

MATERNITY/ADOPTION SUPPORT AND PATERNITY LEAVE AND PAY POLICY

INTRODUCTION

This policy outlines entitlement to Maternity Support Leave, Adoption Support Leave and Paternity Leave for Tayside Contracts' employees.

SCOPE OF POLICY

This policy applies to all employees working at all levels and grades within Tayside Contracts and should be read in conjunction with the Shared Parental Leave Policy.

It does not apply to grandparents, sisters, aunts, uncles or any other family member, unless they are the nominated carer of the mother.

MATERNITY SUPPORT LEAVE AND PAY

If you are the father of a child due to be born, the husband, civil partner or partner of an expectant mother or an individual who has been nominated by the mother to care for her and the child you are entitled to one week Maternity Support Leave however you must be taking the time off to care for the new born child and the mother. **Note:** it is not normal for there to be more than one nominated carer for the mother.

This leave must be taken as one block within 5 working days of the Expected Week of Childbirth (EWC) or within 15 working days after the birth of the child and will be paid at your full normal pay.

If you are the father of the child, or are the husband, civil partner or partner of the child's mother and have 26 weeks continuous service at the start of the 15th week before the EWC you are also entitled to Paternity Leave and Pay.

ADOPTION SUPPORT LEAVE AND PAY

If you are the secondary adopter of the adopted child you are entitled to one week Adoption Support Leave, which must be taken as one block within 56 days of the actual placement of the child and will be paid at your full normal pay.

If you have 26 weeks continuous service at the end of the week you are notified that you are matched with your child you are also entitled to Paternity Leave and Pay.

PATERNITY LEAVE AND PAY

Paternity Leave and Pay is an additional 5 days leave, which must be taken in a block of one week immediately following the period of Maternity Support or Adoption Support Leave. During Paternity Leave you will receive Statutory Paternity Pay (SPP) only. If your earnings are below the NI Lower Earnings Limit the leave will be unpaid.

Alternatively, if preferred you may take two weeks Paternity Leave, both of which, if entitled, will be paid at SPP and must be taken as one block of leave. Your two weeks Paternity Leave can start from

the date the child is born or placed with you and must finish within 56 days of the date of birth or placement.

SHARED PARENTAL LEAVE

If your spouse, civil partner or partner decides to return to work without using their full 52 weeks entitlement to maternity or adoption leave you may be entitled to Shared Parental Leave (SPL). For full details please refer to the Shared Parental Leave Policy.

APPLYING FOR MATERNITY/ADOPTION SUPPORT AND PATERNITY LEAVE

If you wish to apply for Maternity or Adoption Support Leave you must complete, self certify and submit the 'Application for Maternity/Adoption Support Leave' form to the HR Admin Team at least 21 days before you wish your leave to begin. Your application must include a copy of the MATB1 Form or the child's birth certificate for Maternity Support Leave or certification from the adoption agency for Adoption Support Leave.

If you wish to apply for Paternity Leave you must complete the 'Application for Paternity Leave' form and submit to the HR Admin Team at least 21 days before you wish your leave to begin.

LEAVE FOR ANTENATAL/ADOPTION APPOINTMENTS

If you are the father of the child, or are the husband, civil partner or partner of the child's mother you are entitled to unpaid time off work to attend up to two antenatal appointments. If you are the secondary adopter you are entitled to take unpaid time off for up to two adoption appointments. If you are the intended parent (i.e. you are having a baby through a surrogacy arrangement) you are also entitled to unpaid leave to attend up to two antenatal appointments.

You will be required to produce documentation in support of any request for time off.

RELATED POLICIES

The Maternity/Adoption Support and Paternity Leave and Pay Policy and forms link to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Adoption Leave and Pay Policy
- Job Sharing
- Maternity Leave and Pay Policy
- Parental Leave
- Request for Flexible Working
- Shared Parental Leave
- Time off for Dependents

The above list is not exhaustive.

POLICY REVIEW

The Maternity/Adoption Support and Paternity Leave and Pay Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk