



Family Leave Policy & Procedure



Core Documentation Cover Page

Family Leave Policy and Procedure

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jan 2013 SMT	Parental Leave & Pay Policy & Procedure To provide staff with guidance and the procedure to follow when planning leave of absence arrangements for parental care and for antenatal appointments.	Corporate Services Director HR Assistant	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2015 Or in line with legislative changes
V2.0	Mar 2016 SMT	Biennial Review Major Amendment (re-write) of policy and change of policy title to Family Leave Policy & Procedure.	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2018 Or in line with legislative changes
V3.0	Jan 2017 SMT	Minor Amendment further to recommendation by the Equality Committee for the SMT to review the entitlement for shared parental pay.	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2019 Or in line with legislative changes
V4.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	HR Manager	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jan 2019 or in line with legislative change
V5.0	Mar 2019 SMT	Minor Amendment To remove reference to the Childcare Voucher Scheme further to the Government closing this scheme in Oct 2018.	Head of Quality	All master versions will be held in: J:\0 Quality Team - Core Documentation Website	Jan 2019 or in line with legislative change

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

X

Neutral equality impact (i.e. no significant effect)

Negative equality impact (i.e. increasing inequalities)

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

Family Leave Policy and Procedure

CONTENTS

1. Scope.....	4
2. Introduction	4
3. Flexible Working Requests	4
4. Childcare Provision	5
5. Contact and Advice.....	5
6. Maternity Leave Procedure	5
7. Shared Parental Leave Procedure (SPL)	8
8. Paternity Leave Procedure	11
9. Adoption Leave Procedure	12
10. Unpaid Parental Leave Procedure	13
11. Resources.....	14
Appendix 1: Shared Parental Leave Notification Form	15

1. SCOPE

- 1.1 The University College of Osteopathy (UCO) is committed to supporting employees during a period when they are planning leave of absence arrangements for parental care and for antenatal appointments. We will be as flexible as possible in responding to individual requests from employees intending to take a career break for the purpose of maternity, paternity, adoption and shared parental leave. In considering requests we must also take into account the needs of the organisation, other stakeholders and legislative requirements. We will provide you with relevant information so that you are able to make decisions based on your own personal circumstances, at such an exciting and important time.

2. INTRODUCTION

- 2.1 If you become pregnant you should make either your line manager or the HR Manager know as soon as possible. Your line manager will undertake a risk assessment of your work in relation to your pregnancy.
- 2.2 During the course of your pregnancy you may come across the following terms:
- a) Childbirth – Childbirth is legally viewed as the birth of a living child or the birth of a child whether living or dead after 24 weeks of pregnancy.
 - b) Expected Week of Childbirth (EWC) – The week, beginning on the Sunday, in which it is expected that the baby will be born.
 - c) Qualifying Week (QW) – The 15th week before the expected week of childbirth.
 - d) Statutory Maternity Leave (SML) – the term for the 52 weeks of leave a woman may take. There is no qualifying period for the 52 weeks of leave.
 - e) Ordinary Maternity Leave (OML) – the first 26 Weeks of maternity leave.
 - f) Additional Maternity Leave (AML) – 26 weeks of maternity leave, which follows OML.
 - g) Compulsory Maternity Leave – 2 weeks immediately after the birth in which the woman is not allowed to work.
 - h) Statutory Maternity Pay (SMP) – 39 weeks depending upon meeting certain criteria.
 - i) Statutory Maternity Allowance (SMA) – 39 weeks if not entitled to SMP.
 - j) Statutory Adoption Pay (SAP) – 39 weeks entitlement.
 - k) Keeping in Touch Days (KIT) – Up to 10 days work during maternity leave.
 - l) Shared Parental Leave (SPL) – Shared Parental Leave.
 - m) Shared Parental Leave Keeping in Touch Days (SPLIT) – up to 20 days work during SPL.
 - n) Paternity Leave (PL) - either one or two consecutive weeks' paternity leave.

3. FLEXIBLE WORKING REQUESTS

- 3.1 All employees with at least 26 weeks continuous service have the right to request flexible working. An employee is only entitled to make one application to work flexibly per year. The UCO is committed to supporting flexible working wherever possible. We must also take into account the needs of the organisation and our students when considering individual requests.

An application to change your working arrangements should be provided to your line manager in writing. An accepted request will mean either a temporary or permanent a change to your terms and conditions of employment. It is therefore important to consider financial implications and HR can provide further guidance. Your application should also include any effect it may have on the running of the department and how these effects can be accommodated. A meeting will be arranged to review your request and consider how this might work in practice. The meeting will also provide an opportunity to discuss any alternative arrangements that could meet both your needs and the efficient running of the organisation. An outcome will be provided to you in writing. You are required to continue working under your current working pattern/arrangements, until an outcome is provided to you in writing.

4. CHILDCARE PROVISION

- 4.1 A key element in planning your return to work will be childcare provision. Suggested sites to help your search for the right provider can be found in the resource section.

5. CONTACT AND ADVICE

- 5.1 The HR department can provide advice and guidance in all aspects of this policy and your individual circumstances. Contact and requests should be with your line manager. You should also copy in or inform the HR team about any requests and/or changes to time off for the purpose of parental care, so that a central copy can be held.

6. MATERNITY LEAVE PROCEDURE

A) TIME OFF FOR ANTENATAL CARE

- 6.1 All pregnant employees are entitled to paid time off to keep appointments for antenatal care, on the advice of a registered medical practitioner, registered midwife or registered health visitor. Except for the first appointment, employees will be required to provide a certificate from a medical practitioner confirming pregnancy, or an appointment card or letter showing that an appointment has been made. Please provide your line manager with as much notice as possible. It would be helpful if appointments could be scheduled at either the beginning or end of the day or around teaching commitments; however, we do understand that this may not always be possible.

B) TIME OFF FOR PARTNERS TO ATTEND ANTENATAL CARE

- 6.2 With effect from 1st October 2014, the right to time off has been extended to any employee, regardless of length of service, who is either:
- the pregnant woman's spouse or civil partner;
 - living with the pregnant woman in an enduring family relationship but not a relative (i.e. not a parent, grandparent, sibling or uncle/aunt);
 - the father of the expected child;
 - the intended parent of a child in a surrogacy arrangement, if they expect to be entitled to, and intend to apply for a parental order in respect of that child.

- 6.3 The right is to accompany a pregnant woman when she attends an appointment with the purpose of receiving antenatal care. The appointment must have been made on the advice of a registered medical practitioner, registered midwife or registered nurse. Whilst there is no statutory requirement for time off to be paid the UCO would like to support our employees at this exciting time, by providing full pay for partners to attend antenatal appointments. The employee can take time off work, usually on two occasions, with each absence lasting no more than six and a half hours. Additional time off may be agreed at the discretion of the line manager and according to individual circumstances. We do ask that appointments are made around teaching and other important commitments but we do understand that this may not always be possible. The employee may be asked to provide a signed declaration confirming that these conditions are satisfied. If a declaration is required, it must also state the date and time of the appointment and that the employee has a qualifying relationship with the pregnant woman or expected child.

C) PLANNING YOUR MATERNITY LEAVE

- 6.4 You are entitled to a maximum of 52 weeks of Statutory Maternity Leave (SML). You are required to take two weeks compulsory maternity leave immediately after the birth of your baby.
- 6.5 The earliest date when you can start your maternity leave is 11 weeks before your due date. If you are absent from work during the four weeks before your due date, for a reason related to your pregnancy, your maternity leave would automatically start from that point.

