

# Paternity and Maternity Support Leave

## As an employee, I will:

- Keep my manager up to date with plans and any changes which might affect me and my work.
- Give my manager at least 28 days' notice (where possible) if I need to change the day I start my leave.
- Talk to my manager at the earliest opportunity if I am considering a flexible working request.

## Paternity (Newborn)

- Let my manager have at least 28 days' written notice of the date I wish to start my paternity leave and whether I'll be taking one or two weeks.
- Ensure the date I choose to begin my paternity leave is within 56 days from the baby's birth.
- Not take Maternity Support Leave if I am eligible for Paternity leave instead.

## Paternity (Adoption)

- Confirm to my manager in writing, and within seven days of the adoption placement, the date I wish to start my leave and whether I'll be taking one or two weeks and provide a copy of the 'matching' certificate.
- Ensure the date I choose to begin my paternity leave is within 56 days from the placement for adoption.
- Not take Maternity Support Leave if I am eligible for Paternity leave instead.

## Maternity Support

- Talk with my manager at an early stage about my plans and how long I expect to be absent.
- Let my manager have at least 28 days' written notice (where possible) of the date I wish to start my leave.

## As a manager, I will:

- Ensure the absence is properly recorded.
- Make employees aware of the support mechanisms available to them, including the Confidential Staff Welfare and Counselling service.

## As an employer, we will:

- Be available to discuss your rights and entitlements.
- Write to you confirming the leave and pay you are entitled to.

## Paternity and Maternity Support Leave

	Paternity (newborn)	Paternity (adoption)	Maternity Support*
Eligibility	<ul style="list-style-type: none"> <li>I have <u>at least 26 weeks' service</u> prior to the 15<sup>th</sup> week before the baby is due.</li> <li>I am: The baby's biological father <b>OR</b> Married to the baby's mother <b>OR</b> Living with the mother in a family relationship</li> </ul>	<ul style="list-style-type: none"> <li>I have <u>at least 26 weeks' service</u> prior to the week I am notified of the adoption placement.</li> <li>I am: Married to or living with the adopter <b>AND/OR</b> Responsible for the child/children</li> </ul>	I have been nominated by the expectant mother to care for them at or around the time of birth.
Leave	One or two consecutive weeks	One or two consecutive weeks	Up to five consecutive days
Pay	Full pay	Full pay	Full pay

\*Can only be taken once in any annual leave year

Version Control	
Author	HR Policy Team
Status	V0.1
Date approved	27 March 2015
Last updated	6 July 2020