

## **Human Resources Council Policy**

Procedure Title	Family Friendly Procedure for Centrally Employed Teachers
Procedure Purpose	<b><u>Incorporating:</u></b> Maternity Leave; Adoption Leave; Shared Parental Leave; Parental Leave; Paternity Leave; Maternity/Adoption Support Leave.
Procedure Contact	Operational HR 01384 811300 HR.Operations@dudley.gov.uk
Procedure Date	April 2016
Supersedes	April 2015 version
Consultation / Agreement	This procedure has been consulted on with NAHT, ASCL, NUT, NASUWT and ATL and agreed with ASCL, NAHT and ATL and not agreed with NUT or NASUWT.

This procedure applies to all teaching employees on the Council with the exception of employees working in Schools.

This procedure is effective for those babies born or matched for adoption on or after 5<sup>th</sup> April 2015.

Where appropriate, this policy will be updated to account for any changes in legislation without further consultation.

**Resources and Transformation  
HR Services**

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## **Acronyms**

OML	Ordinary Maternity Leave
AML	Additional Maternity Leave
OAL	Ordinary Adoption Leave
AAL	Additional Adoption Leave
SMP	Statutory Maternity Pay
SAP	Statutory Adoption Pay
MA	Maternity Allowance
SPL	Shared Parental Leave
SHPP	Shared Parental Pay
SPP	Statutory Paternity Pay
ASPP	Additional Statutory Paternity Pay
EWC	Expected Week of Childbirth
KIT	Keeping in Touch
SPLIT	Shared Parental Leave In Touch

## 1.0 Pregnant at Work

The aim of the Family Friendly Policy and this associated procedure is to ensure that no employee receives less favourable treatment on the grounds of becoming pregnant, during maternity leave, shared parental leave, paternity leave or upon return to work.

Details of the legislative requirements can be found within the Family Friendly Policy.

### 1.1 Your Right to a Risk Assessment

The Council has a legal obligation to ensure a healthy and safe working environment for all pregnant or breastfeeding employees.

Your line manager is responsible for ensuring an assessment is carried out and for reviewing it once you inform him/her that you are pregnant. You must do this in writing to your line manager. Risks can include shocks, vibration/movement, hazardous substances/chemicals and all manual handling. Less obvious risks include mental/physical fatigue, stress and excessive standing. You and your line manager must identify hazards that could pose a risk and take appropriate action to remove or reduce the risk. The health of the unborn baby must also be taken into account.

Should risks be identified, preventative measures must be put in place or the risk must be removed. Offering temporary suitable alternative employment is a possibility that should be considered. If this isn't possible, then you may be medically suspended from work (with pay) on the grounds of health and safety. A medical opinion may be also sought via HR.

Upon your return to work a further assessment may be undertaken if you return within six months of birth or are breastfeeding. If you continue breastfeeding beyond six months then you should let your line manager know so hazards and risks can still be avoided and appropriate support and facilities can be provided.

An example checklist to be followed is attached as Appendix 1 and a flowchart in Appendix 2.

### 1.2 Ante-Natal Care

Pregnant employees are entitled to **paid time off** for antenatal care provided they can show.

- that they are pregnant;
- that the appointment was made on the advice of a GP, registered midwife or consultant;
- that the purpose of the appointment is to receive ante-natal care;
- that reasonable notice of the appointment has been provided.

You are therefore asked to produce a certificate from your GP, midwife or consultant with evidence of appointments before being granted time off. Time off will be granted for any appointment that is made on medical grounds and therefore, will cover appointments for scans and tests. Ante-natal care includes not only medical examinations but also, relaxation classes and parent craft classes if recommended by your doctor or midwife. Ante-natal care does not count towards sickness absence.

Fathers-to-be and co-partners/nominated carers and prospective foster parents may also request to have time off to attend up to two such classes, lasting up to 6.5 hours each where appropriate and on production of evidence of appointments, this time will be taken as annual leave, flexi time or unpaid leave as appropriate. Additional time off may be requested and this will be considered in line with the service needs.

### 1.3 Fertility Treatment

Advice relating to fertility treatment can be found in the Special Leave and Time Off Provisions Policy, available on the intranet.

<http://insidedudley/corporate/info&res/policiesguidanc /personnelpolici /specialleavepol-1/default.htm>

## **2.0 Adoption at Work**

The aim of the Family Friendly Policy and this associated procedure is to ensure that no employee receives less favourable treatment on the grounds of being notified of a match, during adoption leave or upon return to work as a new parent.

Details of the legislative requirements can be found within the Family Friendly Policy.

### **2.1 Ante-Natal Care/Adoption**

The primary adopter is entitled to **paid time off** to attend up to five appointments, lasting up to 6.5 hours each, where the appointment has been arranged by or at the request of the adoption agency for the purpose of having contact with the child or for any other purpose connected with the adoption. You are therefore asked to provide evidence of appointments before any time off will be approved.

Fathers-to-be and co-partners/nominated carers and prospective foster parents may also request to have time off to attend up to two such classes, lasting up to 6.5 hours each where appropriate and on production of evidence of appointments, this time will be taken as annual leave, flexi time or unpaid leave as appropriate. Additional time off may be requested and this will be considered in line with the service needs.

## **3.0 The Maternity Leave Scheme**

### **3.1 Notification of Pregnancy/Starting Maternity Leave**

The earliest you can start your maternity leave is the 11<sup>th</sup> week before the week in which your baby is due. To calculate the start date of the 11<sup>th</sup> week, count backwards from your EWC.

You may work up until the birth itself, provided you are fit to do so, and your doctor or midwife is happy for you to do so. You must inform your line manager in writing that you wish to continue to work beyond week 4, and that you are considered fit to do so providing evidence from your doctor or midwife. If, however you are absent from work from the beginning of the 4th week before your EWC due to pregnancy related illness, then your maternity leave will be triggered automatically. This does not apply if the condition is not related to pregnancy and you are able to resume working.

You will be issued a MAT B1 certificate by your doctor or midwife in or around weeks 24 – 26 of pregnancy. The original MAT B1 is a requirement to receive SMP. However, if your partner/nominated carer also needs it to apply for paternity leave/maternity/adoption support leave or shared parental leave then it is advisable to take some copies as this document cannot normally be re-issued.

Once you have decided on a date to begin your leave, you must complete the form included in appendix 3 and provide this, along with your original MAT B1, which must be either signed or stamped by your doctor or midwife to your line manager AT LEAST 28 days before you intend to start maternity leave, otherwise maternity benefits can be lost unless you have good reason e.g. you had not officially informed your manager of your intention to take maternity leave and you have your baby very prematurely. Your line manager will then send this form and your MAT B1 to HR Transactions.

Although notification must take place 28 days before you want your absence to begin, it is advisable to inform your line manager as early as you are able to ensure your health and safety rights are implemented and so that you are able to take entitled time off for ante natal care. It is perfectly acceptable to inform your line manager of the pregnancy as early as you want to take advantage of your rights, but not put your official notification in writing until at least 28 days before wishing to leave. By informing your line manager early on a risk assessment on your workplace can be carried out (See Section 1.1 - Risk Assessments).

You may also, or your circumstances may dictate, change the date that you wish to start maternity leave. If you voluntarily want to change your start date you must give as much notice as possible.

Within 28 days of receiving the official notification from yourself your line manager will then confirm to you your expected date of return, this will be 52 weeks from the start of your maternity leave, however you can elect to return sooner in line with Section 7 – Returning to Work.

### 3.2 Your Entitlement

ALL employees, who give birth, are entitled to 52 weeks maternity leave regardless of service, providing you comply with the notification procedures.

**26 weeks = ordinary maternity leave**  
**26 weeks = additional maternity leave**

There is no distinction between ordinary and additional leave for the purposes of entitlement to the benefit of terms and conditions other than pay. Therefore you will continue to be paid car user allowance if applicable and bank holidays will continue to accrue during the 52 weeks. The 52 weeks will start the day you commence maternity leave. The early birth of a child will mean maternity leave will start automatically.

### 3.3 Maternity Leave Pay

If you have at least 1 years continuous service at the 11th week before your EWC, you will be entitled to the following:

Weeks 1 – 4 inclusive Full salary

Weeks 5 - 6 inclusive 9/10 of a week's pay

Weeks 7 – 18 inclusive Where you have declared in writing you intend to return to work you will receive half pay without deduction except to the extent that the half pay plus SMP or MA exceeds full pay. This half pay is paid on the understanding that you will return to local authority employment for at least 3 months. It does not necessarily have to be this authority as long as you have continuous service when transferring. A weeks pay is defined as the contracted amount you were receiving for the week prior to starting maternity leave. It is calculated separately from SMP.

If you are not intending to return you will receive your entitlement to SMP only.

If you are unsure about returning then you may elect to defer your ½ pay entitlement until you return – you may state this on your application for maternity pay.

If you receive the ½ pay and do not return, then you must repay the monies to the Council. SMP does not have to be repaid.

Weeks 19 – 39 inclusive For these remaining 21 weeks you will receive your SMP entitlement.

SMP remains a taxable payment. SMP is not payable for any week you spend outside of the EEC whilst on maternity leave.

The arrangements provide that instead of 12 weeks at half pay, the same sum may be spread over 33 weeks. Alternatively you may have the half pay in full when you return to work after your maternity leave. The decision of whether to have the payment over 12 or 33 weeks should be agreed between the employee and their line manager and confirmed to HR. Once your maternity payments have started it will not be possible to alter the period.

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If you have less than 1 year's continuous service at the 11th week before your EWC, you will receive your entitlement to SMP which will be

Weeks 1 – 6 inclusive 9/10 of a week's pay

Weeks 7 – 39 inclusive SMP or 90% of average pay if this is less.

In order to receive this you must have 26 weeks service by the end of the 15th week before the EWC and your average earnings in the 8 weeks' prior to this must be equal to the lower earnings limit.

If you do not meet these criteria then you will be issued with an SMP1 by HR Transactions, so that you are able to claim MA from the Benefits Agency

## **4.0 Adoption Leave Scheme – Eligibility**

Details of eligibility can be found in the Family Friendly Policy.

### **4.1 Notification of Adoption**

Once you have been accepted as an adoptive parent, you must notify your line manager, in writing, to make them aware that you are to be taking adoption leave in the near future, you must complete the form included in appendix 4.

You must do this no more than 7 days, or as soon as is reasonably practicable, after the date you have been notified that you have been matched and inform them of the following:

- that you have been accepted as an adoptive parent;
- of the expected week of placement;
- of the date you want your Adoption Leave to start.

You are able to start your leave on any day of the week. This can either be when the child is placed with you or on a pre-determined date no more than 14 days before the date the child is expected to be placed.

In the case of overseas adoptions, you cannot start the leave any earlier than the date the child arrives in the country. The latest you can start your leave is a maximum 28 days after your child enters the country.

You must complete the form included in appendix 4 and provide this, along with the notification letter (a copy is acceptable providing your line manager has at some point seen and can verify that they have seen the original) given to you by the agency AT LEAST 28 days before you intend to start adoption leave. Given the constraints imposed by the very nature of the adoption process, it is understood that you may not be able to fully comply with the notification process to begin your leave. You are therefore expected to give as much notice as your circumstances allow and line managers must be prepared for this. To assist your line manager to both support you and make service provision, please keep your manager updated as much as you feel able to do.

Your line manager will then send the form and your notification letter to HR Transactions.

You may also, or your circumstances may dictate, change the date that you wish to start adoption leave. If you voluntarily want to change your start date you must give as much notice as possible

Within 28 days of receiving the official notification from yourself your line manager will then confirm to you your expected date of return, this will be 52 weeks from the start of your adoption leave, however you can elect to return sooner in line with Section 7 – Returning to Work.

### **4.2 Your Entitlement**

ALL employees, who adopt are entitled to 52 weeks adoption leave regardless of service, providing you comply with the notification procedures.

**26 weeks = ordinary adoption leave**  
**26 weeks = additional adoption leave**

There is no distinction between ordinary and additional leave for the purposes of entitlement to the benefit of terms and conditions other than pay. Therefore you will continue to be paid car user allowance if applicable and bank holidays will continue to accrue during the 52 weeks. The 52 weeks will start the day you commence adoption leave.

### **4.3 Notice from Overseas**

If you are adopting from overseas then you must give your line manager notice that you intend to take adoption leave within 28 days of receipt of the 'official notification' confirming that you are eligible to

adopt. It is expected that there may be some considerable amount of time before the child arrives in the country, so it is only necessary at this stage to estimate the date the child will arrive.

Statutory Adoption Pay cannot be used to cover any periods you may need to travel overseas. You will need to discuss this with your line manager who will clarify the situation regarding your absence from work with the Director. It may be possible to arrange a period of extended unpaid leave for you depending on your circumstances and the needs of the service.

#### 4.4 Adoption Leave Pay

If you have at least 1 year's continuous service at the qualifying week, you will be entitled to the following:

Weeks 1 – 4 inclusive Full salary

Weeks 5 - 6 inclusive 9/10 of a week's pay

Weeks 7 – 18 inclusive Where you have declared in writing you intend to return to work you will receive half pay without deduction except to the extent that the half pay plus SAP or MA exceeds full pay. This half pay is paid on the understanding that you will return to local authority employment for at least 3 months. It does not necessarily have to be this authority as long as you have continuous service when transferring. A weeks pay is defined as the contracted amount you were receiving for the week prior to starting adoption leave. It is calculated separately from SAP.

If you are not intending to return you will receive your entitlement to SAP only.

If you are unsure about returning then you may elect to defer your ½ pay entitlement until you return – you may state this on your application for adoption pay.

If you receive the ½ pay and do not return, then you must repay the monies to the Council. SAP does not have to be repaid.

Weeks 19 – 39 inclusive For these remaining 21 weeks you will receive your SAP entitlement.

SAP remains a taxable payment. SAP is not payable however for any week you spend outside of the EEC whilst on adoption leave.

The arrangements provide that instead of 12 weeks at half pay, the same sum may be spread over 33 weeks. Alternatively you may have the half pay in full when you return to work after your adoption leave. The decision of whether to have the payment over 12 or 33 weeks should be agreed between the employee and their line manager and confirmed to HR. Once your adoption payments have started it will not be possible to alter the period.

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If you have less than 1 year's continuous service at the qualifying week, you will receive your entitlement to SAP which will be

Weeks 1 – 6 inclusive 9/10 of a week's pay

Weeks 7 – 39 inclusive SAP or 90% of average pay if this is less.

In order to receive this you must have 26 weeks service by the end of the 15th week before the expected week of placement and your average earnings in the 8 weeks' prior to this must be equal to the lower earnings limit.

If you do not meet these criteria then you will be issued with an SAP1 by HR Transactions, so that you are able to claim Adoption Allowance from the Benefits Agency.

#### 5.0 Surrogacy

Employees who have a child through a surrogate mother are entitled to full adoption leave and pay and will follow the relevant sections in this policy relating to adoption leave.



The surrogate mother who has given birth is entitled to full maternity leave and pay and will follow the relevant sections in this policy relating to maternity leave.

To ensure that the Council has confirmation that the employee will be receiving the child, declarations will be required from both the employee and the surrogate mother. In addition, the following documentation will also be required:

- The surrogate mother's MATB1;
- A copy of the baby's birth certificate;
- The parental order (once received).

Adoption application forms for surrogacy cases can be found in appendix 5.

## **5.1 Ante-Natal Care**

Intended parents in a surrogacy case who meet the conditions set out under the Human Embryology and Fertilisation Act 2008 will have the right to unpaid leave to attend up to two antenatal appointments upon production of evidence of appointments, this time will be taken as annual leave, flexi time or unpaid leave as appropriate.

## **6.0 During Maternity/Adoption Leave**

### **6.1 KIT Days**

Whilst you are on maternity/adoption leave you are able to work up to 10 days without bringing your maternity/adoption leave to an end, these days are known as KIT days.

You will need to ensure HR Transactions are informed of your KIT days to ensure you are paid appropriately. An application form is included in appendix 6 to apply for KIT days.

The days you do work are to be agreed with your line manager.

### **6.2 During Maternity/Adoption Leave – Reasonable Contact**

It is expected that there will be 'reasonable contact' between yourself and your line manager whilst you are on maternity/adoption leave. This may include asking you of proposed return dates or whether you are intending to request an alteration in your hours upon your return. It is acceptable for your line manager to enquire when or if you are planning on returning to work as there will be business implications to consider e.g. recruiting temporary staff, extending contracts, planning your return and ensuring the facilities are there for you if required e.g. a place for you to rest and/or breastfeeding facilities.

### **6.3 Terms and Conditions**

During the period of maternity/adoption leave, your contract of employment continues and you are entitled to receive all of your contractual benefits, except for salary.

Pension contributions will continue to be made during any period when you are receiving SMP/SAP but not during any period of unpaid maternity/adoption leave.

### **6.4 Leave Entitlement**

The Burgundy Book currently sets out the occupational maternity scheme that applies to all pregnant teachers. The Burgundy Book, however, is silent on the issue of paid annual leave for teachers. Whilst teachers do not have a "contractual" entitlement to annual leave, they do have a "statutory" right under the Working Time Regulations. With effect from 5th April 2009 the entitlement for statutory annual leave is 28 days. **This is not an additional entitlement to annual leave on top of current school closure arrangements.**

Based on the law as it currently stands:

1. Teachers do not have a contractual entitlement to paid annual leave nor a specified annual leave year;

2. Teachers are entitled to 28 days' statutory annual leave under the WTR;
3. A teacher who takes maternity leave must be able to take the 28 days statutory annual leave at a time outside of her maternity leave. We may not treat any part of the maternity leave period as annual leave;
4. Annual leave entitlement can be offset by any period of closure that has taken place in the leave year in question, i.e both before and after the maternity leave period;
5. Teachers are to be advised that they have a statutory entitlement to 28 days annual leave, this should be taken either before or after the maternity leave period and as far as possible during closure periods. On return from maternity leave a teacher is allowed to take any outstanding leave during term time during that leave year if there are insufficient closures to accommodate her leave in that leave year;
6. Where the return from maternity leave is so close to the end of the leave year that there is not enough time to take all annual leave entitlement, a teacher is allowed to carry over any balance of leave to the following leave year. A teacher can be required to take this during the remaining periods of closure after the 28 days' annual leave for that leave year has been accommodated;
7. It is not possible for either the teacher or the relevant body to decide to carry over the annual leave into the next leave year if there is time to take the leave in the current leave year i.e. in closures or in term time.

It is anticipated that the number of instances when a teacher has not had, or will not be able to take, their annual leave entitlement in school closure periods, will be few. The annual leave for these purposes will be 1<sup>st</sup> September to 31<sup>st</sup> August.

For more information and examples of the above please refer to Appendix 14.

Teachers do not have a contractual entitlement to paid leave on public or bank holidays. The May Day bank holiday is the only bank holiday that falls during term time. However, for the purposes of annual leave, the May Day bank holiday will be classed as a closure which counts against the statutory annual leave entitlement, which is currently 28 days.

## **7.0 Returning to Work following Maternity/Adoption Leave**

It is assumed that you will return to work at the end of your 52 weeks maternity/adoption leave. Should you wish to return earlier than your 52 week entitlement, then you have to provide 21 days' notice. Although you are not required to do so, if you are able to provide notice earlier than 21 days before you return, then this will assist your line manager in planning for your return to work.

If you return during the 39 week pay period then all maternity/adoption pay will cease, including SMP/SAP. If you wish to take Shared Parental Leave or your partner wishes to take Shared Parental Leave then you must have either ended your maternity/adoption leave or provided notice to end your maternity/adoption leave, see section 9.0 Shared Parental Leave.

Please note that you are prevented by law from working within 2 weeks of having given birth, this includes working at home.

There is a form in appendix 7 that you are required to fill in and return to your line manager so that any necessary administrative arrangements can be made regarding your return to work. A further workplace assessment may be required to ensure your continued protection, if your baby is less than 6 months old and/or you are breastfeeding.

Should you be unable to return at the end of your maternity/adoption leave due to sickness, then you must report that you are incapable of work due to sickness absence. Normal sickness reporting procedures apply.

## **7.1 Support for Employees who are Breastfeeding**

The Council recognises that it is important that employees are supported to continue to breastfeed their babies upon their return to work. Therefore, if you return to work following maternity leave, and are breastfeeding, you should inform your manager so that a risk assessment can be carried out.

Breastfeeding includes expressing milk and if you are breastfeeding then suitable facilities must be provided for you to rest, express and store breast milk. All nursing breaks are at full pay. Wherever practicable, a total of 1½ hours within a full working day should be available.

If necessary, it may be possible to adjust your working hours, and you should discuss this with your line manager. Whilst it cannot be guaranteed that every request for flexibility can be accommodated, favourable consideration will be given to accommodating requests where possible.

## **8.0 Shared Parental Leave**

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption.

### **8.1 Your Entitlement/Qualifying Conditions**

An employee seeking to take SPL must satisfy each of the following criteria:

- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- the employee must still be working for the Council at the start of each period of SPL;
- the employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/placement date;
- the employee's partner must meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date/placement date have worked for at least 26 weeks and earned an average of at least £30 (this is correct as of 2015 but may change annually) a week in any 13 of those weeks;
- the employee must correctly notify the Council of their entitlement and provide evidence as required.

### **8.2 Shared Parental Leave Entitlement**

If you are eligible then you may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to end their leave at a specified future date.

SPL can commence as follows:

- The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child;
- The adopter can take SPL after taking at least two weeks of adoption leave;
- The father/partner/spouse can take SPL immediately following the birth/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).

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

SPL will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice.

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

### **8.3 Notification of Shared Parental Leave/Shared Parental Leave Pay**

If you are entitled to and intend to take SPL you must give your line manager notification of your entitlement and intention to take to SPL, at least eight weeks before you can take any period of SPL. Part of the eligibility criteria requires you to provide the Council with the correct notification. Please see forms in appendices 8 and 9.

Your notification must be in writing and requires each of the following:

- Your name
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
- the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
- the amount of SPL the employee and their partner each intend to take
- a non-binding indication of when the employee expects to take the leave.

You must also provide a signed declaration stating:

- that you meet, or will meet, the eligibility conditions and are entitled to take SPL;
- that the information you have given is accurate;
- if you are not the mother/adopter you must confirm that you are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should you cease to be eligible you will immediately inform your line manager.

You must also provide a signed declaration from your partner confirming:

- their name, address and national insurance number (or a declaration that they do not have a national insurance number);
- that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the 'employment and earnings test', and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with you;
- that they consent to the amount of SPL that the employee intends to take;
- that they consent to the Council processing the information contained in the declaration form; and
- (in the case whether the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

The Council may, within 14 days of the SPL entitlement notification being given, request further information as follows:

- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self employed their contact details must be given instead)
- 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).
- 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

In order to be entitled to SPL, you must produce this information within 14 days of the employer's request.

Where you are entitled to receive ShPP you must, at least eight weeks before receiving any ShPP, give your line manager written notice advising of your entitlement to ShPP.

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP;
- a signed declaration from the employee 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 organisation should they cease to be eligible.

It must be accompanied by a signed declaration from the employee's partner confirming:

- their agreement to the employee claiming ShPP and for the organisation to process any ShPP payments to the employee;
- (in the case whether the partner is the mother/ adopter) that they have reduced their maternity/adoption pay or maternity allowance;
- (in the case whether the partner is the mother/ adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

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

## **8.4 Discussions Regarding SPL**

If you are considering/taking SPL you are encouraged to contact your line manager to arrange an informal discussion as early as possible regarding your potential entitlement, to talk about your plans and to enable them to support you.

Your line manager may upon receiving notification of your entitlement to take SPL seek to arrange an informal discussion with you to talk about your intentions and how you currently expect to use your SPL entitlement.

The purpose of any such discussion is to discuss in detail the leave proposed and what will happen while you are away from work. Where it is a request for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to both parties, and what the outcome may be if agreement is not reached.

## **8.5 Booking SPL**

In addition to notifying your line manager of your entitlement to SPL/ShPP, you must also give notice to take the leave. Normally, notice to take leave will be given at the same time as the notice of entitlement to SPL.

You have the right to submit no more than three notifications specifying leave periods you intend to take. Each notification may contain either:

- a single period of weeks of leave; or
- two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave.

SPL can only be taken in complete weeks but may begin on any day of the week. For example if a week of SPL began on a Tuesday it would finish on a Monday. Where you return to work between periods of SPL, the next period of SPL can start on any day of the week.

You must book SPL by giving the correct notification at least eight weeks before the date on which you wish to start the leave and, if applicable, receive ShPP.

### **8.5.1 Continuous Leave Notifications**

A notification for SPL 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).

You have 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 SPL available to you (specified in the notice of entitlement) and you have provided at least eight weeks' notice.

You may submit up to three separate notifications for continuous periods of leave.

### **8.5.2 Discontinuous Leave Notifications**

A single notification may also contain a request for two or more periods of **discontinuous leave**, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where you will return to work (for example, an arrangement where you take six weeks of SPL and then work every other week for a period of three months).

Where there is concern over accommodating the notification, either party may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of both parties.

The Council will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, you can either withdraw it within 15 days of giving it, or can take the leave in a single continuous block.

## **8.6 Responding to a SPL Notification**

Once the line manager receives the leave booking notice, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made. All notices for continuous leave will be confirmed in writing.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the Council against any adverse impact to the business.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL. You will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part: for example, the organisation may propose a modified version of the request.

If a discontinuous leave pattern is refused then you may withdraw the request without detriment on or before the 15th day after the notification was given; or you may take the total number of weeks in the notice in a single continuous block. If you choose to take the leave in a single continuous block, you have until the 19th day from the date the original notification was given to choose when you want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If you do not choose a start date then the leave will automatically begin on the first leave date requested in the original notification.

## **8.7 Variations to Arranged SPL**

You are permitted to vary or cancel an agreed and booked period of SPL, provided you advise the Council in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request. A form is included in appendix 10.

Any variation or cancellation notification made, including notice to return to work early, will usually count as a new notification reducing your 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 Council requesting it be changed, and the employee being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by your line manager.

## **8.8 Terms and Conditions during SPL**

During the period of SPL, your contract of employment continues and you are entitled to receive all of your contractual benefits, except for salary.

Pension contributions will continue to be made during any period when you are receiving ShPP but not during any period of unpaid SPL.

## **8.9 Leave Entitlement**

The Burgundy Book currently sets out the occupational maternity scheme that applies to all pregnant teachers. The Burgundy Book, however, is silent on the issue of paid annual leave for teachers. Whilst teachers do not have a “contractual” entitlement to annual leave, they do have a “statutory” right under the Working Time Regulations. With effect from 5h April 2009 the entitlement for statutory annual leave is 28 days. **This is not an additional entitlement to annual leave on top of current school closure arrangements.** Further detail is provided in Section 6.4.

Teachers do not have a contractual entitlement to paid leave on public or bank holidays. The May Day bank holiday is the only bank holiday that falls during term time. However, for the purposes of annual leave, the May Day bank holiday will be classed as a closure which counts against the statutory annual leave entitlement, which is currently 28 days.

## **8.10 During SPL – Reasonable Contact**

Before your SPL begins, your line manager will discuss the arrangements for you to keep in touch during their leave. It is expected that there will be ‘reasonable contact’ between yourself and your line manager whilst you are on SPL. This may include asking you of proposed return dates or whether you are intending to request an alteration in your hours upon your return. It is acceptable for your line manager to enquire when or if you are planning on returning to work as there will be business implications to consider e.g. recruiting temporary staff, extending contracts, planning your return and ensuring the facilities are there for you if required e.g. a place for you to rest and/or breastfeeding facilities.

## **8.11 During SPL – Shared Parental Leave in Touch Days (SPLIT)**

Whilst you are on SPL you are able to work for up to 20 days during SPL without bringing your period of SPL to an end or impacting on your right to claim ShPP for that week.

These days are known as "Shared Parental Leave In Touch" or "SPLIT" days. You will need to ensure HR Transactions are informed of your SPLIT days to ensure you are paid appropriately. An application form is included in appendix 11 to apply for SPLIT days.

This is in addition to the 10 KIT days available during maternity/adoption leave.

## **8.12 Returning to Work after SPL**

You will have been formally advised in writing by your line manager of the end date of any period of SPL. Should you wish to return earlier then you have to provide 8 weeks notice. Although you are not required to do so, if you are able to provide notice earlier than 8 weeks before you return, then this will assist your line manager in planning for your return to work. This will count as one of the employee's notifications. If you have already used your three notifications to book and/or vary leave then the Council does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

Should you be unable to return at the end of your SPL due to sickness, then you must report that you are incapable of work due to sickness absence. Normal sickness reporting procedures apply.

## **9.0 Parental Leave**

You are eligible for parental leave if you have:

- completed one year's service with Dudley MBC, and have
- one or more children under the age of 18.

The leave should be taken in blocks of one week if preferred, but no less, e.g. 2 days will count as one week, no more than 4 weeks parental leave can be taken in any one year. The date of eligibility is the date of birth.

If you wish to take the leave immediately following maternity/adoption leave, you must still give notice, 21 days before the beginning of the EWC or placement and you must be allowed to take the leave immediately following maternity leave. The required notice in all other cases is at least 21 days.

The right to the leave may be postponed by your line manager if the leave conflicts with the nature of the Service's work, but it cannot be postponed if taken immediately after maternity leave. Otherwise the Council may postpone it for no longer than 6 months and the reasons must be wholly justifiable.

As the leave applies to both mothers and fathers, it may not be postponed in the case of a new father, including an adoptive father.

There is a parental leave request form included in appendix 12.

Those on low incomes may qualify for Social Security benefits during Parental Leave, please contact the Benefits Agency direct for further information.

## **10.0 Paternity Leave**

Fathers are eligible for 2 weeks' paid paternity leave, providing they meet the criteria.

You must inform your line manager during the notification week that you are intending to take paternity leave (the notification week is the 15th week before the expected week of childbirth.) You may then take the leave whether the child is born early or late and your line manager will have enough notice of when to expect an absence at short notice. The two weeks should be taken in a single block within the first 56 days of your child's life, this must be taken as a continuous period and not individual days, with a minimum period of 1 week. Should your child remain in hospital for his or her first two months then with management approval you may be able to take the leave upon his or her discharge from hospital.

There is an application form included in appendix 13. Please complete the form and return it to your line manager as soon as you are able as obviously it may not be possible to predict the actual birth date. You must also provide the original MATB1 to your line manager who will arrange for it to be copied and certified, and then sent to HR Transactions along with your application form.

## **11.0 Miscellaneous**

### **11.1 Childcare Vouchers**

The Council, in partnership with Computershare vouchers, operates a scheme whereby you (and your partner if also employed by Dudley) can exchange up to £243 per month (£55 per week) of your gross salary/wages for Childcare Vouchers. The exchanged part of your salary/wages is exempt from tax and National Insurance contributions. This allows parents to make a maximum saving of up to £1,196 per parent, per year on childcare costs. Savings will be lower for higher rate tax payers, and not all parents will be eligible to join the scheme.

Childcare Vouchers can be used to pay for registered childcare for children up to 16 years old, including day nurseries, nannies, au pairs, crèches, childminders, out of school clubs, holiday schemes, activity clubs and qualifying childcare offered by schools.

For further information please contact Computershare Voucher Services (telephone 0800 043 0860). You will need to have your payslip with you for reference, and you will need to know your annual salary. Computershare will work out whether you are eligible to join the scheme, and what your savings will be.

Dudley Family Information Service (telephone 01384 814398/9) holds a list of childcare providers in Dudley that currently accept Computershare Childcare Vouchers. You may of course use the vouchers with providers outside the Borough, but you will have to check for yourself whether these are registered with Computershare.

It is assumed that you will continue with the salary sacrifice arrangements in place at the commencement of your maternity leave. If you do not want to continue to receive vouchers during the period of maternity leave, you **MUST** notify Computershare Voucher Services Limited, Kuhlmann House, Lancaster Way, Fradley Park, Lichfield, Staffordshire, WS13 8SX.



If you still wish to receive childcare vouchers during the maternity leave period, then you will need to fund the cost of these from any available Occupational Maternity Pay. HR Transactions will issue details of Statutory and Occupational Maternity/Adoption Pay (based on gross pay) and the value of any deductions to be made for childcare vouchers. Upon receipt of this notification, you may contact HR Transactions to discuss the proposal.

## **11.2 Family Information Service**

The Family Information Service can help parents to find suitable childcare, family support and leisure activities including things like breast feeding friendly locations, toddler groups etc.

They also hold information on financial support for families including tax credits, Nursery Funding and salary sacrifice.

For further information you can search for information on <http://fis.dudley.gov.uk/fsd> or contact the service on 01384 814398 or email [fis.cs@dudley.gov.uk](mailto:fis.cs@dudley.gov.uk).

## **12.0 Document Revision History**

Revision Number	Date	Amendment	Document Manager	Document Author
00	April 2015	Creation of Document	Karen Jesson	Faye Parrett

## APPENDICES

1	New and Expectant Mothers Checklist
2	Flowchart for Risk Assessments
3	Maternity Leave Application Form
4	Adoption Leave Application Form
5	Adoption Leave (Surrogacy) Application Form
6	Keeping in Touch (KIT) Day Application Form
7	Notification of proposed Date of Return to Work Form – Maternity/Adoption Leave
8	Notification of Intention to take Shared Parental Leave
9	Shared Parental Leave Application Form
10	Notice of Chance of Cancellation of SPL
11	Shared Parental Leave in Touch (SPLIT) Application Form
12	Parental Leave Application Form
13	Paternity Leave Application Form
14	Accrual of Annual Leave during Maternity Leave for Term Time only Staff Employed by Local Authorities

### New and Expectant Mothers Assessment Checklist

Carrying out a risk assessment on a new or expectant mother in the workplace is a legal requirement as the workplace and the work she undertakes can present additional risks to the health and safety of a new or expectant mother, or to that of her baby.

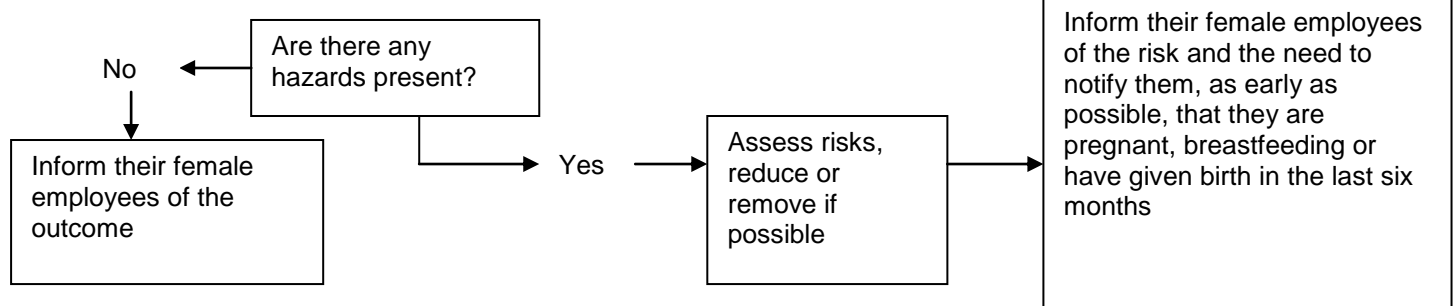
The following checklist is to aid the identification of particular areas that will need to be considered during the risk assessment. The assessment should be recorded on the general risk assessment form found in the corporate procedure for general risk assessment.

Physical Risks	Examples	Yes	No
Are there awkward or difficult movements and/or postures?	<ul style="list-style-type: none"> <li>- Stretching/overreaching</li> <li>- Twisting</li> <li>- Access to areas with limited space (e.g. under stair cupboards, roof voids, etc)</li> <li>- Squatting</li> <li>- Standing for long periods</li> </ul>		
Does the workplace present physical difficulties?	<ul style="list-style-type: none"> <li>- Climbing stairs or ladders</li> <li>- Work at height</li> <li>- Narrow passing places (e.g. between furniture or in corridors)</li> <li>- Confined spaces</li> </ul>		
Is there any manual handling or other physically strenuous activity?	<ul style="list-style-type: none"> <li>- Carrying, pushing or pulling equipment, supplies and people</li> <li>- Use of sack trucks or trolleys, etc</li> <li>- The use of pulleys or levers to move a load</li> </ul>		
Is the person exposed to shocks, vibration or noise?	<ul style="list-style-type: none"> <li>- Use of electric or pneumatic hand tools</li> <li>- Use of large plant or equipment</li> <li>- Work in plant rooms</li> <li>- Substantial driving</li> <li>- Operation of industrial vehicles</li> </ul>		
Hazardous Substances	Examples	Yes	No
Is there exposure to biological agents?	<ul style="list-style-type: none"> <li>- Work with ill or infectious people</li> <li>- Exposure to human or animal waste</li> <li>- Work with blood or blood products</li> <li>- Work with needles or other sharps</li> </ul>		
Is there exposure to chemical agents?	<ul style="list-style-type: none"> <li>- Cleaning agents</li> <li>- Pesticides</li> <li>- Gases (e.g. carbon monoxide or chlorine)</li> <li>- Oil, petrol or diesel</li> </ul>		
Working Conditions	Examples	Yes	No
Are there adequate welfare facilities and arrangements?	<ul style="list-style-type: none"> <li>- Clean and quiet rest room</li> <li>- Somewhere to lie down</li> <li>- Somewhere private to express and store milk</li> <li>- Easily accessible toilets</li> <li>- Conditions that may restrict availability and time of use (e.g. service needs)</li> </ul>		
Is access to, from and around the workplace suitable?	<ul style="list-style-type: none"> <li>- The need to use stairs</li> <li>- Distances required to be walked</li> <li>- The use of lifts</li> <li>- Emergency evacuation</li> </ul>		

Are there excessive or potentially difficult working hours?	<ul style="list-style-type: none"> <li>- Night work</li> <li>- On-call duties</li> <li>- Long shifts</li> </ul>		
Is there a risk of high or increased stress? (consider the effects of post-natal depression)	<ul style="list-style-type: none"> <li>- Growing or difficult workloads</li> <li>- Reduction in staff</li> <li>- Increase in demands</li> <li>- Dealing with challenging cases (e.g. child welfare, violence and abuse, etc)</li> <li>- Significant changes</li> <li>- High degree of concentration required</li> </ul>		
Is the temperature suitable?	<ul style="list-style-type: none"> <li>- Too high or low due to poor heating control</li> <li>- Fluctuating temperatures (e.g. due to opening doors)</li> <li>- Weather effects</li> </ul>		
Is the person exposed to passive smoking?	<ul style="list-style-type: none"> <li>- From service users</li> <li>- From members of the public</li> </ul>		
Are there increased risks from work with DSE or other seated tasks?	<ul style="list-style-type: none"> <li>- Suitability of chair</li> <li>- Adjustments to equipment to accommodate body changes</li> <li>- Posture due to body changes</li> </ul>		
Does the person work alone?	<ul style="list-style-type: none"> <li>- Locking up</li> <li>- Out of hours</li> <li>- Visits</li> </ul>		
Is there potential exposure to violence or aggression?	<ul style="list-style-type: none"> <li>- Dealing with the public</li> <li>- Work with service users</li> <li>- Staff management</li> </ul>		
Will necessary PPE continue to provide adequate protection?	<ul style="list-style-type: none"> <li>- Change in fit requirements due to body changes</li> <li>- Level of protection provided</li> </ul>		
<p>This checklist has been completed to the best of my knowledge</p> <p>Signed:..... Date:.....</p> <p>Note: This checklist is to be retained on file for a minimum of three years</p>			

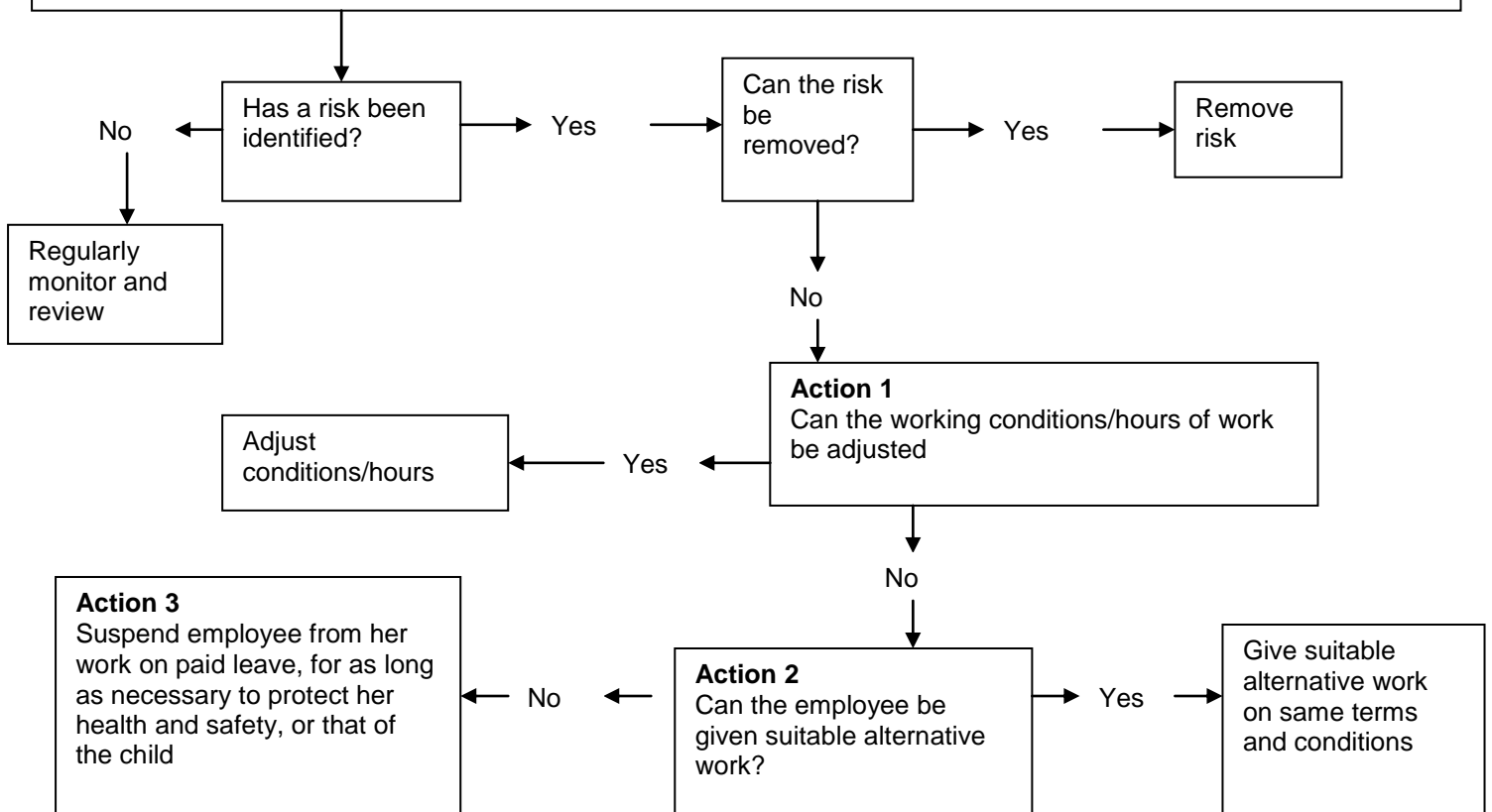
# FLOWCHART

## Stage One: Initial Health and Safety Risk Assessment



## Stage two: After the employee has provided written notification that she is pregnant, has given birth in the last six months or that she is breastfeeding

Carry out a risk assessment specific to the employee, based on the initial assessment and any medical advice their doctor or midwife has provided.



**Employers must monitor and review these actions on a regular basis**

*The flowchart shows the stages employers must work through to ensure that new and expectant mothers are not exposed to significant risks and how any advice you provide feeds into this process.*

Human Resources  
& Organisational Development

Human Resources  
& Organisational Development

Human Resources  
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I confirm that by completing this application form I have been accepted as an adoptive parent and applying for adoption leave.

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Start Date with Dudley M.B.C.:			
Start Date with Local Government:			
Expected Date of Placement:			
I wish to commence my adoption leave on.:			
Name of Child:			
Child's Date of Birth:			

My notification from the Adoption Agency is enclosed ☐  
will follow ☐

## Occupational Adoption Pay

I intend to return to work after my adoption leave ☐

Please pay my occupational adoption pay entitlement over ..... weeks  
OR

Please pay my occupational adoption pay upon my return to work ☐

I do not intend to return to work after my adoption leave ☐

Please do not pay my half pay entitlement (you will still receive Statutory adoption pay) ☐

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed:** ..... **Dated:** .....

Please return this form and your notification from the Adoption Agency to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR

**SECTION A – to be completed by the primary adopter**

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Start Date with Dudley M.B.C.:			
Start Date with Local Government:			
Expected Date of Child's Birth:			
I wish to commence my adoption leave on.:			

Surrogate Mother Declaration Form is enclosed ☐  
will follow ☐

Surrogate Mothers MATB1 Form is enclosed ☐  
will follow ☐

I confirm once the child is born I will provide the birth certificate and parental order once obtained.

I intend to return to work after my adoption leave ☐

Please pay my occupational adoption pay entitlement over ..... weeks  
OR

Please pay my occupational adoption pay upon my return to work ☐

I do not intend to return to work after my adoption leave ☐

Please do not pay my half pay entitlement (you will still receive Statutory adoption pay) ☐

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed:** ..... **Dated:** .....



**SECTION B – to be completed by the expectant mother/primary adopter**

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Date baby is due:			
Name of Dudley MBC Employee who be receiving the child:			

I can confirm that:

- I am having a child as a surrogate mother for the above named employee of Dudley MBC who will have responsibility for the upbringing of the child;
- The above names is the only person to my knowledge taking Adoption Leave in respect of this child;
- I give my consent to Dudley MBC for processing the information contained in this declaration;
- I will provide the above named with a copy of my MATB1 certificate;
- I am happy to be contacted by Dudley MBC should there be any queries in respect of this matter.

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed:** ..... **Dated:** .....

Please return this form and your notification from the Adoption Agency to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR

This form should be returned to your line manager, who will forward it to HR Transactions.

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed (Line Manager):** ..... **Dated:** .....

Please return this form to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR

This form should be returned to your line manager, who will forward it to HR Transactions, at least 21 days before your proposed date of return. Please note if your date of return changes for any reason please inform your line manager as soon as you are able

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Post Held:			
Proposed Date of Return:			

If you have obtained employment with another Local Authority and will not be returning to Dudley Council, please provide details. This is particularly important if you have received occupational half pay. Please also return this form to your ex-line manager who will forward it to HR Transactions as soon as you are able.

Name and Address of Authority:	
Department/Directorate/New Place of Work:	
Date you will start new post:	

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed:** ..... **Dated:** .....

or

Please return this form to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR

## Notification of Intention to take Shared Parental Leave

This form should be returned to your line manager, who will forward it to HR Transactions.

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Start Date with Dudley M.B.C.:			
Name of Child (if already born):			
EWC/Date matched with the Child:			
Birth Date/Date of Placement:			
Relationship to Child:			
Name of other parent:			
Start and End Dates of Maternity/Adoption Leave and Pay (or maternity allowance):			
Total amount of SPL/ShPP available:			
Amount of SPL/ShPP to be taken by the employee/their partner:			
Expected dates to take SPL/ShPP:			
Entitlement to receive Statutory Shared Parental Leave:	Yes / No		

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

I certify that:

- I meet, or will meet, the eligibility conditions and are entitled to take SPL/ShPP;
- The information I have given is accurate;

- if I am not the mother/adopter that I am either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should I cease to be eligible I will immediately inform the Council.

**Signed (Employee):** ..... **Dated:** .....

**SECTION B – to be completed by the expectant mother/primary adopter**

Name:	
Home Address:	
Contact Telephone No:	
National Insurance Number:	

I confirm that:

- I am the mother/adopter of the child or I am the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that I satisfy the 'employment and earnings test', and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
- that I consent to the amount of SPL/ShPP that the employee intends to take;
- that I consent to the Council processing the information contained in the declaration form;
- (in the case whether the partner is the mother/adopter), that I have reduced my maternity/adoption pay or maternity allowance; and
- (in the case whether the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

**Signed :** ..... **Dated:** .....

Please return this form by scanning a copy via e-mail to [HR.Transactions@dudley.gov.uk](mailto:HR.Transactions@dudley.gov.uk)

Or

Please return this form to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR

## Shared Parental Leave Application Form

This form should be returned to your line manager, who will forward it to HR Transactions.

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Number of period(s) of SPL requested:			
SPL Start Date(s):			
SPL End Date(s):			

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed (Employee):** ..... **Dated:** .....

Please return this form by scanning a copy via e-mail to [HR.Transactions@dudley.gov.uk](mailto:HR.Transactions@dudley.gov.uk)

Or

Please return this form to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR

## Notice of Change or Cancellation of SPL

This form should be returned to your line manager, who will forward it to HR Transactions.

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Start Date with Dudley M.B.C.:			
Original SPL Start Date:			
Original SPL End Date:			
New SPL Start Date:			
New SPL End Date:			
I wish to withdraw my application for SPL (provide reasons)			

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed (Employee):** ..... **Dated:** .....

Please return this form by scanning a copy via e-mail to [HR.Transactions@dudley.gov.uk](mailto:HR.Transactions@dudley.gov.uk)

Or

Please return this form to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR

## SPLIT Day Application Form

This form should be returned to your line manager, who will forward it to HR Transactions.

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Start Date with Dudley M.B.C.:			
Start Date with Local Government:			
Date of Child's Birth/Placement:			
SPL Start Date:			
SPL End Date:			
Shared Parental Leave in Touch Days (please list dates – max 20 days):			

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed (Employee):** ..... **Dated:** .....

**Signed (Line Manager):** ..... **Dated:** .....

Please return this form by scanning a copy via e-mail to [HR.Transactions@dudley.gov.uk](mailto:HR.Transactions@dudley.gov.uk)

Or

Please return this form to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR



This form should be returned to your line manager, who will forward it to HR Transactions.

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Start Date with Dudley M.B.C.:			
Name of Child (if applicable)			
Date of Birth of Child/Placement date for Adoption:			
Relationship to Child:			
Does the Child receive Disability Living Allowance:			

..... TO: ..... INCLUSIVE

**Signed (Employee):** ..... **Dated:** .....

Or

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## Paternity Leave Application Form

This form should be returned to your line manager, who will forward it to HR Transactions.

Name:			
Home Address:			
Contact Telephone No:		Ext. No:	
Directorate:			
Section:			
Employee Ref. No:			
Start Date with Dudley M.B.C.:			
Start Date with Local Government:			
Expected date of Child's Birth/Placement:			
Name of Child (if already born)			

I wish to apply for:- 1 week Paternity Leave / 2 weeks Paternity Leave

(please delete as appropriate)

Maternity/Adoption Support Leave can also be taken (separate form to be completed)

I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to the Council considering this application to use the information provided herein for the purpose of this application process.

**Signed (Employee):** ..... **Dated:** .....

Please provide evidence from the child's mother that she is pregnant or has recently given birth e.g. copy of MAT B1 or birth certificate if appropriate.

Please return this form by scanning a copy via e-mail to [HR.Transactions@dudley.gov.uk](mailto:HR.Transactions@dudley.gov.uk)

Or

Please return this form to HR Transactions, Regent House, 87-88 King Street, Dudley, DY2 8PR



### Scenario 3

The teacher starts maternity leave on 1<sup>st</sup> October and takes OML and AML.

#### Leave Year 1

Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Maternity Leave		OML	OML	OML	OML	OML	OML	AML	AML	AML	AML	AML
School Closures		1 wk		2 wks *		1 wk		2 wks **	1 wk		2 wks	4 wks

#### Leave Year 2

Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Maternity Leave	AML											
School Closures		1 wk		2 wks *		1 wk		2 wks **	1 wk		2 wks	4 wks

Leave Year 1 – The teacher has had no annual leave but has an entitlement to 28 days which will be carried over to the next leave year on her return from maternity leave.

Leave Year 2 – The teacher will benefit from 13 weeks of school closure. This will include her 28 days entitlement for that leave year (which will be taken in the October, December, February and first 8 days of the April school closure periods) and the 28 days entitlement from leave year 1. She will not be entitled to any additional leave.