D) MATERNITY PAY

- 6.6 There are three types of pay that you may be entitled to, although only one will apply to you. We will require a copy of your MATB1 form whichever level of maternity pay you are entitled to. You will be given this form at an antenatal appointment. It is worth taking a copy for your records (and for your partner's paternity leave) before giving it to us.
- i. TYPE 1: UCO MATERNITY PAY
- 6.7 We want to support you during your maternity leave, as we understand that this is an important time for you to spend with your new born baby. On this basis, the UCO provides maternity pay at a more generous rate than SMP.
- 6.8 To qualify you must:
- a) have been employed by the UCO for 12 months by your due date;
 - b) meet the conditions for SMP (as below)
- 6.9 UCO maternity pay is full pay for a period of 18 weeks, followed by 21 weeks paid at the statutory maternity rate. UCO maternity pay includes SMP – it is not in addition to it.
- 6.10 UCO maternity pay becomes repayable if you do not return to work for one month following the end of your maternity period. The repayment amount is the difference between the UCO maternity pay (discretionary) and SMP (what you are legally entitled to).

ii. TYPE 2: STATUTORY MATERNITY PAY (SMP)

- 6.11 Mothers who qualify are entitled to up to 39 weeks' SMP. To qualify you need to have met the following conditions:
- a) have been employed by the UCO continuously for 26 weeks into the 15th week of your pregnancy;
 - b) the average weekly earnings in the eight weeks up to and including the 15th week before the EWC have been at least equal to the lower earnings limit for National Insurance contribution;
 - c) have provided the required notice of the intention to commence a period of maternity leave, along with a copy of the MAT B1 maternity certificate.
- 6.12 If these conditions are met you will be entitled to SMP, which is paid for 39 weeks. The first 6 weeks are paid at 90% of your average earnings and then a further 33 weeks at the statutory rate. The government reviews the rate annually and the HR Manager can confirm the current rate. SMP is paid in full even if you do not return to work after the birth of your baby.

iii. TYPE 3: MATERNITY ALLOWANCE

- 6.13 If you are not entitled to SMP, you might be entitled to Maternity Allowance (MA), which is paid for 39 weeks. The government reviews the rate annually and the HR Manager can confirm the current rate.

E) CONTRACT OF EMPLOYMENT DURING MATERNITY LEAVE

- 6.14 During a period of Maternity Leave, employees will continue to benefit from their normal terms and conditions of employment except from terms providing for wages or salary. This means that, for example, holiday entitlement will continue to accrue during the period of Maternity Leave. Continuity of employment is preserved for the purposes of assessing length of service, pension rights and statutory rights (e.g. right to a redundancy payment). An employee returning from Maternity Leave is entitled to benefit from any general improvements to the rate of pay, or other terms and conditions of employment, which may have been introduced during the period of maternity leave. Pension contributions will continue to be made during any period when the employee is receiving both UCO maternity pay and SMP but not during any period of unpaid Maternity Leave. Contributions on behalf of the employee and employer will be based on the amount paid during maternity leave.

F) NOTICE REQUIREMENTS

- 6.15 You are required to notify your line manager or the HR manager of your intention to take maternity leave by the 15th week before EWC. This includes confirmation of the week your baby is due and when you would like your maternity leave to start. You will be able to change your mind about when you want the maternity leave to start and we would appreciate as much notice as possible.
- 6.16 Following notification, the HR Department will write to you setting out the date that you will be expected to return to work. Unless you have specified a return date, this will be based on the assumption that you will take your full entitlement of 52 weeks' maternity leave.

- 6.17 If you wish to change the date set out in the letter, you should provide your line manager with a minimum of 8 weeks' notice in writing of the date you intend to return. It would be beneficial for employees and managers to discuss return to work arrangements in advance. Whilst we will try to accommodate your request, in the event that less than 8 weeks notice is given, the UCO may have to delay your return. This will not be beyond the date on which the 8 weeks would elapse and not beyond the end of the Statutory Maternity Leave period.

G) KEEPING IN TOUCH DAYS (KIT DAYS)

- 6.18 Keeping in touch during your maternity leave can make it easier for both you and the UCO when you return to work. You can use up to 10 KIT days for time spent at work carrying out your normal duties and for attendance at training or work related events.
- 6.19 We will jointly agree what the arrangements are for the KIT days, the activities that you will be undertaking and the dates. You will be paid at your normal rate of pay.
- 6.20 You have a right to refuse KIT days and the UCO has no obligation to offer them to you. It should be noted that KIT days cannot be taken during the period of two weeks' compulsory maternity leave.

H) RETURNING TO WORK

- 6.21 If you are returning after the period of ordinary maternity leave (26 weeks) you are entitled to return to exactly the same job and terms and conditions.
- 6.22 If you return at the end of the period of additional maternity leave (52 weeks) you are entitled to return to a similar job, on terms and conditions which are no less favourable than your original job. In practice, we will always try to ensure that you can return to the same job; it is helpful if we are kept fully informed of your plans and know when you intend to return to work.
- 6.23 If you do not intend to return to work at the end of your maternity leave, you must provide notice in accordance with your contract of employment. It would be greatly appreciated if, where possible, you are able to provide the UCO with more notice than your contractual obligation.

7. SHARED PARENTAL LEAVE PROCEDURE (SPL)

A) INTRODUCTION

- 7.1 The arrangements for Shared Parental Leave enable eligible parents to choose how to share the care of their child during the first year of birth or adoption. This arrangement provides an option for new parents to consider and is separate to the procedures for Maternity Leave and Paternity Leave. It replaces the Additional Paternity scheme. Employees are encouraged to inform their line manager and HR Department of their intention to take Shared Parental Leave early, to ensure that questions and requests can be considered and resolved as quickly as possible.

B) ELIGIBILITY

7.2 To be eligible both parents must:

- a) have worked continuously for their organisation for 26 weeks leading into the 15th week before the baby is due to be born, or in the case of adoption, 26 weeks leading into the week in which the adopter is notified of being matched with a child;
- b) the mother or adopter of the child must be entitled to statutory maternity or adoption leave/pay and must have given notice to reduce these entitlements;
- c) be working for their organisation at the start of each period of Shared Parental Leave;
- d) the employee's partner must meet the 'employment and earnings test' requiring them to have worked for 26 weeks in the 66 weeks leading up to due date or matching date and must have earned the minimum amount set by the government in any 13 of the 66 weeks;
- e) the employee must correctly notify the UCO of their entitlement using the 'Shared Parental Leave Notification Form' (appendix 1) and provide evidence as required.

C) FURTHER EVIDENCE OF ELIGIBILITY

7.3 You will be required to provide the following evidence when requesting SPL:

- a) in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth);
- b) in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

D) SHARED PARENTAL LEAVE ENTITLEMENT

7.4 Eligible employees may be entitled to take up to 50 weeks' SPL during the child's first year in their family. The mother or adopter can take SPL immediately after the legally required two weeks of maternity or adoption leave. If the maternity or adoption leave is curtailed, the remaining weeks can be taken as SPL.

7.5 The father or partner can take SPL immediately following the birth or placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

7.6 SPL must end no later than one year after the birth or placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

E) BOOKING SHARED PARENTAL LEAVE

7.7 The employee has the right to submit up to three notifications specifying leave periods they are intending to take and should complete the 'Shared Parental Leave Notification Form' (appendix 1). SPL can only be taken in complete weeks but may begin on any day of the week.

F) CONTINUOUS LEAVE

7.8 A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).

7.9 An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of Shared Parental Leave available (specified in the notice of entitlement), and the organisation has been given at least eight weeks' notice.

7.10 An employee may submit up to three separate notifications for continuous periods of leave.

G) DISCONTINUOUS LEAVE

7.11 You may request to take discontinuous periods of SPL, which means asking for 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).

7.12 All requests for discontinuous periods of SPL will be considered on an individual basis, taking into consideration the needs of the UCO. We will actively work to accommodate these requests but on some occasions we may have to propose alternative dates or decline a request.

H) REQUEST FOR SHARED PARENTAL LEAVE

7.13 If you wish to take SPL, you will need to complete the SPL Notification Form (appendix 1) and return it to HR at least 8 weeks before the start date of the chosen period of SPL, attaching a MATB1 certificate.

7.14 You will receive written notification confirming the SPL arrangements, including any payments that you will be entitled to receive.

I) VARIATIONS TO ARRANGED SHARED PARENTAL LEAVE

7.15 The UCO values flexibility and if you wish to change the arrangements for Shared Parental Leave, we encourage you to talk to us as early as possible to see how we can support you. A variation can be requested by completing the SPL Notification Form (appendix 1), providing at least 8 weeks' notice. You are entitled to request up to three variations during SPL.

J) STATUTORY SHARED PARENTAL PAY (SHPP)

i. TYPE 1: UCO SHARED PARENTAL PAY (SHPP)

7.16 We want to support you during your shared parental leave, as we understand that this is an important time for you to spend with your new born baby. On this basis, the UCO provides shared parental pay at a more generous rate than ShPP.

7.17 To qualify you must:

- a) have been employed continuously by the UCO for 12 months by your baby's due date;
- b) meet the conditions for ShPP (as below).

7.18 UCO shared parental pay is full pay for a period of 18 weeks, followed by 19 weeks paid at the statutory maternity rate. UCO shared parental pay includes ShPP – it is not in addition to it.

7.19 UCO shared parental pay becomes repayable if you do not return to work for one month following the end of your period of shared parental leave. The repayment amount is the difference between the UCO shared parental pay (discretionary) and ShPP (what you are legally entitled to).

ii. TYPE 2: STATUTORY SHARED PARENTAL PAY (SHPP)

7.20 If you do not meet the eligibility criteria for UCO shared parental pay, you may be entitled to receive statutory shared parental pay ShPP. You must meet certain eligibility requirements in order to receive ShPP. The HR Manager can meet with you to discuss the eligibility criteria.

7.21 Eligible employees may be entitled to take up to 37 weeks ShPP while taking Shared Parental Leave. The amount of weeks available will depend on the amount by which the mother or adopter reduces their pay period or maternity allowance period.

iii. CONTRACT OF EMPLOYMENT DURING SHARED PARENTAL LEAVE

7.22 The same principles apply as with maternity leave.

K) SHARED PARENTAL LEAVE IN TOUCH DAYS (SPLIT DAYS)

7.23 Each parent is entitled to 20 SPLIT days, which can be used during SPL. The UCO has no right to require you to carry out work, and is under no obligation to offer work. Any work undertaken is a matter for agreement between the organisation and the employee. An employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week when the employee is receiving ShPP, this will be effectively 'topped up' so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of Shared Parental Leave. SPLIT days are in addition to KIT days, available during the period of Maternity Leave.

L) RETURNING TO WORK

7.24 The same principles apply as with maternity leave.

8. PATERNITY LEAVE PROCEDURE

A) INTRODUCTION

8.1 Paternity leave enables new fathers to take either one or two consecutive weeks' paternity leave (but not odd days), subject to the eligibility criteria below. This applies to both childbirth and adoption.

8.2 Paternity leave can be taken from the date of the child's birth or placement for adoption (whether this is earlier or later than expected). The leave must be completed within 56 days of the actual date of birth of the child or placement for adoption.

8.3 Only one period of leave will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy, or more than one child is placed for adoption.

- 8.4 The eligibility criteria include:
- a) that you have worked continuously for the UCO for 26 weeks leading into the 15th week before the baby is due to be born, or in the case of adoption, 26 weeks leading into the week in which the adopter is notified of being matched with a child;
 - b) that you are responsible for the baby's upbringing.
- 8.5 You will need to complete a form, which can be obtained from the HR Department. This will ask you to confirm whether you are the baby's biological father / married to or living with the mother and have responsibility for the child's upbringing, and that you will take the time off to support the mother and child.
- 8.6 We will be as supportive and flexible as possible about when paternity leave is taken; babies don't often arrive on their due date, so we ask you to keep us informed if you need to change your leave arrangements.

B) PATERNITY PAY

- 8.7 The UCO provides a more generous entitlement to paternity pay than the statutory requirement and new fathers/adoptive parents are entitled to two weeks' full pay.

9. ADOPTION LEAVE PROCEDURE

A) INTRODUCTION

- 9.1 This Procedure sets out the adoption leave and payment arrangements for eligible employees when a child is newly placed for adoption. Adoption leave and pay is available to eligible employees in the case of surrogacy, where they become the legal parents following an application for adoption or parental order. It is available to:
- a) individuals who adopt;
 - b) one member of a couple where a couple adopt jointly (the couple may choose which partner takes adoption leave);
 - c) the partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay, (please see Paternity Leave Procedure).
- 9.2 The UCO will require a copy of the confirmation letter provided to you by the adoption agency.

B) ELIGIBILITY

- 9.3 To qualify for adoption leave, an employee must:
- a) be newly matched with a child for adoption by an approved adoption agency;
 - b) 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.

C) ADOPTION LEAVE

- 9.4 Adopting employees are entitled to a period of up to 26 weeks' Ordinary Adoption Leave, followed immediately by up to 26 weeks' Additional Adoption Leave, a total of 52 weeks' leave.

- 9.5 Adopters can choose to start their leave either 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. Leave can commence on any day of the week.

D) NOTICE REQUIREMENTS

- 9.6 Adopters are required to inform their line managers of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption. They will need to inform their line managers when the child is expected to be placed with them and when they want their adoption leave to start. Adopters will be able to change their minds about the date on which they want their leave to start providing they inform their line manager at least 28 days in advance (unless this is not reasonably practicable). We will be as flexible and as accommodating as possible to support you during this important time.
- 9.7 If you intend to return to work earlier than the full entitlement period you must provide your line manager with a minimum of 8 weeks' notice in writing of the date you intend to return.

E) CONTRACT OF EMPLOYMENT DURING ADOPTION LEAVE

- 9.8 The same principles apply as with maternity leave.

F) KEEPING IN TOUCH DAYS (KIT DAYS)

- 9.9 The same principles apply as with maternity leave.

G) RETURNING TO WORK

- 9.10 The same principles apply as with maternity leave.

10. UNPAID PARENTAL LEAVE PROCEDURE

A) INTRODUCTION

- 10.1 Parental leave offers qualifying parents the right to take unpaid time off work to look after their children or make arrangements for their welfare. It can help you spend more time with your child and strike a balance between work and family commitments.

B) FOUR WEEKS LEAVE PER YEAR

- 10.2 Parental leave will be a maximum of 18 weeks in total for each child. Parental leave may be taken in blocks of one week or more, up to a maximum of four weeks in a year for each child. A week is based on your usual working pattern, so if you only work Mondays and Tuesdays, a week would be two days. In the case of disabled children, parental leave may be taken in days or periods of shorter than a week.
- 10.3 Parental leave is for each child, so if twins are born or two children adopted, employees will be able to take 18 weeks' parental leave in total for each child. The right to up to 18 weeks' parental leave applies to each individual child and not to individual periods of employment with different employers. All periods of parental leave will be unpaid.

C) ELIGIBILITY

10.4 Employees will be eligible to take parental leave providing:

- a) they are the natural or adoptive parents or otherwise have parental responsibility for looking after a child (for example, a guardian);
- b) they have been continuously employed by the UCO for at least 1 year by the time they want to take parental leave;
- c) the leave is for the purpose of caring for the child.

10.5 Employees can choose to take parental leave subject to the following:

- a) parents can take the leave up until the child's fifth birthday. Except in the case of children who are adopted after the age of five, when Parental Leave may be taken up to either 5 years from the date of the child's placement for adoption, or up to the child's 18th birthday, whichever is the earliest date;
- b) in the case of a child with a disability, up until the child's 18th birthday (for the purposes of parental leave, a disabled child is one for whom disability living allowance has been awarded).

D) NOTICE REQUIREMENTS

10.6 Employees are required to provide their line manager, with at least 21 days' notice, giving the dates when the leave is to start and finish.

10.7 We will try to accommodate requests and will provide as much flexibility as possible. If the UCO considers that an employee's absence would unduly disrupt the organisation, then the leave can be postponed for up to six months from the date the employee originally wanted to start parental leave. In this event, the line manager will discuss the postponement with the employee and give notice of the postponement no later than seven days after the employee gave notice to start parental leave. The line manager's notice will set out the new dates for parental leave.

10.8 When an employee applies to take parental leave immediately after the birth or adoption of a child, the leave cannot be postponed. However, the employee must provide at least 21 days' notice of the expected week of childbirth or placement for adoption date, or if this is not possible, as soon as is reasonably practicable. The more notice that you are able to provide, the more time we have to implement cover arrangements and therefore accommodate your request.

10.9 If you would like more information contact the HR Manager.

11. RESOURCES

11.1 Advice on employment or benefit issues:

www.workingfamilies.org.uk

www.gov.uk

National Childbirth Trust: www.nct.org.uk

www.netmum.com

APPENDIX 1: SHARED PARENTAL LEAVE NOTIFICATION FORM

Shared Parental Leave (SPL) Notification Form

To be entitled to SPL you must:

Have (or share with the other parent) main responsibility for the care of the child.

Have at least 26 weeks' continuous service at the 15th week before the expected week of delivery or at the week in which the main adopter was notified as having been matched for adoption.

Still be in continuous employment until the week before any SPL is taken.

Employee Name	
Expected date of birth / adoption	
Actual date of birth / placement for adoption	
Start date of maternity /adoption leave period	
End date of maternity / adoption leave	
Is this a new request for SPL or a request to vary SPL? (A maximum of three requests for SPL can be submitted)	
Total number of SPL weeks available	
Number of weeks of SPL you intend to take	
Number of weeks SPL the other parent intends to taker	
Indication of the start and end dates of SPL (This enables us to calculate entitlement to shared parental pay)	

Shared Parental Pay (ShPP)

The total amount of ShPP that may be available is 37 weeks, less the number of weeks pay that may have already been taken by the mother/main adopter.

Total number of weeks ShPP (Max. 37)	
Number of weeks you intend to claim	
Number of weeks ShPP the other parent intends to claim	
Indication of start and end dates of your ShPP	
Calculation	

Employee Declaration

I can confirm that I meet the following conditions:

- I am the mother, father or main adopter of the child, or the partner of the mother or main adopter.
- I have (or share with the other parent) the main responsibility for the care of the child and I am taking SPL in order to care for the child.
- I have at least 26 weeks' continuous service at the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the relevant week).
- I intend to be in continuous employment until the week before any SPL is taken. I have average weekly earnings equal to or above the Lower Earnings limit over the eight week period ending with the relevant week.
- I agree to inform the UCO if I cease to meet the conditions for entitlement to SPL or ShPP.

Curtailment Notice of Maternity / Adoption Leave

This will need to be completed if you are the employee named above and you are the mother or main adopter.

You must give 8 weeks' notice of your curtailment date. If you are entitled to maternity / adoption leave the curtailment date must be at least two weeks after the birth/placement.

I wish my maternity / adoption leave to be curtailed on:

Date:

Signed:

In certain circumstances you may be able to reinstate your maternity/adoption leave and pay. Please contact HR at the earliest opportunity to discuss this.

Declaration of the other parent

Name	
Address	
NI Number	

I confirm that I meet the following conditions:

- I have at least 26 weeks' employment in the UK (employed or self-employed) out of the 66 weeks prior to the 15th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption with the child (known as the relevant week)
- My average weekly earnings of were above the lower earnings limit during at least 13 of the 66 weeks prior to the relevant week.
- I agree to inform your employee immediately if I cease to meet the two conditions above.
- If you are the mother/main adopter:
- I have given notice of curtailment of my maternity leave and pay/adoption leave and pay/maternity allowance or will have done so by the time your employees starts shared parental leave.

My maternity leave and pay/adoption leave and pay/maternity allowance will end on:

Insert date:

I consent to you processing the information contained in this declaration.

Signed:

Dated: