



# EBORA ACADEMY TRUST

Policy Number

23NS

Family Friendly Policies – Maternity Leave Policy, Adoption Policy, Paternity Leave Policy, Parental Leave Policy, Shared Parental Leave Policy

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## 1. GENERAL PRINCIPLES

- 1.1. Ebor Academy Trust recognises the importance of demonstrating a supportive approach towards employees managing work and family life and its impact on improving staff wellbeing, positive employment relationships and high rates of staff retention.
- 1.2. The Trust also recognises the importance of maintaining a safe, healthy and productive work life balance for all employees and ensures that it complies with statutory obligations underpinning employees managing their work and family lives.
- 1.3. No-one who makes a request for maternity, adoption, paternity, parental or shared parental leave will be subjected to any detriment or lose any career development opportunities as a result.
- 1.4. The policies within this Family Friendly document aim to ensure that all employees are treated fairly and consistently when undertaking a period of maternity, paternity, adoption, parental or shared parental leave and to ensure that all staff are aware of their rights and entitlements.
- 1.5. Prior to taking leave under any of these policies, the line manager should discuss with the employee what contact they would like with work whilst they are on leave. This may include being sent notes of team meetings or newsletters, or attending social functions, or essential contact only. The Trust respects each individual's choice.
- 1.6. In many of these policies, entitlement is based upon continuous service. In this context, continuous service with another related employer will be considered. A related employer includes any other school (academy, maintained or independent), a local authority or further education college. The employee will be asked for proof of such service.

## 2. SCOPE

These policies apply to all staff employed by the Trust.

## 3. CONTENTS

This document contains Ebor Academy Trust's policies and procedures for the following:

- [\(4\) Maternity Policy](#) – for pregnant women and those who have recently given birth.
- [\(5\) Adoption Policy](#) – applicable when an employee takes time off to adopt a child, or has a child through a surrogacy arrangement.
- [\(6\) Paternity Policy](#) – describes the arrangements for time off work for the partner of someone who has recently become a parent, this may be through the partner having given birth, through adoption, or by having a baby through a surrogacy arrangement.
- [\(7\) Parental Leave Policy](#) – outlines the permitted time away from work for parents in order for them to look after their children.
- [\(8\) Shared Parental Leave](#) - employees who meet the eligibility criteria will be able to share a 'pot' of leave to be taken in the first year following the birth/adoption of a child.

Other policies may also be helpful in supporting staff balance work and family life. In particular, colleagues may wish to refer to the Trust's Leave Policy and the Flexible Working Request Policy. All Trust policies are available on the Ebor Templates Drive, the school office or the HR team.

## **4. MATERNITY POLICY**

### **4.1 CONFIRMING PREGNANCY**

- a. The employee is encouraged to tell her manager that she is pregnant as early as possible in order to protect her health and safety and so she is paid for ante-natal appointments, however there is no requirement to do so until the 15<sup>th</sup> week before the expected week of confinement.
- b. She should put in writing to her manager the following:
  - That she is pregnant
  - The date her baby is due to be born
  - The date she wants her maternity leave to start.
- c. To qualify for any maternity pay paid by the Trust over and above the statutory amount (known as occupational maternity pay), she must also declare her intention to return to work at the end of her maternity leave.
- d. A MAT B1 certificate must also be provided. This states the expected week of child birth (EWC) and is issued by a doctor or certified midwife.
- e. This notification of pregnancy must be at least 28 days before her absence begins, but preferably by the 15th week before the expected week of childbirth. The manager will notify the HR department, who will reply to the employee within 28 days to advise of the expected date of return from maternity leave. This will be based on the employee's full leave entitlement of 52 weeks maternity leave.

### **4.2 DURING PREGNANCY**

#### **a) ANTE-NATAL CARE**

Pregnant employees have the right to paid time off to attend for ante-natal care. Requests for time off to attend for ante-natal care must be made in writing and include evidence of the appointment. Line managers may ask employees to rearrange ante-natal appointments to a more convenient time, but only if this is reasonable, does not unduly delay an appointment and there is no risk to the baby or mother's health in so doing.

#### **b) HEALTH AND SAFETY**

The Trust has a statutory duty to ensure the health, safety and welfare of all its employees whilst they are at work. This should include a risk assessment in relation to the individual's work circumstances during pregnancy, which must be undertaken by the employee's line manager, involving the employee (see the Risk Assessment document on the Ebor Templates Google drive). Further guidance can be found from the HSE.

When carrying out a risk assessment, managers are responsible for ensuring that particular attention is paid to those risks that could affect the health or safety of new, breast feeding or expectant mothers or their babies. All reasonably practicable measures should be taken to

prevent exposure to risks, through removal of hazards or implementation of controls. If, despite taking all reasonably practical measures, there is still a risk that could jeopardise the health or safety of a new, breast feeding or expectant mother or her baby, then steps must be taken to remove the individual from that risk. The steps to remove an individual from a risk may include:

- temporarily adjusting the individual's working conditions and/or hours of work; or if it is not reasonable to do so, or would not avoid the risk:
- offering her suitable alternative work if any is available; or if that is not feasible:
- granting a Medical Leave of Absence from work for as long as necessary to protect her safety or health or that of her child. During the period of medical leave of absence, continuity of employment, pension rights and length of service payments are protected and full pay will be paid.

If a woman believes there is a risk to her health or safety, or to that of her baby, which has not been considered in the risk assessment, she must bring the risk to the attention of her line manager. The risk assessment should be reviewed regularly during the pregnancy with the manager and the employee. It should also remain in place once the employee returns to work after maternity leave for a reasonable period; in the case of a returning employee who is breast feeding, the risk assessment will remain in place until she is no longer breast feeding.

- c) If, in the early months of pregnancy, a member of staff in school is advised by an approved medical practitioner to be absent from school because of the risk of rubella or any other infectious illness that could pose a risk to the baby, she shall be granted leave with full pay, provided that she does not reasonably refuse to serve in another school where there is no undue risk, or work from home.
- d) Advice regarding protective measures, including Medical Leave of Absence on Health and Safety grounds, should be sought from the HR department, which will consult with the Estates and Facilities Manager.

#### **4.3 MATERNITY LEAVE**

- a) All pregnant employees are entitled to take up to one year's (52 weeks) maternity leave, regardless of their length of service.
- b) Prior to taking maternity leave, the line manager should discuss with the employee what contact from work she would like when on leave. This may include being sent notes of team meetings or newsletters, or attending social functions
- c) Line managers must also inform employees who are on maternity leave of any proposed significant changes to the structure of the school or how the work is arranged/carried out.

#### **4.4 COMMENCING MATERNITY LEAVE**

- a) Maternity leave, at the earliest, can begin from the eleventh week before the expected week of childbirth. Maternity leave can start from any day of the week and the same is true for maternity pay, where this is due.
- b) If maternity leave has not already started, it will be triggered by the birth of the child and start the day after childbirth, or pregnancy-related sickness which occurs after the beginning of the 4th week before the Expected Week of Confinement (EWC) in the case of support staff, or after the beginning of the 6th week before the EWC in the case of teaching staff. To calculate the relevant week before the EWC, the employee should go to the Sunday before her due date (as stated on the Mat B1 form)

and count back four Sundays. Maternity leave and pay will start on the first day of absence in that period. If triggered by the birth of the child, maternity leave will begin the day after the birth day. A minimum of two weeks maternity leave must be taken, starting with the date the baby is born.

- c) In either of these situations, the employee or her partner must notify her manager as soon as reasonably practicable that she has given birth, or that she is absent wholly or partly because of pregnancy related sickness. If she does not do so, she may lose her right to paid maternity leave. Initial notification can be by telephone but this should be followed up in writing (i.e. email) as soon as reasonably possible.

#### **4.5 CHANGING THE MATERNITY LEAVE START DATE**

If the employee wishes to change her maternity leave start date she must give at least 21 days' notice. This is a requirement for receiving Statutory Maternity Pay (SMP) and will also enable her manager to make cover arrangements. The manager will inform the HR department who will in turn write to the employee within 21 days, confirming her new expected date of return.

#### **4.6 STOPPING MATERNITY LEAVE AND CONVERTING TO SHARED PARENTAL LEAVE (SPL)**

An eligible employee can opt into Shared Parental Leave (see policy on Shared Parental Leave) at any point before their return as long as there is some untaken maternity leave to share. Employees must give their line manager notification of their entitlement and intention to take SPL at least eight weeks before it can begin.

#### **4.7 PREMATURE BIRTH**

- a) Where a baby is born prematurely, i.e. before 37 weeks, an additional week's leave will be given to the mother for each complete week the baby is born early. This will be paid at the employee's full pay and is in addition to the occupational and statutory maternity pay entitlement.
- b) The employee may wish to discuss a revised return to work date with the line manager, if so, the relevant notice must be given.

#### **4.8 DEATH OF A BABY AFTER 25TH WEEK OF PREGNANCY AND STILL BIRTH**

- a) In the very sad case of an employee's baby dying, being still born after the 25th week of pregnancy, or a pregnancy having to be medically terminated after the 25th week of pregnancy, the Occupational Maternity Scheme still applies. However, under the Parental Bereavement (Leave and Pay) Act 2018, bereaved parents also have an additional entitlement to a period of paid leave, which has been enhanced by the Trust to an additional month of full pay – see also the Trust's Leave Policy (available on the Ebor Template drive, the school office, or HR).
- b) If the employee's baby dies or is still born before the 25th week, the line manager will sympathetically discuss with her an appropriate date on which she might return to work, how this might be managed and support networks available, such as the counselling service.

## 4.9 MATERNITY PAY

Employees on maternity leave will be eligible to receive pay during maternity leave as shown below. More information about each is in the paragraphs following the table:

Type of pay	Eligibility criteria	Amount
Statutory Maternity Leave	If 26 weeks continuous service completed by the 15 <sup>th</sup> week before the EWC and the employee has average earnings of up to the 'Lower Earnings Limit' – check gov.uk website for up to date information.	6 weeks at 90% pay then 33 weeks at the rate of SMP defined annually by the government.
Occupational Maternity Pay	One year's continuous service at the 11th week before the EWC and who confirm in writing their intention to return to work after maternity leave.	<b>Support staff:</b> In addition to SMP, an additional 6 week's pay, usually paid at half pay over weeks 7 – 18 of maternity leave. <b>Teaching staff:</b> Full pay for 2 weeks, plus an additional 6 week's pay, usually paid over 12 weeks.
Maternity Allowance	Determined by the government, but usually paid if the woman has been employed or self-employed for 26 weeks in the 66 weeks before her due date, earning a defined minimum amount for at least 13 of those weeks.	Defined annually by the government.

#### **4.10 WHO QUALIFIES FOR STATUTORY MATERNITY PAY?**

If an employee has completed 26 weeks continuous service by the 15th week before the expected week of confinement (EWC) and her average earnings at the “lower earning limit” as defined by the government, she will be entitled to Statutory Maternity Pay (SMP) i.e. six weeks at 9/10ths (90%) of her normal pay and 33 weeks lower rate of SMP (set annually by the government).

SMP is worked out based on the average weekly pay received during the eight week period fifteen weeks before the expected date of childbirth, i.e. weeks 17 to 25 of pregnancy.

#### **4.11 IMPORTANT NOTE FOR STAFF IN RECEIPT OF A SALARY SACRIFICE BENEFIT**

Staff who participate in a salary sacrifice scheme, such as childcare vouchers or the green car scheme, will have been informed through the terms and conditions of the scheme of the impact on any allowances, including maternity. Any salary sacrifice entered into during this eight week period will reduce the employee’s entitlement to SMP. In addition, employees remain responsible for payments due for the goods or services through salary sacrifice during maternity leave, however salary deductions cannot be made during periods of SMP or nil pay. Further information is available via [www.eborrewards.co.uk](http://www.eborrewards.co.uk).

#### **4.12 MATERNITY PAY AND FIXED TERM CONTRACTS**

For employees on fixed term contracts who meet the above eligibility but whose contract ceases during the maternity period, SMP will be paid throughout the maternity period. If the option for shared parental leave is taken up, SMP will cease and be replaced by SPL pay.

#### **4.13 WHAT IF THE EMPLOYEE DOES NOT QUALIFY FOR SMP?**

If the employee does not have 26 weeks continuous service prior to the 15th week before the baby is due, she may be eligible for Maternity Allowance paid by the DWP. If she is not entitled to SMP, she will be sent a form SMP1 by the Payroll Manager. The form is to be completed and sent to the DWP along with the MAT B1.

#### **4.14 WHAT IS OCCUPATIONAL MATERNITY PAY (OMP)?**

Occupational maternity pay is pay made by the Trust for eligible staff which is in addition to statutory maternity pay.

#### **4.15 ELIGIBILITY FOR OCCUPATIONAL MATERNITY PAY (OMP)**

OMP is available to employees who have completed at least one year’s continuous service at the 11th week before the EWC and who confirm in writing their intention to return to work after maternity leave. OMP is paid on the understanding that the employee will return to the Trust’s employment for at least three months (excluding any period of unpaid parental leave). If the individual returns on a part time basis then the length of time they would have to return to retain their OMP would equate to 13 weeks of full time service.

Should employees prefer, they may elect to have the OMP paid in full when they return to work after the maternity leave period.



#### **4.16 OMP AMOUNTS – SUPPORT STAFF**

- a) OMP is generally paid between weeks seven and 18 of maternity leave, on top of SMP or Maternity Allowance, at the rate of half a week's pay, in addition to SMP or Maternity Allowance. However, half pay plus SMP (or MA and any dependant's allowances if not eligible for SMP) cannot exceed full pay.

Therefore an employee who qualifies for OMP will be entitled to receive:

- For the first six weeks of absence, 9/10ths (90%) of their week's pay.
- c) If the employee has declared her intention to return to work, she will then be entitled to:
- 12 weeks of maternity leave paid at half pay plus the lower rate of SMP, which is paid at the lower of 90% of average weekly earnings or the level set by government each year, as long as the total maternity pay does not exceed full pay.
  - In addition to the above, 21 weeks of maternity leave at the lower rate SMP, which is paid at the lower of 90% of average weekly earnings or the amount set annually by the government.
- c) If the employee does not intend to return to work, payments during the weeks of maternity leave following the first six weeks leave will be paid at the lower rate of SMP, which is paid at the lower of 90% of average weekly earnings of the amount set annual by the government, up to a maximum of 33 weeks (i.e. 39 weeks in total).

#### **4.17 OMP AMOUNTS - TEACHING STAFF**

The arrangements for maternity pay for teachers is the same as that for support staff above, but with additional Occupational Maternity Pay as follows:

- a) Four weeks at full pay (with the SMP offset)
- b) Two weeks at 9/10ths of a week's pay (with SMP offset)
- c) 12 weeks at half pay (plus SMP)
- d) 21 weeks Statutory Maternity Pay (SMP) at the statutory rate or 90% of average earnings if lower.
- e) 13 weeks unpaid leave.

#### **4.18 “KEEPING IN TOUCH” DAYS**

By mutual agreement, employees may work during their maternity leave for up to 10 days without bringing their maternity leave to an end. These may be worked as up to 20 half days, if both parties agree. During such work the employee will receive her normal contractual pay minus any maternity pay they may be in receipt of. Payment details should be agreed with the line manager prior to working the KIT days. Where half a day is worked, the employee will receive half a day's payment.

#### **4.19 PENSION**

The pension contributions of an employee who is on maternity leave but no longer entitled to any OMP or SMP will cease during that period.

Support staff will be contacted by the HR team to ask them if they would like to repay contributions for this period, with information about how to go about this. For Teachers the period of nil pay will not be counted as pensionable service.

#### **4.20 EMPLOYEE OBLIGATIONS**

The employee has other obligations and is required to notify her line manager if either of the following occur:-

- a) if she is in legal custody at any time during their maternity pay period
- b) if she starts work with a different employer within her maternity pay period, but after the birth of her child. (If the employee begins work for a new employer, she will not be entitled to SMP from the Trust unless the employee began employment with a “related” employer, with no break in service. More information is available on this from the HR department).

#### **4.21 RETURNING FROM MATERNITY LEAVE**

- a) Employees who intend to return to work at the end of their full maternity leave entitlement do not have to give any further notification to their manager, although it is usual for the employee and her line manager to have some form of contact in the period running up to the return, to ensure that the employee enjoys a positive return to work and an appropriate re-introduction into the work place.
- b) If the employee wants to return before the end of her full maternity leave entitlement of 52 weeks she must tell her manager at least 8 weeks before her new intended return date. This notice period is the minimum required. To help managers plan cover, employees should give as much notice as possible of any changes to their plans. This is especially important if the returner wishes to request amended working, such as a reduction/ change in contractual hours, to allow the request to be considered.
- c) If the employee does not give the minimum notice, her manager may postpone her return until 21 days after the date proposed, but not to a date after her maternity leave would have ended.
- d) If the employee does not intend to return at the end of her maternity leave she must give normal contractual notice.

#### **4.22 RETURNING FROM MATERNITY LEAVE IN A REDUNDANCY/ REORGANISATION SITUATION**

- a) The employee's right to return to work is a right to return to the job in which she was employed under her original contract of employment and on terms and conditions no less favourable than those which would have been applicable to her if she had not been absent. Where it is not possible by reason of redundancy for the Trust to permit the employee to return to work to her job as defined above, the employee will be entitled to be offered a suitable alternative vacancy where one exists, providing:
- that the work to be done in that post is suitable to the employee and appropriate to her circumstances and;
  - that the capacity and place in which the employee is to be employed is not substantially less favourable and;
  - the terms and conditions of the employment are not substantially less favourable to the employee than if she had been able to return to the job in which she was originally employed.
- b) Where more than one individual is being considered for the suitable alternative vacancy for reasons of redundancy, the employee covered by these Maternity guidelines will be given priority for the vacancy.
- c) In exceptional circumstances other than redundancy (e.g. a general reorganisation), which would have occurred if the employee had not been absent, which means that there is a change in the job the employee was employed to carry out prior to their maternity leave, suitable alternative employment must be offered, on terms and conditions which are no less favourable than if she had been able to return to the job in which she was originally employed.

#### **4.23 RETURN TO WORK - FLEXIBLE WORKING ARRANGEMENTS**

If an employee wishes to request a flexible working arrangement, e.g. job share, part time work etc. following maternity leave, this should be done using the Flexible Working Request Policy, available on the Ebor Templates Drive, the school office, or HR. This should be done at the individual's earliest possible convenience to ensure it can be considered before their requested return day. All such requests will be considered carefully.

#### **4.24 NEW AND NURSING MOTHERS**

The Workplace Regulations (1992) require employers to provide suitable 'rest' facilities for workers who are pregnant or breastfeeding. Although it is not a legal requirement, the Health and Safety Executive (HSE) encourages employers to provide a healthy and safe environment for nursing mothers to express and store milk. This could be provided in the suitable staff rooms and other rest facilities.

#### **4.25 MATERNITY LEAVE AND ANNUAL LEAVE**

Annual leave accrues over the whole of the employee's maternity leave period, i.e. during both the paid and the unpaid part. If the employee is intending to return to work, she may wish to take a proportion of her annual leave entitlement in advance, in agreement with her line manager. For teaching staff, there is no recalculation of maternity pay to take account of accrued holiday as this is paid automatically. Support staff will be notified of holiday that they have accrued by the School Business Partner/ line manager and this can be added to the beginning or end of the maternity leave period by agreement.

#### **4.26 IVF**

Time off for IVF will be treated in the same way as for any other medical appointments (see the Trust's Sickness Management Policy). Employees are requested to notify their line manager of any such appointments as far in advance as possible, so that cover can be planned and, if possible, arrange appointments outside of the individual's usual working hours.

## **5. ADOPTION POLICY**

### **5.1 SCOPE AND ELIGIBILITY**

- a) Employees can access adoption leave from the start of their employment with Ebor Academy Trust; no qualifying period applies.
- b) If the employee is a local authority foster parent who is also approved as a prospective adopter and a child is placed with the employee in a "foster to adopt" situation, he or she will have the same entitlement to adoption leave and pay.
- c) The "primary adopter" can take paid time off for up to five adoption appointments. The "other adopter" can take paid time off for up to two appointments.
- d) 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.
- e) If a couple jointly adopt a child, one adoptive parent may take adoption leave and the other may be able to take paternity leave and shared parental leave in broadly the same way as they do following the birth of a child.
- f) Staff do not qualify for Statutory Adoption Leave or Pay if they have:
  - arranged a private adoption
  - become a special guardian or kinship carer
  - adopted a stepchild
  - adopted a family member.

### **5.2 CONFIRMING ADOPTION**

- a) The employee should tell their manager as soon as they have been approved as an adopter so that the manager can plan working arrangements. This may be before the employee has received or needs to submit their documentary evidence. Giving as much notice as possible will enable the manager to plan cover and ensure the adoption leave can start smoothly. The manager will pass the information to the HR team who will acknowledge their initial notification.
- b) The employee must inform their manager in writing of their intention to take adoption leave within seven days of being notified by their adoption agency that they have been matched with a child for adoption. This is known as the notification period. They should tell their manager in writing:
  - That they are adopting a child
  - When the child is expected to be placed with them
  - When they want their adoption leave to start

In addition they should:

- Give at least 28 days' notice of the date they expect any payments of Statutory Adoption Pay (SAP) to start, if reasonably practicable
  - Declare their intention to return to work at the end of the period of Adoption Leave, to qualify for occupational adoption pay; and
  - Give their manager a 'matching certificate' from their adoption agency as proof of their entitlement to adoption leave and any SAP. Employees should ask their adoption agency for this certificate, which will include basic information on matching and expected placement dates.
- c) Managers will inform the HR team who will reply within 28 days of receiving the above notification to advise the expected return date from adoption leave. This will be based on their full leave entitlement of 52 weeks unless notified otherwise.

### **5.3 ADOPTION LEAVE**

- a) Employees can choose to start their leave on any day of the week, either:
- up to 14 days before the date the child starts living with you (UK adoptions)
  - when the child arrives in the UK or within 28 days of this date (overseas adoptions)
  - the day the child's born or the day after (if a surrogate has been used to have a child).
- b) If the employee's placement is delayed for any reason and they have already started adoption leave they will not be able to stop it and start again at a later date, unless it becomes a "disrupted" placement (see 3.3). Therefore, if the employee plans to start adoption leave before the actual date of placement they are strongly advised to check the placement is to start as planned.
- c) If the employee has started adoption leave before the placement of the child and they are subsequently notified that the placement will not be made; or, if during the employee's adoption leave the child placed with them is returned to the adoption agency or sadly dies, then the manager will discuss with them sympathetically about an appropriate date on which to return to work, as well as support available, such as through the Trust's counselling service. Usually in this situation the employee's adoption leave finishes eight weeks after the end of the week in which the disruption took place, or earlier if their adoption leave was due to finish before this time. The employee should still give 28 days' notice to return to work.

### **3.2 CHANGING THE ADOPTION LEAVE START DATE**

If the employee wants to change the date on which their adoption leave starts, they must give at least 28 days' notice if reasonably practicable. The new expected date of return will be confirmed in writing within 28 days.

## 5.4 ADOPTION PAY

### a) **Statutory adoption pay (SAP)**

- SAP is payable if the employee has been continuously employed by Ebor Academy Trust or a related employer for 26 weeks by the week in which they are matched with a child for adoption and also has average weekly earnings equal to or above the lower earnings limit for the payment of national insurance contributions. Adopters who have average weekly earnings below this level will not qualify for SAP. Employees who are not entitled to SAP may be able to access other benefits.
- SAP ceases if the employee starts working for a new employer after the child has been placed, or if the placement is disrupted.
- SAP is paid for up to 39 weeks, starting from any day of the week. The first six weeks of pay is made up of SAP offset against Occupational Adoption Pay (90% pay – see para below), followed by 33 weeks at the current SAP, as determined annually by the government.

### b) **Occupational adoption pay (OAP)**

Occupational Adoption Pay is available to employees who have completed 1 year's continuous service at the 11th week before the expected week of the child's placement. They are entitled to occupational adoption pay as shown below, as long as they declare in writing that they intend to return to work for a minimum of 13 weeks (excluding any unpaid leave) after the period of adoption leave. Where the individual returns to work on a part time basis, then the length of time they would have to return to retain their OAP would equate to 13 weeks of full time service. Should employees prefer, they may elect to have the OAP paid in full when they return to work after the adoption leave period.

#### **For support staff:**

- For the first six weeks, nine-tenths of a week's pay, offset against SAP payments, followed by;
- A further 12 weeks at half a week's pay plus SAP.

#### **For teaching staff:**

- For the first two weeks, full pay, offset against SAP payments, followed by;
- The next four weeks paid at nine-tenths of a week's pay, offset against SAP payments, followed by;
- A further 12 week's paid at half a week's pay plus SAP (where eligible), to a maximum of full pay. Should employees prefer, they may elect to have the OAP paid in full when they return to work after the adoption leave period.

## 5.5 SUMMARY OF ADOPTION PAYMENTS

- a) **Employees with less than 26 weeks' continuous service by the week of notification of a match:** not entitled to Statutory Adoption Pay (SAP) or occupational adoption pay.
- b) **Employees with more than 26 weeks' but less than one year's continuous service by the week of notification of a match:** May be entitled to SAP for 39 weeks, depending on level of earnings and, for those who return to work for at least three months after adoption leave:
- Weeks 1 – 6 - 90% of average earnings (offset against SAP payments)
  - Weeks 7 – 39 – SAP (earnings dependent).
- c) **Employees with at least one year's continuous service by the week of notification of a match:** may be entitled to SAP for 39 weeks, depending on the level of earnings and those who return to work for at least three months after adoption leave will receive half pay for 12 weeks i.e:

### **Support staff**

- Weeks 1 – 6 - 90% of average earnings (offset against SAP payments)
- Weeks 7 – 18 - Half pay plus SAP (to a limit of full pay and earnings dependent)
- Weeks 19 – 39 - SAP (earnings dependent).

### **Teaching staff**

- Weeks 1 and 2 – full pay (offset against SAP payments)
- Weeks 3 – 6 - 90% of average earnings (offset against SAP payments)
- Weeks 7 – 18 - Half pay plus SAP (to a limit of full pay and earnings dependent)
- Weeks 19 – 39 - SAP (earnings dependent).

## 5.6 “KEEPING IN TOUCH” DAYS

By mutual agreement, employees may work during their adoption leave for up to 10 days without bringing their adoption leave to an end. These may be worked as up to 20 half days, if both parties agree. During such work the employee will receive normal contractual pay minus any adoption pay they may be in receipt of. Payment details should be agreed with the line manager prior to working the KIT days. Where half a day is worked, the employee will receive half a day's payment.

## 5.7 PENSION

The pension contributions of an employee who is on adoption leave but no longer entitled to any OAP or SAP will cease during that period. Support staff will be contacted by the HR team to ask them if they would like to repay contributions for this period, with information about how to go about this. For Teachers the period of nil pay will not be counted as pensionable service.



## **5.8 EMPLOYEE OBLIGATIONS**

The employee has other obligations and is required to notify their line manager if either of the following occur:-

- a) if they are in legal custody at any time during their adoption pay period
- b) if they start work with a different employer within the adoption pay period. (If the employee begins work for a new employer, they will not be entitled to SAP from the Trust unless the employee began employment with a “related” employer, with no break in service. More information is available on this from the HR department).

## **5.9 RETURNING FROM ADOPTION LEAVE**

- a) If an employee has taken adoption leave of up to 26 weeks, they have the right to return to the same job as the one they left. If they have taken more than 26 weeks of adoption leave, the employee has the right to return to the same job unless there is a compelling business reason why this cannot happen, for example, if the job no longer exists or there have been changes to the organisation. If this is the case, then the Trust will offer the employee a suitable alternative job.
- b) Employees who intend to return to work at the end of their full adoption leave entitlement do not have to give any further notification to their manager, although it is usual for the employee and their line manager to have some form of contact in the period running up to the return, to ensure that the employee enjoys a positive return to work and an appropriate re-introduction into the work place.
- c) If the employee wants to return before the end of their full adoption leave entitlement of 52 weeks they must tell their manager at least 3 weeks before their new intended return date. This notice period is the minimum required. To help managers plan cover, employees should give as much notice as possible of any changes to their plans.
- d) If the employee does not give the minimum notice, the manager may postpone their return until 21 days after the date proposed, but not to a date after their adoption leave would have ended.
- e) If the employee does not intend to return at the end of their adoption leave, they must give normal contractual notice.

## **5.10 RETURN TO WORK - FLEXIBLE WORKING ARRANGEMENTS**

If an employee wishes to request a flexible working arrangement, e.g. job share, part time work etc. following adoption leave, this should be done using the Flexible Working Request Policy. This should be done at the individual’s earliest possible convenience to ensure it can be considered before their requested return day. All such requests will be considered carefully.

## **5.11 ADOPTION LEAVE AND ANNUAL LEAVE**

Annual leave accrues over the whole of the employee’s adoption leave period, i.e. during both any paid and unpaid parts. If the employee is intending to return to work, they may wish to take a proportion of their annual leave entitlement in advance, in agreement with their line manager. For teaching staff, there is no recalculation of adoption pay to take account of accrued holiday as this is paid automatically. Support staff will be notified of holiday that they have accrued by the School Business Partner/ line manager and this can be added to the beginning or end of the adoption leave period by agreement.



## 6. PATERNITY LEAVE POLICY

### 6.1 INTRODUCTION

Paternity leave is defined as time off because an employee's partner is having a baby, adopting a child or having a baby through a surrogacy arrangement. Eligibility for time off and for any entitlement to pay is outlined below and summarised in the flow chart at Appendix 1.

### 6.2 TIME OFF TO ACCOMPANY PARTNER TO ANTENATAL APPOINTMENTS

Employees have the legal right to take unpaid time off work to accompany their partner to two antenatal appointments. Ebor Academy Trust allows its employees to attend up to three antenatal appointments with their partner with full pay. Employees wishing to accompany their partner to an antenatal appointment must notify the school in writing of the date and time of the appointment, providing proof of the appointment if requested.

### 6.3 ELIGIBILITY FOR PATERNITY LEAVE AND PATERNITY PAY

In order to qualify for paternity leave and enhanced **occupational paternity pay**, which is two weeks full pay, the employee must:

- a) Be taking time off to look after the newly born or adopted child and be one of the following:
  - the biological father of the child;
  - the husband or partner (including a same-sex partner) of the mother of the child, living with her in an enduring family relationship;
  - the intended parent (if having a baby through a surrogacy arrangement).
  - have, or expect to have, responsibility for the upbringing of the child if he is the child's father, or have the main responsibility for the upbringing of the child, apart from that of the mother, if he/she is the mother's husband or partner, but not the child's father.
- b) Have been employed continuously by the Trust for at least 52 weeks by the start of the 15th week before the expected week of childbirth, or by the week the child's adopter is notified of having been matched with a child.
- c) Provide a copy of either the MAT B1 form or the adoption matching certificate.
- d) Give the correct notice as set out in paragraph 6.6 below.
- e) To be eligible for statutory paternity leave and pay, the employee must:
  - have worked for the Trust continuously for at least 26 weeks by the end of the 15th week before the expected week of childbirth; and
  - meet the earnings threshold as defined by the government annually; and
  - fulfil all the eligibility criteria for statutory paternity pay as listed above.

## **6.4 PATERNITY LEAVE**

Paternity leave may be taken in units of one whole week or two consecutive weeks. A 'week' equals the length of time an employee normally works over 7 days. The same amount of leave (one whole week or two consecutive weeks) applies for multiple births.

- a) The paternity leave may begin either:
  - From the date of the child's birth, even when this is earlier or later than expected, or the date of placement for adoption; or
  - From a chosen time after the child's birth or adoption, even when this is earlier or later than expected; or
  - Another chosen date.
- b) Paternity leave may begin on any day of the week on or following the child's birth/ adoption, but must be taken and completed within:
  - 56 calendar days of the actual date of birth or adoption of the child; or
  - Where the child is born early, within the period from the actual date of birth or adoption up to 56 days after the first day of the expected week of childbirth.

## **6.5 PATERNITY PAY**

- a) Statutory Paternity Pay is 90% of normal weekly pay or the rate set by the government annually, whichever is the lower, and is subject to the usual tax and deductions.
- b) Occupational Paternity Pay is paid at the individual's full pay, subject to the usual tax and deductions (see para 3.2 for eligibility requirements).

## **6.6 NOTIFICATION OF THE INTENTION TO TAKE PATERNITY LEAVE**

- a) The employee must give their line manager notice of their intention to take paternity leave. This must be given in writing and by the end of the 15th week before the expected week of childbirth, or as soon as is reasonably possible. The employee must include the following details in the written notice:
  - Their relationship to the baby
  - Confirmation that they will be absent from work for the purposes of caring for the child
  - The expected week of childbirth
  - The duration of paternity leave the employee has decided to take, that is, two separate whole weeks or two consecutive weeks
  - The date(s) the employee has chosen to begin their paternity leave entitlement.
- b) The notice must be accompanied by a copy of the mother's MATB1 certificate, or the adoption certificate.
- c) The employee must give 28 days' notice if they wish to change the start date, unless agreed otherwise by the line manager.

## **6.7 GENERAL**

- a) The employee is entitled to return to their job following paternity leave on the same conditions as if they had not been absent.
- b) For the duration of the paternity leave, the employee's normal terms and conditions, with the exception of pay, will apply.
- c) An employee requesting to take parental leave immediately after paternity leave must give the required notice for both – notice arrangements for parental leave are set out in the Parental Leave policy.

## **7. PARENTAL LEAVE POLICY**

### **7.1 DEFINITION**

- a) Parental leave is unpaid leave which eligible employees can take to look after their child's welfare.
- b) The amount of unpaid leave which may be taken is a total of 18 weeks before the child/ adopted child reaches 18, with a maximum of 4 week's leave which can be taken in any one year.
- c) Parental leave must be taken in blocks of whole weeks rather than individual days, unless the child is disabled.
- d) A 'week' equals the length of time an employee normally works over 7 days.

### **7.2 ELIGIBILITY**

- a) Employees qualify for parental leave if all of these apply:
  - they've been continuously employed with the Trust for at least a year
  - they're named on the child's birth or adoption certificate or they have or expect to have parental responsibility
  - they're not a foster parent (unless they've secured parental responsibility through the courts)
  - the child is under 18.
- b) The line manager may wish to see proof (e.g. a birth certificate) the first time parental leave is requested.
- c) Employees must give 21 days' written notice before their intended start date. If they or their partner are having a baby or adopting and wish to start their parental leave immediately after the birth, that means 21 days before the week the baby or child is expected.
- d) Employees must confirm the start and end dates in their notice.
- e) Leave may be postponed if there is a significant reason for doing so, for example if it caused serious disruption to the school/ Trust. However it cannot be delayed if:
  - it's being taken by the father or partner immediately after the birth or adoption of a child or
  - it means the employee would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday.

If it is postponed, this will be communicated to the employee in writing, within 7 days of the original request, explaining the reasons. A new start date will be suggested which is within 6 months of the requested start date and will be for the same duration as that originally requested.

### **7.3 GENERAL**

- a) The employee is entitled to return to their job following parental leave on the same conditions as if they had not been absent.
- b) For the duration of the parental leave, the employee's normal terms and conditions, with the exception of pay, will apply.

- c) An employee requesting to take parental leave immediately after paternity leave must give the required notice for both – notice arrangements for parental leave are set out in the Parental Leave policy.

## **8. SHARED PARENTAL LEAVE (SPL)**

### **8.1 DEFINITION**

- a) Shared parental leave and shared parental pay is available to eligible employees who are expecting a baby or adoption placement. Under this Shared Parental Leave Policy, couples can share up to 50 weeks of leave and up to 37 weeks of pay between them, giving them more flexibility about how to care for their child.
- b) The leave must be taken before the child's first birthday, or one year from the adoption date/ date of the parental order.
- c) Employees can use SPL to take leave in blocks of whole weeks separated by periods of work, or take it all in one go. They can also choose to be off work with their partner, or to stagger the leave and pay between them.
- d) Employees are encouraged to discuss their potential plans regarding SPL at the earliest opportunity, to enable the Trust to support them effectively.

### **8.2 ELIGIBILITY**

- a) SPL can only be used by two people:
  - The mother/adopter and one of the following:
  - the father of the child (in the case of birth) or the spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

- b) Additionally 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 if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
  - the employee must still be working for the Trust 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/matching 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/matching date to have worked for at least 26 weeks and earned a minimum amount set by the government (check gov.uk website for current information) a week in any 13 of those weeks;
  - the employee must correctly notify the Trust of their entitlement and provide evidence as required.



### **8.3 ENTITLEMENT**

- a) Eligible employees 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.
- b) 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 curtail their leave at a specified future date.
- c) If the mother/adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.
- d) 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).
- e) 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.
- f) SPL will generally commence on the employee's chosen start date specified in their leave booking notice, or in any subsequent variation notice (see later in the Policy).
- g) If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period (see "Shared Parental Pay" below).

### **8.4 NOTIFICATION OF AN ENTITLEMENT TO SPL**

- a) An employee entitled and intending to take SPL must give their line manager notification of their entitlement and intention to take to SPL, at least eight weeks before they can take any period of SPL.
- b) Part of the eligibility criteria requires the employee to provide the Trust with correct written notification. Because this is quite complex, employees are advised to contact the HR department to request the appropriate form for completion.
- c) The Trust may need to obtain further evidence of eligibility e.g. regarding the partner's employer, the child's birth certificate or matching certificate. This will be requested by the HR team within 14 days of the SPL notification being given and the employee will have 14 days in which to provide the information.

## **8.5 GIVING NOTICE OF THE INTENTION TO TAKE SPL**

- a) In addition to informing their employer of their entitlement to SPL/ShPP, they also have to give notice to take the leave. This may be done simultaneously and should be done using the form at Appendix 2.
- b) The employee has the right to submit three notifications specifying leave periods they are intending to take. Each notification may contain either (a) a single period of weeks of leave; or (b) two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave.
- c) 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 an employee returns to work between periods of SPL, the next period of SPL can start on any day of the week.
- d) The employee must book SPL by giving the correct notification at least eight weeks before the date on which they wish to start the leave and (if applicable) receive ShPP.

## **8.6 CONTINUOUS LEAVE NOTIFICATIONS**

- a) A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).
- b) An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them (specified in the notice of entitlement) and the employer has been given at least eight weeks' notice.
- c) An employee may submit up to three separate notifications for continuous periods of leave.

## **8.7 DISCONTINUOUS LEAVE NOTIFICATIONS**

- a) 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 the employee returns to work (for example, an arrangement where an employee will take six weeks of SPL and work every other week for a period of three months).
- b) Where there is concern over accommodating the notification, the Trust may seek to arrange a meeting to discuss the notification with a view to agreeing an arrangement that meets both the needs of the employee and the Trust. The Trust will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, the employee can either withdraw it within 15 days of giving it, or can take the leave in a single continuous block.

## **8.8 RESPONDING TO A SHARED PARENTAL LEAVE NOTIFICATION**

- a) The notification of leave 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.

- b) All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the Trust 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.
- c) The employee 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 Trust may propose a modified version of the request. If a discontinuous leave pattern is refused then the employee may withdraw the request without detriment on or before the 15th day after the notification was given, or alternatively may take the total number of weeks in the notice in a single continuous block. If the employee chooses to take the leave in a single continuous block, the employee has until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

## **8.9 VARIATIONS TO ARRANGED SHARED PARENTAL LEAVE**

- a) The employee is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the Trust 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.
- b) Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing the employee's right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the school/Trust 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 the Trust.

## **8.10 COMMENCING SPL**

SPL will generally commence on the employee's chosen start date. However, if the baby arrives early the leave can start and notice be given as soon as practically possible. It must end no later than one year after the birth/placement of the child. Any SPL not taken by this point will be lost.

## **8.11 PAY DURING SPL**

- a) Eligible employees may be entitled to take up to 37 weeks Shared Parental Pay (ShPP) while taking SPL. The amount available will depend on the amount by which the mother/adoption reduces their maternity/adoption pay period or maternity allowance period.
- b) In addition to meeting the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria:
  - Mother/adoption must be/have been entitled to statutory maternity/adoption pay/maternity allowance, and must have reduced their maternity/adoption pay/maternity allowance pay period.
  - The employee must intend to care for the child during the week in which ShPP is payable.

- The employee must have average weekly earnings for the period of eight weeks leading up to and including the 15th week before the due date/matching date of not less than the lower earnings limit in force for national insurance contributions.
  - The employee must remain in continuous employment until the first week of ShPP has begun.
  - The employee must give proper notification in accordance with the rules set out below.
- c) Where an employee is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their line manager written notice advising of their entitlement to ShPP – if possible this should be included as part of the notice of entitlement to take SPL.
- d) In addition, any notice that advises of 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 accurate, that they will meet or will meet, the criteria for ShPP and that they will immediately inform the organisation should they cease to be eligible.
- e) ShPP is paid at is paid at the rate set annually by the government or 90% of an employee's average weekly earnings, whichever is lower.

## **8.12 RETURN TO WORK**

- a) The return date will have been confirmed in writing to the employee and the employee will be expected to return to work on the next working day after this date, unless they notify the Trust otherwise.
- b) If the employee has been off for no more than 26 weeks they will be eligible to return to the same job. If the employee has been off for more than 26 weeks they will return to the same job unless this is not possible, then the employee will be entitled to return to a role which is suitable and has no less favourable terms and conditions.
- c) If the employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on their right to return to the same job as they occupied before taking the last period of leave, if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks. If the employee takes a period of unpaid parental leave of 5 weeks, even if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the employee will be entitled to return to the same job unless this is not possible, then the employee will be entitled to return to a role which is suitable and has no less favourable terms and conditions.

## **8.13 GENERAL**

- a) If an employee has taken SPL of up to 26 weeks, they have the right to return to the same job as the one they left. If they have taken more than 26 weeks of SPL, the employee has the right to return to the same job unless there is a compelling business reason why this cannot happen, for example, if the job no longer exists or there have been changes to the organisation. If this is the case, then the Trust will offer the employee a suitable alternative job.
- b) For the duration of the SPL, the employee's normal terms and conditions, with the exception of pay, will apply.

#### **8.14 SPL and annual leave**

Annual leave accrues over the whole of the employee's SPL period. If the employee is intending to return to work, they may wish to take a proportion of their annual leave entitlement in advance, in agreement with their line manager. For teaching staff, there is no recalculation of pay to take account of accrued holiday as this is paid automatically. Support staff will be notified of holiday that they have accrued by the School Business Partner/ line manager and this can be added to the beginning or end of the SPL period by agreement.

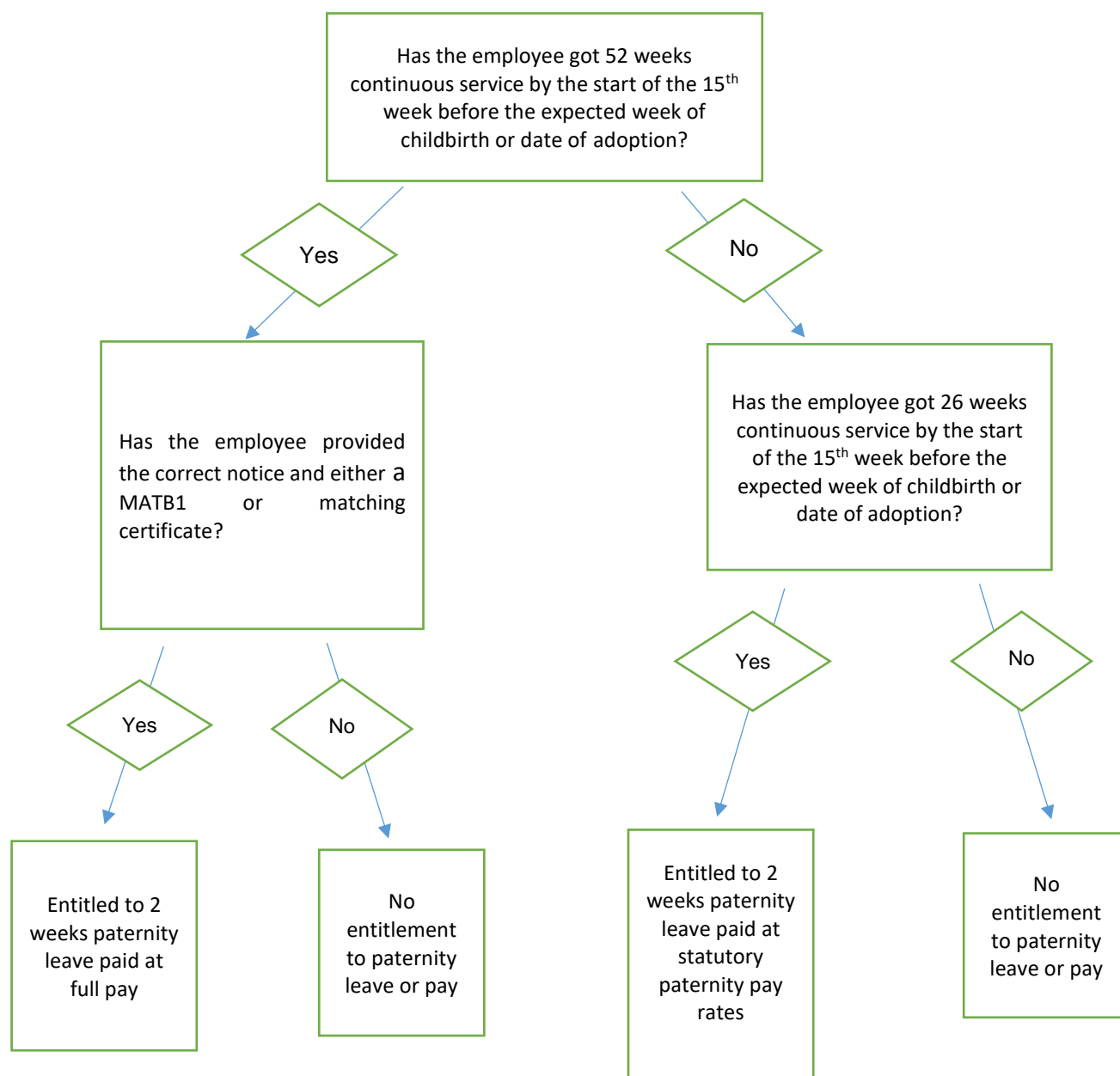
#### **8.15 "Keeping in touch" days**

- a) By mutual agreement, employees may work during their SPL for up to 20 days without bringing their SPL to an end. These are called 'shared parental leave in touch' (or SPLIT) days and are in addition to the 10 'keeping in touch' (or KIT) days already available to those on maternity or adoption leave.
- b) Keeping in touch days are optional and must be agreed by both the employee and employer. Payment details should be agreed with the line manager prior to working the SPLIT and KIT days. These days may be worked as full or half days, if both parties agree.
- c) During such work the employee will receive their normal contractual pay minus any ShPP they may be in receipt of. Payment details should be agreed with the line manager prior to working the "in touch" days. Where half a day is worked, the employee will receive half a day's payment.

## Appendix 1: Paternity Leave and Pay – Flowchart

An employee is wishing to take time off work to look after a newborn or adopted child and is:

- a) The biological father of the child
- b) The husband / partner of the mother and in an enduring relationship with her
- c) The intended parent
- d) Has/ or expects to have, main responsibility for the child's upbringing.



Please note that all paternity leave must be taken within 56 calendar days of the child's birth/ placement or, where the child is born early, within the period from the actual date of birth or adoption up to 56 days after the first day of the expected week of childbirth.

## **Appendix 2: Template Notices for booking Shared Parental Leave**

Employees of Ebor Academy Trust are requested to use the template below for a letter or email communication to book a block of Shared Parental Leave (SPL) and/or Shared Parental Pay (ShPP).

Please complete and send the applicable template to your line manager, who will forward it to the HR team for action.

There are two templates:

**1. Notice to book a block of continuous SPL**

Complete this if you want to book a block of SPL.

**2. Notice to book a block of discontinuous SPL**

Complete this by way of submitting a single notice to request weeks of SPL arranged around some weeks where you work and some where you take SPL.

### **Using these templates**

- Enter your own details where there are [square brackets]. You will need to add in dates, personal details or delete parts that do not apply to you.
- If you do not want to claim ShPP for this notice, or if you do not qualify for ShPP, delete those parts.
- You can only give notices to book SPL when you've confirmed your entitlement to SPL and/or ShPP with both you're the Trust and the employer of the person you're sharing this entitlement with.
- You can usually make up to 3 notices to book or change SPL dates.
- You must give your employer 8 weeks' notice of any SPL or ShPP you want to take.
- The Trust will retain a copy of your completed form on your record on the HR system in accordance with its data protection policies. You may want to keep a copy also.
- Find out more about SPL and ShPP in the Ebor Academy Trust Family Friendly Policy.

## **Notice to book continuous Shared Parental Leave**

[date dd/mm/yy]

Dear [name of manager or employer],

My current remaining entitlement to Shared Parental Leave (SPL) is [...] weeks.

This notice is to book a period of [...] weeks of SPL.

I will be taking a continuous period of leave from [date dd/mm/yy] to [date dd/mm/yy].

My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is [...] weeks.

During my period of SPL I would like to receive [...] weeks ShPP.

I would like this paid from [date dd/mm/yy] to [date dd/mm/yy].

I understand this counts as 1 of my 3 notices to book leave and I have [...] notices remaining.

Yours sincerely,

.....



## Notice to book discontinuous Shared Parental Leave

[date dd/mm/yy]

Dear [name of manager or employer],

My current remaining entitlement to Shared Parental Leave (SPL) is [...] weeks.

I would like to take a discontinuous leave in the following blocks [add as many dates as you are requesting]:

- from [date dd/mm/yy] to [date dd/mm/yy]

I understand that you do not have to agree to this and that if we do not reach an agreement within 14 days of the date I gave this notice, I must either withdraw the notice 15 days after the notice date or take the total amount of SPL requested in this booking as one continuous leave.

I understand my leave will begin on the start date of the first block of leave I requested unless I notify you within 19 days of the notice date of a different start date. [A new start date must be at least 8 weeks after the notice date.]

My current remaining entitlement to Statutory Shared Parental Pay (ShPP) is [...] weeks.

During my SPL I would like to receive [...] weeks of ShPP.

If the proposed period of SPL is agreed I would like to be paid ShPP [add as many dates as you are requesting]:

- from [date dd/mm/yy] to [date dd/mm/yy]

I understand this counts as 1 of my 3 notices to book leave and I have [...] notices remaining.

Yours sincerely,

.....