

Employees Maternity / Paternity / Adoption / Shared Parental Leave and Parental Leave Handbook

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ABBREVIATIONS USED IN THIS HANDBOOK

ADAL	Additional Adoption Leave (employees with 26 weeks' service at the QW are entitled to 26 weeks unpaid adoption leave following on from their 26 weeks' paid adoption leave)
ADML	Additional Maternity Leave (the second 26-week period of leave)
DWP	Department of Works and Pensions
EDC	Expected Date of Childbirth (the day the baby is due)
EWC	Expected Week of Childbirth (the week in which the baby is due)
LRSMP	Lower Rate Statutory Maternity Pay
HRSMP	Higher Rate Statutory Maternity Pay
MA	Maternity Allowance payable to employees by the DWP for those with less than 6 months' service or where Statutory Maternity Pay (SMP) is not applicable.
MATB1	Maternity Certificate issued by a doctor/midwife showing the date on which the baby is expected.
ML	Maternity Leave
MPP	Maternity Pay Period is the period during which OMP/SMP might be payable.
OML	Ordinary Maternity Leave (The 1 st 26-week period of leave)
OMP	Occupational Maternity Pay
OSP	Occupational Sick Pay
PL	Paternity Leave
QW	Qualifying Week (the 15 th week before the EWC)
SMP	Statutory Maternity Pay
SSP	Statutory Sick Pay
SAP	Statutory Adoption Pay
SPP	Statutory Paternity Pay

1. INTRODUCTION

It is the policy of The West Herts College Group (WHCG) that all receive the best possible treatment with regard to their employment during pregnancy and following the birth of their child. For this reason, you are encouraged to seek medical advice as soon as you suspect that you are pregnant.

In accordance with WHCG's Equality Policy, all employees will receive equal treatment in promotion, training, and in respect of Terms and Conditions of Employment.

Your Line Manager is there to help and advise you. You should let them know as soon as you discover that you are pregnant to ensure that they can help you with any problems and that the formalities concerning your pregnancy are dealt with quickly. Alternatively, you can contact a member of the Human Resources Department.

2. BACKGROUND

2.1 WHCG Policy on Maternity

WHCG aims to ensure that employees are not disadvantaged in terms of their employment because of pregnancy and/or childbirth. In accordance with WHCG's Equality and Diversity Policy, it is intended that all employees should be treated equally in all aspects of employment.

3. GENERAL INFORMATION

3.1 Notification of Pregnancy

You should tell your line manager that you are pregnant as soon as possible so that they can help you with any concerns that you may have regarding your work. If you have reasons for wanting the news of your pregnancy to be kept confidential as long as possible, make this clear to your line manager.

Your doctor or midwife will give you a maternity certificate (**MATB1**) from 14 weeks before the expected date of childbirth (EDC) and you should give this to HR as soon as you can but no later than 28 days before commencing your maternity leave. You should then arrange to meet with HR who will discuss your maternity entitlements and the College process. This will then be confirmed to you in writing.

3.2 Time Off for Antenatal Care

You have a statutory right to time off with pay to attend antenatal appointments, which may include relaxation and parent craft classes, as long as you show your appointment details to your line manager. You will receive your normal rate of pay when attending antenatal care.

3.3 Harassment

If you consider you are being subjected to any form of harassment in the workplace because of your pregnancy, you should tell your line manager and/or consult HR so that the matter can be dealt with in accordance with the appropriate College Policies and Procedures.

3.4 Fitness to Continue Duties

If you are feeling fit and well, you can work until your baby is born. We will conduct a risk assessment with you once you have notified us of your pregnancy. If there is any possible health risk connected with your work, your line manager will arrange for the Health and Safety Manager, and/or Occupational Health to be consulted, who will be able to give clear guidance on the course of action to be taken. You must also consult your doctor if you have any health concerns during pregnancy. As soon as you know that you are pregnant, find out what first aid facilities are available in your area.

Illness during pregnancy – If you are ill during your pregnancy prior to the maternity pay period, you will receive sick pay in the normal way but, if you are sick while you are receiving OMP/SMP, you will be unable to claim Statutory or Occupational (WHCG) Sick Pay.

If you are sick for pregnancy-related reasons on or after the start of the 4th week before EWC, you may be placed on maternity leave (ML) and the maternity pay period (MPP) will begin.

If you are taken ill at work, ask your colleagues for help and let your line manager know.

3.5 Employee Assistance

If you have domestic or other problems, speak to your line manager or HR. The Employee Assistance Programme (EAP) is also available to help on **0800 072 7072** or at www.axabesupported.co.uk

3.6 Health and Safety

WHCG will ensure the safety of you as a new, expectant or breastfeeding mother within the working environment. We will ensure that you and your unborn child are not exposed to any risk from your work activities. Equally, you have a legal responsibility under the Health and Safety at Work Act (1974) to ensure that you or your unborn child is not exposed to any risk from your work activities.

4 MATERNITY LEAVE

4.1 Entitlements

Maternity leave can commence from the beginning of the 11th week before the EWC and employees are entitled to 52 weeks leave.

Ordinary Maternity Leave (OML) – This refers to the 1st 26 weeks of leave.

Additional Maternity Leave (AML) – This refers to the 2nd 26-week period of leave.

You will need to complete form **ML1** (see appendix 1) and send a copy to your line manager and HR to notify us that you intend to take maternity leave. You must notify us no later than the end of the 15th week before EWC.

The first two weeks following the birth of your child is a compulsory leave period.

Once on maternity leave, you will accrue holiday entitlement from the start date of your maternity leave until the end of your maternity leave. Any holiday accrued prior to the start date of your maternity leave should be taken prior to your maternity leave and will not be carried over (unless you have remaining statutory holiday).

On return from maternity leave, any holiday you have accrued whilst on maternity should be taken before the end of the current holiday year at a time to be agreed with your line manager.

Bank Holidays – except for the first 6 weeks of maternity leave, where a customary/bank holiday falls during the maternity leave period, the bank holidays will be pro rata and added to your annual leave entitlement upon returning to work.

College Closure Days are not transferable and can only be taken on the specific days designated by the College. These days will not accrue during your maternity leave.

4.2 Statutory Maternity Pay (SMP) Scheme

If by the QW you have:

4.2.1 at least 26 weeks' continuous service with WHC

4.2.2 your average earnings in the 8 weeks up to and including the QW have not been less than the lower earnings levels for National Insurance purposes

You are eligible for the Statutory Maternity Pay (SMP) Scheme. Under the scheme, you are entitled to 39 weeks paid maternity leave at the following rates:

Weeks 1 to 6	HRSMP
Weeks 7 to 39	LRSMP
Weeks 40 – 52	Unpaid

SMP figures are subject to deductions for PAYE Income Tax, NI contributions, pension scheme and any other authorised deduction.

If you work after the 11th week before the EWC, SMP will start from the first day of your maternity leave.

4.3 Occupational Maternity Pay (OMP) Scheme

You are eligible for the Occupational Maternity Pay (OMP) Scheme if by the QW you are:

- 4.3.1 employed by WHC
- 4.3.2 have at least 26 weeks continuous service

Under this scheme, you are entitled to 39 weeks paid maternity leave at the following rates:

Weeks 1 to 6 inclusive Full Pay

Weeks 7 to 18 inclusive *LRSMP plus

12 weeks' half pay (this is conditional upon your return to work for a minimum period of 13 weeks at the end of your ADML/OML and can be taken during maternity leave or as a lump sum after you have returned to work for the 13-week period).

OMP plus SMP cannot exceed your average weekly salary.

Weeks 19 to 39 inclusive LRSMP

4.4 Maternity Allowance

If you are not eligible for the SMP scheme, you may be entitled to claim Maternity Allowance (MA) from the Department for Works and Pensions via your local Job Centre Plus.

You will also need to submit the form **MA1** available from your local Job Centre Plus and the form **SMP1** (an explanation of why SMP is not payable) which the payroll department will provide.

4.5 Returning to Work

If you intend to return to work at the end of your full maternity leave, you are not required to provide your line manager with any further notification, although this would be appreciated. However, if you wish to return before the end of your maternity leave, you will need to provide your line manager with 8 weeks' notice of the date you wish to return to work. If you do not give this notice, the College may postpone your return by a period of up to 8 weeks. If you change your mind on your return date, you also have to give a minimum of 8 weeks' notice.

If you wish to return to work in a different role or change the hours that you work, you

must complete and submit an Application for Flexible Working Arrangements form to your line manager at least 28 days before you wish to return to work. Reasonable consideration will be given to any such request.

If, on the date you are due to return to work, you are absent as a result of illness, this shall be treated in accordance with the normal sick provisions.

If you are continuing to breastfeed following your return to work and need an appropriate area to be able to express, please inform the Human Resources Team when discussing your return to work so that a risk assessment can be completed and measures put into place to support you.

4.6 If You Decide Not To Return To Work

If you decide at any time during your maternity leave that you no longer wish to or are unable to return to work, you should confirm your decision in writing to your line manager and you will then be treated as having left employment from the date of your resignation. You should give your contractual notice period as a minimum.

Any outstanding annual leave will be paid to you on a pro rata basis.

If you have opted to receive OMP, 12 weeks' half pay, you must return to work for 13 weeks after your maternity leave ends. If you do not return for this period, you may be required to repay the 12 weeks at half pay. If you prefer to keep your options open, you may wish to choose NOT to receive the 12 weeks at half pay during your maternity leave and receive it instead as a lump sum after your return to work for 13 weeks.

4.7 Keeping In Touch Days

You will be able to work a maximum of 10 days, defined as Keeping In Touch days. This will not affect your statutory maternity pay or leave entitlements. If you work more than 10 days, you will lose 1 week's SMP for every week or part of a week that you work. Keeping in Touch days need to be with the agreement of both the employer and employee.

4.8 Employee Maternity Rights in the Event of a Stillbirth or Miscarriage

In the unfortunate event that the baby dies or is stillborn from the 25th week of pregnancy onwards, the entitlement to maternity leave and pay continues.

In the event of a miscarriage before the 25th week of pregnancy, please refer to the College's Absence Policy.

4.9 Recruitment and Selection

You can apply for internal vacancies whilst you are on maternity leave. You may if you wish make arrangements with your line manager to receive vacancy circulars during your absence.

You will receive any necessary training to update your knowledge and skills on your

return to work.

4.10 Pension

During the paid period of your maternity leave, your contributions to the Teachers' Pension Scheme/Local Government Pension Scheme and the College's contributions to the pension will continue. You will also have the option when you return to work to purchase the period of unpaid leave based on the remuneration you were receiving on the day before you started unpaid leave. Should you have any queries regarding your pension, please contact the Payroll Department.

5 ADOPTION LEAVE GUIDELINES

Individuals who adopt, or one partner of a couple where the couple adopt jointly, may benefit from adoption provision. The adoption provision also applies to couples of the same sex.

5.1 To Qualify for Adoption Leave and Pay

To qualify for adoption, leave and pay, an employee must:

5.1.1 be newly matched with a child for adoption by an approved adoption

5.1.2 be newly matched with a child for adoption by an approved adoption agency

5.1.3 have worked at WHCG continuously for 26 weeks leading into the week in which they are notified of being matched with a child for adoption.

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

5.2 Statutory Adoption Pay (SAP) Scheme

Under the scheme, you are entitled to 39 weeks' paid adoption leave at the following rates:

Weeks 1 to 39 inclusive	Standard rate of Ordinary Adoption Pay or 90% of your *average earnings, whichever is lower.
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*calculated for the period as advised by the HMRC.

Weeks 40 – 52 inclusive	Additional Adoption Leave - Unpaid
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5.3 Length of Adoption Leave

Eligible employees are entitled to take 39 weeks' ordinary adoption leave (payments as above).

Under the SAP scheme, you will be entitled to take a total of 52 weeks leave. Additional adoption leave will start immediately after ordinary adoption leave and is unpaid.

5.4 Occupational Adoption Pay

If by the QW you:

- 5.4.1 are employed by WHCG
- 5.4.2 have at least 26 weeks continuous service
- 5.4.3 and wish to return to work for at least 13 weeks after your adoption leave

you are eligible for the Occupational Adoption Pay Scheme. Under this scheme, you are entitled to 39 weeks' paid adoption leave at the following rates:

Weeks 1 to 6 inclusive Full Pay

Weeks 7 to 39 inclusive *LRSAP plus

12 weeks' half pay (this is conditional upon your return to work for a minimum of 13 weeks at the end of your ADAL/OAL and can be taken during maternity leave or as a lump sum after you have returned to work for the 13-week period).

Weeks 40 – 52 inclusive Unpaid

5.5 Leave Arrangements

Leave can commence either:

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

Leave can start on any day of the week.

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

If a child's placement ends during the adoption leave period, the adopter will be able to continue adoption leave for up to 8 weeks after the end of the placement.

5.6 Notice of Intention to Take Adoption Leave

You will be required to inform your line manager of your intention to take adoption leave within 7 days of being notified by your adoption agency that you have been matched with a child for adoption unless this is not reasonably practical. You will need to complete form **AD1** (see appendix 2) and send a copy to your line manager and HR.

This form confirms when your child is expected to be placed with you and when you want your adoption leave to start.

HR will arrange to meet with you thereafter to discuss your adoption leave and rights and to complete the necessary paperwork. Following this meeting, HR will write to you setting out the details of your adoption leave.

5.7 Matching Certificate

You will be required to provide HR with a matching certificate, which is available from your adoption agency. The matching certificate will include basic information on matching and expected placement dates.

5.8 Return to Work After Adoption Leave

If you intend to return to work at the end of your full adoption leave entitlement, you will not have to give any further notification to your line manager, although this would be appreciated.

If you want to return before the end of the additional adoption leave period, you must give your line manager 8 weeks' notice of the date you intend to return. If you do not give this notice, the College may postpone your return.

On your return to work, you have the right to go back to the same job you were in before adoption leave.

Some employees may wish to return on different terms and conditions (e.g. part-time work), either on a temporary or permanent basis. If you wish to reduce your hours or change any other conditions of employment, you must complete and submit an Application for Flexible Working Arrangements form to your line manager for consideration as far in advance as possible. Reasonable consideration will be given to any such request.

If, on the date you are due to return to work, you are absent as a result of illness, this shall be treated in accordance with the normal sick provisions.

5.9 If You Decide Not To Return To Work

If you decide at any time during your adoption leave that you no longer wish to or are unable to return to work, you should confirm your decision in writing to your line manager and you will then be treated as having left employment from the date of your resignation. You should give your contractual notice period as a minimum.

Any outstanding annual leave will be paid to you on a pro rata basis.

If you have opted to receive OAP, 12 weeks' half pay, you must return to work for 13 weeks after your adoption leave ends. If you do not return for this period, you may be required to repay the 12 weeks at half pay. If you prefer to keep your options open, you may wish to choose NOT to receive the 12 weeks at half pay during your

adoption leave and receive it instead as a lump sum after your return to work for 13 weeks.

5.10 Annual Leave

All adopting employees are entitled to accrue annual leave during their period of paid and unpaid adoption leave.

Any outstanding leave should be taken before the commencement of your adoption leave or, if this is not possible, prior to your return to work especially where you may be carrying it into a new leave year.

If you do not intend to return to work, any outstanding leave will be paid to you at the end of your adoption leave period.

5.11 Keeping In Touch Days

You will be able to work a maximum of 10 days, defined as Keeping In Touch days. This will not affect your statutory adoption pay or leave entitlements. If you work more than 10 days, you will lose 1 week's SAP for every week or part of a week that you work. Keeping in Touch days need to be with the agreement of both the employer and employee.

5.12 Recruitment and Selection

You can apply for internal vacancies whilst you are on adoption leave. You may if you wish make arrangements with your line manager to receive vacancy circulars during your absence.

You will receive any necessary training to update your knowledge and skills on your return to work.

5.13 Pension

During the paid period of your adoption leave, your contributions to the Teachers' Pension Scheme/Local Government Pension Scheme and the College's contributions to the pension will continue. You will also have the option when you return to work to purchase the period of unpaid leave based on the remuneration you were receiving on the day before you started unpaid leave. Should you have any queries regarding your pension, please contact the Payroll Department.

6 PATERNITY LEAVE GUIDELINES

6.1 Paternity Leave

Paternity leave provides employees with the right to take time off work to care for the child or support the mother. Paternity leave will be granted in the following circumstances:

- 6.1.1 upon the placement of a child for adoption
- 6.1.2 for an employee to attend the birth of the child
- 6.1.3 for an employee to provide support immediately after the birth of the child

Paternity pay and leave entitlements are available to biological fathers, a partner/husband that is not the baby's biological father or a ~~female~~ partner in a same sex couple. ("Partner" is one who has shared responsibility for the care of the child.)

The partner of an expectant mother is entitled to take time off to accompany their partner for up to two antenatal appointments with the total number of hours for each period of absence capped at 6.5 hours. Any time off must be agreed in advance and is at the Manager's discretion. There is no qualifying period for this right.

The College offers eligible employees an Occupation Paternity Scheme that can be taken instead of the Statutory entitlement.

6.2 Paternity Leave Scheme

6.2.1 Statutory Paternity Leave

To be eligible for Statutory Paternity Pay and Leave, staff will need to satisfy the following conditions:

- have worked continuously for the College for 26 weeks leading into the 15th week before the baby is due.
- be either the biological father of the child, married to the mother, or living with the mother in an enduring family relationship but are not an immediate relative.
- have responsibility for the child's upbringing.

6.2.2 Statutory Paternity Pay

The College will pay the Statutory Paternity Pay amount for eligible employees or 90% of their average weekly earnings (whichever is lower). Employees can take either one or two weeks of statutory paternity leave.

6.2.3 Occupational Paternity Pay

Employees are eligible for Occupation Paternity Pay if, at the start date of paternity leave they have:

- 6.2.3.1 at least 26 weeks' continuous service with WHC
- 6.2.3.2 average earnings in the 8 weeks up to and including the start date of paternity leave not been less than the lower earnings levels for National Insurance Purposes

Eligible employees will be entitled to four weeks' paternity leave which will be paid at an enhanced rate on the following basis:

- 2 weeks' full pay or SPP (whichever is more favourable)

- 1 week's half pay plus SPP
- 1 week SPP

6.3 When Paternity Leave Must Be Taken

All paternity leave must be taken within the first year of the birth or placement/adoption of the child, please discuss this with your line manager and the Human Resources team.

Managers should also show due consideration for requests for annual leave at this time.

Employees who chose to take solely their Statutory Paternity leave may take their leave in blocks of 1 or 2 weeks. Employees who chose to take the Occupational Paternity Leave will have to take their 2 weeks full pay in a block and the 1-week half pay plus SPP and 1 week at SPP can be taken in one or two blocks.

6.4 Supporting Documentation

Copy of MATB1 form, birth certificate, adoption papers, will be required before paternity leave is granted.

6.5 Notice of Intention to Take Paternity Leave

Employees need to complete a PL1 form (see appendix 3) at least 28 days before the baby is expected unless this is not reasonably practicable. The form confirms:

- 6.5.1 the week the baby is due
- 6.5.2 how they wish to take their leave
- 6.5.3 when they want their leave to start.

If the employee is entitled to Statutory Paternity Pay or Occupational Paternity Pay, they will also be required to complete an SC3 form available from Human Resources.

Employees need to give at least 28 days' notice of each period of leave and 28 days' notice of any variation of amendment to their date of planned leave. This notice needs to be sent to the employee's line manager and the Human Resources Team.

7 SHARED PARENTAL LEAVE

7.1 Entitlement

To be eligible for Shared Parental Leave (SPL) **both** parents must have been employed continuously for at least 26 weeks by the end of the 15th week before the Expected Week of childbirth. The mother will have curtailed ~~her~~ their right to maternity leave (and given eight weeks' notice of her intention to end ~~her~~ their maternity leave early) or will have returned to work. This entitlement also applies to the parents of an adopted child. The leave can be taken separately or at the same time and subject to the following requirements:

1. The minimum period of leave must be one week
2. The leave must be taken in multiples of complete weeks
3. The leave may be taken as one continuous period
4. The leave may be taken in a maximum of three separate blocks and can be taken at the same time as your partner (if they are eligible)
5. The leave must be taken during the 12 months following the birth of the child but cannot be taken in the 2 weeks following the birth.
6. The maximum amount of leave that can be shared is 50 weeks and any period of maternity leave taken by the mother will be deducted from this.
7. Statutory shared parental pay is payable for 37 weeks at the lower of the statutory rate or 90% of the relevant parent's normal weekly earnings. The remaining 13 weeks of shared parental leave are unpaid.
8. An application for shared parental leave must be put in writing to the Human Resources Director

7.2 What you need to do

Complete Form **SPL** (see appendix 4) at least 21 days prior to commencing shared parental leave and submit this to your manager and copy to Human Resources.

7.3 Shared Parental Leave in Touch Days (SPLIT)

Employees can agree to work or attend training for up to 20 days during SPL without it affecting your shared parental pay. SPLIT days need to be with the agreement of both the employer and employee.

SPLIT days are in addition to the 10 Keeping in Touch Days available to those on maternity or adoption leave.

7.4 Returning to Work

Once SPL dates are agreed, the HR department will send a letter to the employee formally advising them of the dates of their SPL. The employee is then expected to return to work on the next working day, unless they advise the College otherwise.

However, if you wish to return before the end of your SPL you will need to provide your line manager with 8 weeks' notice of the date you wish to return to work. If you do not give this notice, the College may postpone your return by a period of 8 weeks.

If you wish to return to work in a different role or change the hours that you work, you must complete and submit an Application for Flexible Working Arrangements form to your line manager at least 28 days before you wish to return to work. Reasonable consideration will be given to any such request.

If, on the date you are due to return to work, you are absent as a result of illness, this shall be treated in accordance with the normal sick provisions.

7.5 If You Decide Not To Return To Work

If you decide at any time during your SPL that you no longer wish to or are unable to return to work, you should confirm your decision in writing to your line manager and you will then be treated as having left employment from the date of your resignation.

You should give your contractual notice period as a minimum.

Any outstanding annual leave will be paid to you on a pro rata basis.

7.6 Annual Leave

All employees taking Shared Parental Leave continue to accrue leave as usual during their periods of Shared Parental Leave.

Where possible annual leave should be taken within the current annual leave year, if this is not possible the leave will be carried over to the next year.

If you do not intend to return to work, any outstanding leave will be paid to you at the end of your shared parental leave period.

7.7 Recruitment and Selection

You can apply for internal vacancies whilst you are on shared parental leave. You may if you wish make arrangements with your line manager to receive vacancy circulars during your absence.

You will receive any necessary training to update your knowledge and skills on your return to work.

8 PARENTAL LEAVE

Parental leave provides employees with an additional opportunity to care for children together with maternity, paternity and adoption leave provisions.

8.1 To Qualify for Parental Leave

Qualification to apply for parental leave applies to all employees as follows:

- ~~— Male or Female~~
- Full or Part Time
- One year's continuous service
- Responsibility for childcare of a child under 18 years old

8.2 Entitlements

- Up to 18 weeks **unpaid** leave for each child before their 18th birthday.
- Parental leave can be taken for any purpose connected with the care of the child.
- A maximum of 4 weeks leave per child can be taken in any one year.
- Leave must be taken in blocks of one week or multiples of weeks and may not be taken as separate days.
- Employees must notify their manager in writing at least 21 days prior to beginning the period of leave.
- Any leave taken in a 12-month period is transferred from one employer to another.

To apply for Parental Leave, please complete form PL2 (appendix 5)

Please note:

Exceptions are applied for employees caring for disabled children. The definition of disabled refers to those in receipt of a Disabled Living Allowance. Exceptions to normal criteria are as follows:

- Parental leave does not need to be taken in blocks of one week.
- The maximum of 4 weeks leave per annum is not applied.

8.3 Returning to Work

Employees are entitled to return to the same job at the end of a period of parental leave. This also applies if an employee adds parental leave on to the end of period of maternity leave.

Policy Reviewed and Updated	Authorised by	Published Date
February 2024	College Leadership Group	March 2024
September 2020	College Leadership Group	October 2020

Appendix 1

OCCUPATIONAL OR STATUTORY MATERNITY PAY AND LEAVE (FORM ML1)

Maternity Leave Claim

Claimants should complete and return this form no later than the end of the 15th week before EWC.

Surname: _____ Forenames: _____

Department\School: _____ Job Title: _____

Employment Start Date: _____ Line Manager: _____

Date of commencement of maternity leave: _____

Expected week of childbirth (as shown on Maternity Certificate MATB1): _____

My MATB1 Form is attached. Y/N

Occupational or Statutory Maternity Pay

I apply for Occupational or Statutory Maternity Pay and confirm that I am not being held in legal custody during the period of payment. I agree to notify my Manager of any changes to the above.

I wish/do not wish to receive the 12 weeks' half pay whilst I am on maternity leave.

I have read the information provided to me and I understand the payment of Occupational Maternity Pay of 12 weeks' half pay is refundable to the College if I do not fulfil the return to duty condition.

Signed: _____ Date: _____

**OCCUPATIONAL OR STATUTORY ADOPTION PAY AND LEAVE
(FORM AL1)**

Adoption Leave Claim

Claimants should complete and return this form no later than 28 days before commencement of adoption leave.

Surname: _____ Forenames: _____

Department\School: _____ Job Title: _____

Employment Start Date: _____ Line Manager: _____

Expected date child to be placed for adoption: _____

Expected date of commencement of adoption leave: _____

My Matching Certificate is attached. Y/N

Occupational or Statutory Adoption Pay

I apply for Occupational or Statutory Adoption Pay and confirm that I am not being held in legal custody during the period of payment. I agree to notify my Manager of any changes to the above.

I wish/do not wish to receive the 12 weeks' half pay whilst I am on adoption leave.

I have read the information provided to me and I understand the payment of Occupational Adoption Pay of 12 weeks' half pay is refundable to the College if I do not fulfil the return to duty condition.

Signed: _____ Date: _____

**STATUTORY PATERNITY LEAVE
(FORM PL1)**

Claimants should complete and return this form 4 weeks prior to the beginning the leave period unless this is not reasonably practicable.

Employee Ref: _____

Surname: _____ Forenames: _____

Department\School: _____ Job Title: _____

Employment Start Date: _____ Line Manager: _____

Expected date of childbirth (as shown on Maternity Certificate MATB1): _____

Copy of MATB1 Form\Matching Certificate\Birth Certificate is attached. Y\N

Paternity Leave Claim

Expected date of commencement of paternity leave: _____

Expected date of return from paternity leave: _____

Number of weeks paternity leave: _____

Signed: _____ Date: _____

**SHARED PARENTAL LEAVE
(FORM SPL1)**

**Shared Parental Leave (SPL1 form)
Notice of entitlement and intention to take Shared Parental Leave**

As of 5 April 2015, parents with a child due to be born or adopted on or after this date maybe entitled to take shared parental leave to share the main caring responsibilities with the other parent/partner. This form needs to be submitted to the HR department at least 8 weeks before the start date of the first period of SPL

Please refer to the College’s Maternity/Paternity/Adoption and Parental Leave Handbook on ShareSpace –or contact a member of the HR Team for further details on eligibility and information

Section 1 – Basic details

Employee Name:	
Are you the mother/main adopter of the child or the partner of the mother/main adopter?	
Child’s expected date of birth/date of placement for adoption	
Child’s actual date of birth/date of placement for adoption (if known)	
Section 1a – The start and end dates of the statutory maternity/adoption pay or maternity allowance period if the mother/main adopter is entitled to statutory payments and leave	
Start Date:	End Date:

Section 2 – Employee notice of curtailment of maternity/adoption leave (ending maternity/adoption leave early)

I wish to end my maternity/adoption leave on: Date:.....	
Signed:.....	Date:.....

Section 3 – Shared Parental Leave Details

The total number of weeks available are 52 weeks. The number of weeks that can be shared will be minus the amount of maternity/adoption leave already taken.

Example: mother takes 2 weeks compulsory leave immediately following birth of child leaving 50 weeks to share with partner/parent.

Or

Mother takes 12 weeks maternity leave before curtailing maternity leave leaving 40 weeks to share with partner/parent.

Total number of weeks' SPL available		
Number of weeks' SPL you intend to take		
Number of weeks' SPL the other parent intends to take		
Indication of start and end dates of SPL you intend to take:- *please use additional sheet for further start and end dates **this indication is a non-binding request. You must submit a formal period of leave notice for it to be binding. This is an indication of your intention and may be the case that HR or your line manager may need to discuss this request with you.	Start Date:	End Date:
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
Do you wish the dates indicated above for the period(s) of leave to constitute a formal (binding) period of leave notice?	YES / No / YES; for the following dates only:	

Section 4 – Shared Parental Pay details

The total number of weeks available are 39 weeks statutory pay. The number of weeks' pay that can be shared will be minus the amount of maternity/adoption weeks' pay already taken.

Example: mother takes 2 weeks compulsory leave and pay immediately following birth of child leaving 37 weeks' pay to share with partner/parent.

Or

Mother takes 12 weeks maternity leave and pay before curtailing maternity leave leaving 27 weeks' pay to share with partner/parent.

Total number of weeks ShPP available		
Number of weeks' ShPP you intend to claim		
Number of weeks' ShPP the other parent intends to claim		
Indication of start and end dates of ShPP you intend to take:- *please use additional sheet for further start and end dates	Start Date:	End Date:
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

Section 5 – Employee Declaration	
I confirm I meet the following conditions – tick where appropriate	
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 15 th week before the expected week of birth or at the week in which the main adopter was notified of having a match 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	
(if I am claiming shared parental pay) 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 College immediately if I cease to meet the conditions of entitlement to SPL and ShPP	
If you are a mother/main adopter I have submitted a curtailment of maternity/adoption leave notice by completing Section 4 of this form	
Signature:	Date:

Section 6 – Declaration of other parent	
Name:	
Address:	
National Insurance:	
Employer Address:	
I confirm that I meet the following conditions – tick where appropriate	
I have at least 26 weeks' employment (employed or self-employed) out of 66 weeks prior to the 15 th week before the expected week of birth or at the week in which the main adopter was notified of having been matched for adoption (known as the 'relevant week')	
I have an average weekly earnings of at least £30 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	
I consent to your employee taking SPL and ShPP as set out in section 2 and 3 of this form	
If you are a mother/main adopter I have curtailed my maternity leave and pay/adoption leave and pay/maternity allowance or will have done so by the time your employee starts shared parental leave	
I consent to you processing the information contained in this declaration	
Signature:	Date:

Appendix 5

PARENTAL LEAVE (FORM PL2)

Parental Leave Claim

Claimants should complete and return this form at least 21 days prior to beginning the period of leave.

Surname: _____ Forenames: _____

Department\School: _____ Job Title: _____

Employment Start Date: _____ Line Manager: _____

Date of commencement of parental leave: _____

Date of return from parental leave: _____

Number of weeks parental leave: _____

Child's date of birth: _____

Signed: _____ Date: _____

Contact us

West Herts College: 01923 812000

Barnfield College: 01582 569569

