangement

### **Ordinary Parental Leave**

Every employee who is the parent of a child (including birth, adoptive and surrogate) under the age of 18 has the right to take up to 18 weeks' unpaid Ordinary Parental Leave before, or on the date of, the child's 18th birthday. Ordinary parental leave is distinct from shared parental leave.

#### **43. Eligibility**

- 43.1. To qualify for Ordinary Parental Leave, employees must have completed one year's continuous service with the Trust.
- 43.2. Parents who take part of their ordinary parental leave with one employer and then change employer may not take the balance of the ordinary parental leave due to them until they have worked for their new employer for at least one year (in which event, the Trust may well ask for evidence of the amount of ordinary parental leave already taken with one or more previous employers).

#### **44. Notification requirements**

- 44.1. 21 days' notice must be given of the intended dates to take leave. The Trust can postpone the leave for up to six months where the business would be particularly disrupted if the leave were taken at the time requested, but leave cannot be postponed when the employee gives notice to take it immediately after the time the child is born or is placed with the family for adoption.
- 44.2. Employees wishing to take ordinary parental leave should discuss this with their manager in the first instance.

#### **45. Leave Entitlement**

- 45.1. Qualifying employees will be entitled to a maximum of 18 weeks' ordinary parental leave to be taken up until the child's 18th birthday.
- 45.2. The right to a period of unpaid parental leave is available in respect of each child. If an employee has, for example, two children under the age of 18, he or she may take 18 weeks' unpaid parental leave in respect of each of those children.
- 45.3. Leave must be taken in blocks or multiples of 1 week; the exception to this is that parents of disabled children can take leave in blocks or multiples of one day. In all cases a maximum of 4 weeks' ordinary parental leave in a year can be taken in respect of any individual child. In exceptional circumstances alternative patterns of leave less than 1 week blocks may be considered.
- 45.4. During ordinary parental leave, the employee will remain employed, although pay and most contractual benefits will be suspended. The right to accrue statutory holiday entitlement will, however, remain in place. During parental leave employees will be entitled to the implied obligation of trust and confidence, and any terms and conditions of employment relating to:
  - notice of termination;
  - disclosure of confidential information;

Community Inclusive Trust **Maternity, Paternity, Adoption and Shared Parental Leave Policy**

- the acceptance of gifts or other benefits; and
- participation in any other business.

# Maternity

## Expectant/New mother personal risk assessment



The Management of Health and Safety at Work Regulations 1999 requires the employer to carry out a risk assessment of new and expectant mothers, to assess your work and working environment so that you and your unborn baby/newly born baby are not placed at risk.

Your co-operation in completing this form will be appreciated. The form is for health and safety reasons only. The information will be treated as confidential and used to ensure that any potential hazards to you and/or your baby are evaluated and managed.

Employees Name:		School:		Job Title:	
I am pregnant and expecting a baby on (approximately):			<input type="checkbox"/>	Date:	
I am a new mother, having given birth on: <i>(this applies to new employees who have given birth within the last 6 months)</i>			<input type="checkbox"/>	Date:	
I am a new mother and am breast-feeding my baby.			<input type="checkbox"/>		

Hazards	Control Measures to be put in Place <i>[Tick where applicable]</i>	N/A	Additional Actions Required	Risk Rating Following Actions [L/M/H]
Manual Handling	<input type="checkbox"/> Use a trolley for moving heavy loads	<input type="checkbox"/>		
	<input type="checkbox"/> Any manual handling to be reduced to as low as reasonably practicable.	<input type="checkbox"/>		
	<input type="checkbox"/> Seek assistance from a colleague if required to lift an uncomfortable load.	<input type="checkbox"/>		
	<input type="checkbox"/> Divide load into smaller units.	<input type="checkbox"/>		
Potential risk of slips, trips or falls	<input type="checkbox"/> Maintain good housekeeping standards.	<input type="checkbox"/>		
	<input type="checkbox"/> Clean up and dry spillages immediately.	<input type="checkbox"/>		
	<input type="checkbox"/> Close cabinet drawers and doors when not in use.	<input type="checkbox"/>		
	<input type="checkbox"/> Promote a clear desk policy.	<input type="checkbox"/>		
	<input type="checkbox"/> Safely store and tuck away cables.	<input type="checkbox"/>		
	<input type="checkbox"/> Ensure all areas are well lit.	<input type="checkbox"/>		
	<input type="checkbox"/> Offices are cleaned on a regular basis.	<input type="checkbox"/>		

	<input type="checkbox"/> Employee strongly advised not to work at height, especially in the later stages of pregnancy. <input type="checkbox"/>		
	<input type="checkbox"/> Minimise the need to use stairs in the later stages of pregnancy. <input type="checkbox"/>		
Working at Height	<input type="checkbox"/> Modify task to avoid aspects of working at height <input type="checkbox"/>		
Long working hours or shift work patterns	<input type="checkbox"/> Allowance made for tiredness and nausea at early stages of pregnancy. <input type="checkbox"/>		
	<input type="checkbox"/> Consult with occupational health and individual on modification to working hours. <input type="checkbox"/>		
	<input type="checkbox"/> Avoidance of night working <input type="checkbox"/>		
Standing or sitting for long periods of time	<input type="checkbox"/> Adequate seating and rest breaks are made available. <input type="checkbox"/>		
	<input type="checkbox"/> Avoid excessive hours and workloads. <input type="checkbox"/>		
	<input type="checkbox"/> Employee to speak to line manager re. any excessive workloads being experienced. <input type="checkbox"/>		
	<input type="checkbox"/> Employee to vary workload to allow for natural muscle movement and allow for regular breaks away from the desk or rest breaks from standing work. <input type="checkbox"/>		
Work-related stress	<input type="checkbox"/> If unable to carry out normal duties (role and workload) then the employee is offered suitable alternative work – consult with HR MAT Team. <input type="checkbox"/>		
	<input type="checkbox"/> Employee assistance programme in place. <input type="checkbox"/>		
	<input type="checkbox"/> 1:1 coaching will be offered (refer to intranet for more details). <input type="checkbox"/>		
	<input type="checkbox"/> Employee to raise any concerns/issues directly to their Line Manager. <input type="checkbox"/>		
Display Screen Equipment work, including homeworkers	<input type="checkbox"/> Undertake a DSE assessment. <input type="checkbox"/>		
	<input type="checkbox"/> Workstation provides adequate adjustment to allow for increase in abdominal size. <input type="checkbox"/>		
	<input type="checkbox"/> Advice on posture to prevent musculoskeletal problems. <input type="checkbox"/>		
	<input type="checkbox"/> Adjust working practices to avoid continuous sitting at workstation. <input type="checkbox"/>		
Driving & Shocks/ Vibrations	<input type="checkbox"/> Avoid long journeys (especially off-road). If the journey needs to be made then plan for sufficient regular breaks. <input type="checkbox"/>		
	<input type="checkbox"/> Employee to avoid any work visit which may include shocks or jolts. <input type="checkbox"/>		
Extremes of heat or cold	<input type="checkbox"/> Open windows for fresh air. <input type="checkbox"/>		
	<input type="checkbox"/> Plan ahead to ensure suitable clothing for the weather/general office temperature. <input type="checkbox"/>		
	<input type="checkbox"/> Unrestricted drinking water available. <input type="checkbox"/>		

Exposure to passive smoking	<input type="checkbox"/> Smoking is not permitted anywhere in the building. <input type="checkbox"/>		
Noise	<input type="checkbox"/> Working environment and noise level is suitable. <input type="checkbox"/>		
	<input type="checkbox"/> Where practicable, avoid visiting locations/events with high noise levels, if visit needs to be made appropriate PPE must be used, after determining the level of noise. <input type="checkbox"/>		
Exposure to physical or verbal abuse	<input type="checkbox"/> Avoid working situations/events where there are likely to be heated campaigns/hostile behaviour. <input type="checkbox"/>		
	<input type="checkbox"/> If you have reason to believe there is a risk to your safety/security then liaise with your Line Manager asap. <input type="checkbox"/>		
	<input type="checkbox"/> Review current risk assessment and ensure employee is aware of protocols in place. <input type="checkbox"/>		
Exposure to chemical agents	<input type="checkbox"/> Where applicable refer to COSHH/material safety data sheet for the product; always follow the guidelines given for storage, use and disposal. <input type="checkbox"/>		
	<input type="checkbox"/> If your job involves working with chemical hazards a specific assessment should be carried out. <input type="checkbox"/>		
Fire or another emergency	<input type="checkbox"/> Ensure there is a fire procedure in place. <input type="checkbox"/>		
	<input type="checkbox"/> Ensure there are qualified first aiders/competent person available. <input type="checkbox"/>		
	<input type="checkbox"/> Carry out regular fire checks to ensure escape routes are clear from obstructions. <input type="checkbox"/>		
	<input type="checkbox"/> Ensure good housekeeping. <input type="checkbox"/>		
	<input type="checkbox"/> Liaise with the responsible fire warden/responsible person regarding a personal emergency evacuation plan. <input type="checkbox"/>		
Lone working	<input type="checkbox"/> Avoid lone working where practicable. <input type="checkbox"/>		
	<input type="checkbox"/> Create a system so somebody is made aware of employee whereabouts when out of the office or working in isolation. <input type="checkbox"/>		

Signed (employee): \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed (manager): \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Updates

Date	Details	Signed
		Employee:
		Manager:
		Employee:
		Manager:
		Employee:
		Manager: