

MATERNITY, PATERNITY & FAMILY RELATED LEAVE

For School Based Employees

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1. MATERNITY LEAVE - INFORMATION FOR EMPLOYEES

1.1 Introduction

This information is intended to explain your maternity benefits and entitlements and covers all aspects of maternity leave which will apply to all pregnant employees.

1.2 Eligibility for Maternity Leave

All pregnant employees regardless of length of service and hours worked will be entitled to 26 weeks **ordinary maternity leave** (OML) and 26 **additional maternity leave** (AML). This is 52 weeks leave in total.

1.3 Notice of intention to take Maternity Leave

SUPPORT STAFF

You should give notification to the headteacher of your pregnancy as soon as possible. However there is a requirement for you to notify the headteacher in writing of the following at least 28 days before your absence begins (or if this is not possible, as soon as is reasonably practicable) of:

- your pregnancy.
- the expected week of childbirth (EWC), the original Maternity Certificate (MAT B1) is required.
- the date when you intend to start maternity leave.

See Appendix 1 for a Notification of Maternity Leave template.

TEACHING STAFF

You should give notification to the headteacher of your pregnancy as soon as possible. However, in accordance with the Burgundy Book, there is a requirement for you to notify the headteacher in writing as soon as practicable but not later than 14 weeks (unless there is good cause) before the expected week of childbirth (EWC) of:

- your pregnancy.
- the expected week of childbirth (EWC), the original Medical Certificate (Mat B1) is required.

You are also required to notify the headteacher in writing at least 21 days before you start maternity leave, or as soon as reasonably practicable of:

- the date when you intend to start maternity leave.

Maternity leave must not start earlier than the 11th week before the EWC. You can change your mind providing you tell the headteacher at least 28 days in advance of your planned leave date.

The earliest date you can begin maternity leave is the 11th week before your baby is due.

Your headteacher will inform you within 28 days of receiving your notice of absence of your expected date of return on the basis of your full entitlement i.e. one year from the date the absence is due to begin.

See Appendix 1 for a Notification of Maternity Leave template.

1.4 Sickness Trigger

Maternity leave will start automatically if you are absent from work for a pregnancy related illness during the four weeks before the start of the EWC, regardless of when you intended to start maternity leave.

1.5 Eligibility for Maternity Pay

1.5.1 Employees with less than 26 weeks' service at the 15th week before EWC

TEACHING & SUPPORT STAFF:

These employees are not entitled to receive Statutory Maternity Pay (SMP) but may be able to claim a maximum of 39 weeks Maternity Allowance (MA) from their local job centre plus office providing:

- She has paid National Insurance contributions in 26 out of the 66 weeks ending with the week before the EWC.
- She is employed in her qualifying week, i.e., the 15th week before EWC.

MA is paid at the same level as Statutory Maternity Pay (SMP), or 90% of earnings if this is less than SMP. This rate is reviewed annually. MA is a weekly benefit.

An employee will lose their entitlement to MA if, during the period they are receiving MA, they:

- return to work
- start work for another employer
- move abroad
- are taken into legal custody

1.5.2 Employees with more than 26 weeks service but less than one year's service at the 15th week before EWC

TEACHING & SUPPORT STAFF:

These employees are entitled to be paid Statutory Maternity Pay (SMP). To qualify for SMP an employee needs to:

- be employed in the 15th week before her baby is due; and
- have 26 weeks' continuous service with the same employer at the 15th week; and
- have average earnings of not less than the lower earnings limit; and
- stop work because of pregnancy.

SMP can start no earlier than 11 weeks before EWC.

The 39 weeks SMP is broken down as follows:

- 6 weeks pay at 90% of average earnings (average pay over the last 8 weeks before the start of maternity leave) – earnings related SMP
- 33 weeks pay at standard rate SMP (or 90% of earnings if this is less than standard rate SMP).

The standard rate of SMP is reviewed annually. SMP is a daily benefit which will normally start from your first day of maternity leave.

An employee will lose their entitlement to SMP if, during the period they are receiving SMP, they:

- return to work, unless this is an agreed Keeping in touch day (please note 'KIT' days; paragraph 1.11)
- start work for another employer
- move abroad
- are taken into legal custody

1.5.3 Employees with more than one year's continuous service or more at the 11th week before EWC

TEACHING STAFF:

SMP or MA, if applicable will form part of the below payments

WEEKS	
1 – 4	Normal pay (including SMP or MA)
5 – 6	90% of normal pay (including SMP or MA)
7 – 18	12 weeks half pay (Occupational Maternity Pay) plus SMP or MA, (providing this does not exceed full pay), and subject to the conditions set out below *.
19 – 39	Standard Rate SMP or 90% of earnings if is this is less than £136.78 ¹ a week (SMP)
40 – 52	Unpaid

SUPPORT STAFF:

SMP or MA, if applicable will form part of the below payments

WEEKS	RATE OF PAY
1 – 6	90% of normal pay (including SMP or MA)
7 – 18	12 weeks half pay (Occupational Maternity Pay) plus SMP or MA, (providing this does not exceed full pay), and subject to the conditions set out below *.
19 – 39	Standard Rate SMP or 90% of earnings if is this is less than £136.78 a week (SMP)
40 – 52	Unpaid

¹ SMP rate effective from 7 April 2013

TEACHING & SUPPORT STAFF:

*If the employee has declared in writing their intention to return to work they will receive half contractual pay plus SMP for 12 weeks, if applicable, except where half pay and SMP combined exceed full pay.

Rather than receive the 12 weeks' half pay the employee may request that this is spread over the remaining 33 weeks Statutory Maternity Pay period, or be paid in full when the employee returns to work after the maternity leave period.

TEACHING STAFF

If a teacher who has opted to receive her occupational maternity pay does not return to her job for a period of at least 13 weeks immediately after maternity leave period, she will be required to repay the 12 weeks' half pay. If the teacher returns on a part time basis, she must work for the equivalent of three months at her original contracted hours to be eligible to retain the half pay element of OMP (e.g. 6 months at 0.5 f.t.e.), unless agreed otherwise with the Headteacher. This employment can include school holidays and half terms for school-based employees.

SUPPORT STAFF

If an employee has opted to receive her occupational maternity pay, she will be liable to repay the 12 weeks' half pay if she does not return to local authority employment for a minimum of three months following the end of maternity leave. This employment may be on a full time or part time basis, and can include school holidays and half terms for school-based employees.

1.5.4 Early Births

If your baby is born early, but after you have already started receiving SMP, you will continue to receive SMP. If childbirth occurs before the date you have notified (or before you have notified any date), the maternity leave period will start automatically on the day following the birth (even if this is before the beginning of the 11th week before the expected week of childbirth). In this instance you must, as soon as is reasonably practical, give the headteacher written notice of the date of childbirth and evidence of the date the baby was expected (which is given on the MATB1).

For the purposes of determining your return to work date, the calculation should be made from the Sunday of the ACTUAL week of birth.

1.6 Late Births

If your baby is born after the expected week of childbirth, SMP is not affected.

1.7 Still Births

In the unfortunate and tragic circumstances of a still birth after 24 weeks of pregnancy, the same entitlements would apply as if there had not been a still birth.

1.8 Circumstances in which you will lose your entitlement to SMP

You will lose your entitlement to SMP if during the period you are paid SMP, you:

- Go abroad outside the European Community

- Are taken into legal custody
- Start work for another employer; or
- Return to work (please note 'KIT' days; paragraph 1.11)

1.9 Time off for ante-natal care

You are allowed paid time off to travel to and attend antenatal clinics and classes and other necessary appointments relating to your pregnancy. Wherever possible and in accordance with normal practice you are asked to arrange appointments outside your normal working hours. You may be required to provide evidence of your appointment to your headteacher.

1.10 How to apply for maternity leave

See section 1.3 to notify your headteacher of your maternity leave.

- You are advised to discuss, with your headteacher any options which may be available to you should you intend to return to work. e.g. part-time working.
- If you are a member of the Local Government Pension Scheme, you are advised to contact the Bedfordshire Pension Fund on 01234 228872 concerning contributions during your maternity leave.
- If you are a member of the Teachers Pension scheme, you are advised to contact Teachers Pensions on 0845 6066166 concerning contributions during your maternity leave.

1.11 During Maternity Leave

The Regulations say that "The employer is allowed to make reasonable contact with the employee while she is on maternity leave". You will wish to agree with the Headteacher what kind of contact will be reasonable such as keeping you in touch with job vacancies, information about events at school, the publication of newsletters and so on.

This is distinct from 'keeping in touch' (KIT) days. KIT days enable you to work for a limited number of days during the statutory maternity leave period without losing statutory payments for that week or ending the maternity leave entitlement.

KIT days will provide an opportunity to work for up to 10 days in agreement with the headteacher and will mean that, for example, staff would be able to attend on one or more of the training days. Some of these days could be used to assist with the return to work. It will be necessary to agree with the headteacher the type of work that will be undertaken.

It must be stressed that KIT days are voluntary and both parties should agree to the arrangements. Where an employee undertakes a KIT day, employees should receive their normal rate of pay.

Adjustments will be made to take account of any Statutory or Occupational Maternity pay that the employee is currently in receipt of. Therefore, maternity pay will be included in the normal rate of pay and will not be paid in addition to this.

1.12 Returning to work

- Where maternity/adoption/paternity leave is concerned, there is no distinction between term time and the school holidays (school closure periods). A teacher can therefore

begin and end their leave during school holidays. It is possible to begin leave at the start of a term and return at the beginning of a school holiday.

- You may not return to work immediately after childbirth. Compulsory maternity leave must be taken which lasts for 2 weeks from the date of the birth.
- If an employee intends to return to work before the end of her maternity leave period, she must notify her headteacher at least 21 days before the day on which she proposes to return. Where the notice is less than 21 days, the headteacher may postpone the return to ensure 21 days notice is provided, but not beyond the end of the maternity leave period.
- As a general rule, an employee has the right to return to the post in which they were employed, under the original contract of employment, on terms and conditions not less favourable than those which would have applied had they not been absent. If it is not practicable, by reason of redundancy or restructuring to return to the original post then the employee is entitled to be offered a suitable alternative position if available.
- An employee does not have an automatic right to return to work on reduced hours. However, an employee has a right to apply for flexible working providing they have a child under 6 or a disabled child up to 18 years or have caring responsibilities for an adult. The application has to be in writing and the School has a statutory duty to consider the application seriously. If employees want to change their working pattern, they should discuss this with their headteacher as soon as is reasonably practical.
- If you return to work on a temporary reduction of hours this will need to be agreed with your headteacher and you would normally be expected to have resumed your normal hours within three months.
- In the event that you are unable to attend for work because of sickness, the normal contractual arrangements for sickness will apply.
- If you decide not to return to work, you must give the appropriate written notice at the time of making your decision. This can be given at any time during the maternity leave period, but if you do not return to work the remainder of your notice period then this will be without pay.

1.13 Conditions of Service during Maternity Leave

1.13.1 General

During maternity leave, an employee is entitled to benefit from all her normal terms and conditions of employment (including holiday, service related benefits etc) apart from the right to remuneration.

1.13.2 Continuous Service

An employee's contract of employment continues throughout the whole period of maternity leave, counting towards their continuous employment unless either party to the contract expressly ends it or it expires, (e.g. Fixed Term Contracts).

If an employee returns to work immediately following maternity leave then there will be no break in service.

If an employee decides to resign and later return to work in Local Government (or any other organisation covered by the Redundancy Payments (Continuity of Employment in Local

Government) (Modification) (Amendment) Order 2002 within 8 years then they will still have continuous service for certain non statutory purposes, providing they have not undertaken any permanent full-time paid employment since leaving.

1.13.3 Annual Leave

See Section 7 (page 24).

1.13.4 Pay Increases/Increments

Any pay increases and increments awarded and any other changes to conditions of service whilst the employee is on maternity leave will be taken into account and maternity pay will be recalculated as appropriate.

1.13.5 Pension Contributions

See Section 8 (page 25).

1.13.6 Childcare Vouchers

Please ask your school if they have a scheme in place.

2. MATERNITY LEAVE - INFORMATION FOR LINE MANAGERS

2.1 Introduction

All employees regardless of length of service have a right to 26 weeks ordinary maternity leave (OML) and 26 weeks additional maternity leave (AML) entitling them to 52 weeks leave in total. AML runs immediately from the end of OML.

It is important to handle all aspects of maternity leave properly and with confidentiality and sensitivity, and this information will assist you in understanding the aspects of maternity leave. It is also recommended that you read the guide for employees.

The birth is viewed as a single event irrespective of the number of children who are born.

2.2 Maternity Pay

Eligibility for Maternity Pay is set out in points 1.5 - 1.5.3, pages 3 – 5.

2.3 Time off for Ante-Natal Care

Appointments for antenatal clinics and other necessary appointments relating to the pregnancy, should, as far as possible, be arranged outside normal working hours. If this is not possible paid time off should be granted.

If requested an employee must produce an appointment card showing that an appointment for antenatal care has been made.

2.4 Safe Working Practices

When an employee initially notifies you of her pregnancy you are required to arrange for a risk assessment of her working practices/workstation to be undertaken. In the event that it is decided that the employee could be at risk, a transfer to alternative employment must be arranged. The New & Expectant Mother Policy is available on the [Health & Safety](#) pages on the Schools portal, in Schools Procedures and Guidance Documents 017 - 028.

2.5 Starting Maternity Leave

An employee may start maternity leave no earlier than the 11th week before the expected week of childbirth. If however she decides to continue in work beyond this date and is then absent from work, wholly or mainly due to pregnancy or childbirth, after the beginning of the 4th week, before the expected week of childbirth, then maternity leave is automatically triggered, even if she is subsequently fit to return to work.

2.6 Conditions of Service

2.6.1 Continuous Service

Maternity Leave will not be regarded as a break in service and is regarded as continuous service.

2.6.2 Annual Leave

See Section 7 (page 24).

2.6.3 Pension Contributions

See Section 8 (page 25).

2.6.4 Pay Increases/Increments

Any pay increases and increments awarded and any other changes to conditions of service whilst the employee is on maternity leave will be taken into account and maternity pay will be recalculated as appropriate.

2.7 Protection against dismissal for reasons wholly or partly relating to pregnancy

Care must be exercised when selecting pregnant employees for redundancy and it is recommended that you consult with your HR Provider if this is contemplated.

2.8 Returning to work

Where maternity/adoption/paternity leave is concerned, there is no distinction between term time and the school holidays (school closure periods). A teacher can therefore begin and end their leave during school holidays. It is possible to begin leave at the start of a term and return at the beginning of a school holiday.

Employees have the right to return to work to the same or similar job if the old job no longer exists.

Employees with at least 26 weeks' continuous employment also have the right to request to work reduced hours, part time or to job share under the Employment Act 2002. Any request must be given serious consideration and not be unreasonably refused (please see Section 9, page 26 of this document).

2.9 Line Management Responsibilities

The employee should inform the headteacher of her pregnancy as soon as possible, the timeframes for when the headteacher should be informed of the pregnancy are outlined in section 1.3, page 2.

When informed of the pregnancy you should have a confidential meeting with the employee and hand her a copy of the Maternity Leave – Information for Employees. It is important that the outcomes of the meeting remain confidential between the headteacher and the employee.

The following should be discussed:

- When is the expected week of childbirth?
- What is the maternity leave entitlement?
- When does maternity leave start?
- The need for safe working practices and risk assessment
- Return to work e.g. reduced hours, job-share etc
- The Keeping in Touch arrangements – see paragraph 2.11.

2.10 Arrangements for Maternity Cover

This can be arranged in a variety of ways:

- Temporary cover – this is the most common arrangement. The post must be advertised

in the normal way and a temporary contract issued

- Honorarium – if workloads and circumstances permit then it might be appropriate for one person to take on additional duties and be paid an honorarium. The payment of honorarium will apply only to staff on NJC conditions of service.
- Temporary Teaching and Learning Responsibility Payment – it might be appropriate if circumstances and workload permit to pay a teacher a temporary TLR in recognition of additional duties.
- Dispersal of duties – if workloads and circumstances permit then the duties of the post could be temporarily shared amongst the work group subject to consultation and agreement.

2.11 Whilst an Employee is on maternity leave

- The employer is “allowed to make reasonable contact with the employee while she is on maternity leave”. It will be necessary to discuss the sort of contact with the employee in advance of the maternity leave.
- Keep in contact with the employee via visits, letters telephone calls etc, ensure she is kept fully up to date with any changes in the workplace and any professional developments, invite her to any important meetings that may occur in her absence, etc.
- “Keeping in Touch” known as (KIT) days. These days enable the head and the employee to agree that the employee can work for a limited number of days during the statutory maternity leave period without losing statutory payments or ending the maternity leave entitlement.
- KIT days provide an opportunity to work up to 10 days and enable staff to attend, for example, training days. Some of the days could be used to assist with the return to work.
- Where an employee undertakes a KIT day they are entitled to receive their normal rate of pay.
- It must be stressed that KIT days are voluntary and subject to the agreement of both parties.

2.12 Return to Work

- It is expected that an employee will be returning at the end of AML. If an employee wishes to return earlier she must give 21 days notice of the date she wants to return to work.
- You should ensure that the employee’s return to work is as trouble free as possible. If requested, a return with flexible working arrangements should be considered as necessary and these could include either a permanent or temporary change including a reduction in hours or job share.
- If an employee informs the headteacher that she will be breast feeding then the head must talk to her about the arrangements required and carry out a risk assessment.
- When an employee is unable to attend for work at the end of OML or AML due to sickness, the normal contractual arrangements for sickness absence will apply.

2.13 Employees who do not return to work

In the event that the employee does not wish to return to work following maternity leave, she will need to resign from her post in the usual way.

3. ADOPTION LEAVE

3.1 Introduction

The relevant legislation which governs maternity, paternity and adoption leave and pay can be found consolidated into the Employment Rights Act 1996, the Employment Relations Act 1999, the Employment Act 2002 and the Work and Families Act 2006.

Adoption in this case means the effecting of a virtually complete and irrevocable transfer from one family to another.

3.2 Eligibility

To qualify for adoption leave, an employee must be newly matched with a child for adoption by an approved adoption agency.

Adoption leave will be granted to either one or other adopting parent if both are employees of the Authority, but it will not be granted to both. The adoptive parents may choose which one is to apply for adoption leave.

The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay (see Paternity Leave – section 4).

Adoption leave will not be granted if a partner/spouse is also receiving adoption leave from another employer.

Employees are entitled to one period of adoption leave per adoption, irrespective of the number of children placed.

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

3.3 Length of Adoption Leave

Employees who have been continuously employed in a Community or Voluntarily Controlled (VC) Schools for at least 26 weeks, by the end of the week in which he or she (or his or her spouse or partner) has been formally notified by an approved adoption agency of being matched with a child for adoption, are entitled to a period of 26 weeks ordinary adoption leave (OAL), immediately followed by 26 weeks additional adoption leave (AAL), giving a total of up to 52 weeks.

3.4 Pre-Adoptive Meetings (Locally agreed scheme)

Prospective adopters are eligible to receive up to five day's paid leave to attend pre-adoptive meetings, interviews etc, with the agreement of the governing body. If both prospective adopters are employees of the Authority then both will be eligible to receive the leave.

If you are the partner of the primary adopter, you may take unpaid leave to attend two pre-adoptive meetings. You should request the leave on the form contained within Appendix 5

3.5 Notification of Adoption Leave

For Adoptions within the UK

See Appendix 2 for an Application for Adoption Leave template.

- Adopters will be required to inform their headteacher of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption.
- Adopters will be required to provide documentary evidence in the form of a certificate provided by the adoption agency.
- Adopters will be required to advise the headteacher of the date on which the child is expected to be placed with them for adoption and when they want the adoption leave to start. Ideally, the headteacher should be given a minimum of three weeks' notice of adoption leave, but it is recognised this may not be possible in all cases. In any event, the headteacher should be informed of the intention to adopt at the earliest opportunity.
- Employees can choose to start their leave from the date of the child's placement or from a fixed date, which can be up to 14 days before the expected date of placement.
- Employees who have notified the headteacher of the date on which they intend to start their leave may change their mind, as long as they inform the headteacher of the revised date at least 28 days before the new start date.

For Adoptions from Overseas

- Adopters will be required to inform their employer of their intention to take adoption leave within 28 days of receiving an official notification from the relevant domestic authority.
- Adopters will be required to notify the headteacher of the date on which the official notification was received, provide a copy of the notification, and inform the headteacher of the date the child is expected to enter the UK.
- Once the child enters the UK, the employee must give the headteacher at least 28 days' advance notice of the date on which adoption leave is to start, as well as evidence (e.g. a plane ticket) confirming the child's arrival.
- The period of adoption leave may begin on the date the child enters the UK or on a predetermined date that is no later than 28 days after the child entered the UK.
- Employees may change their mind about when they intend their leave to start but must give at least 28 days' notice of the amended start date or, where this is not reasonably practicable, give notice as soon as is reasonably practicable.

3.6 Adoption Leave

In order for employees to be eligible to take adoption leave, they must have at least 26 weeks' continuous employment with a Community or Voluntary Controlled (VC) school within Central Bedfordshire by the end of the week that they are notified that they have been matched with a child for adoption.

Leave Entitlement

- Up to 26 weeks **ordinary adoption leave (OAL)** (either from the child's placement or up to 14 days prior to adoption).
 - Up to 26 weeks **additional adoption leave (AAL)**.

3.7 **Eligibility for Adoption Pay**

To qualify for adoption pay an employee needs to:

- have average earnings of not less than the lower earnings limit (the current rate can be found [here](#))
- provide documentary evidence from their adoption agency
- stop work for the purpose of adopting a child.

For UK adoptions, adoption pay can start no earlier than 14 days before the expected date of placement.

For overseas adoptions, adoption pay can start on the date the child enters the UK or on a predetermined date that is no later than 28 days after the child entered the UK.

TEACHING AND SUPPORT STAFF

Employees with 26 weeks service with a Community or Voluntary Controlled (VC) school within Central Bedfordshire prior to the matching week will be entitled to receive 39 weeks Statutory Adoption Pay (SAP).

(The matching week is the week in which an employee is notified by an approved UK adoption agency of being matched with a child. If an employee is adopting a child from abroad, it is the week in which he or she receives official notification of adoption, usually from the Department of Health).

The 39 weeks' SAP is broken down as follows:

- 6 weeks at 90% of current salary
- 33 weeks at standard rate SAP, (or 90% of earnings if this is less than standard rate SAP)

TEACHING STAFF

Employees with more than one year's continuous service prior to the matching week.

WEEKS	RATE OF PAY
1 – 4	Normal pay (including SAP)
5 – 6	90% of normal pay (including SAP)
7 – 18	12 weeks half pay plus SAP (providing this does not exceed full pay), and subject to the conditions set out below *.
19 – 39	Standard Rate SAP of £136.78 a week, or 90% of earnings if is this is less than £136.78 a week (SAP)
40 – 52	Unpaid

SUPPORT STAFF

Employees with more than one year's continuous service prior to the matching week.

WEEKS	RATE OF PAY
1 – 6	90% of normal pay (including SAP)
7 – 18	12 weeks half pay plus SAP (providing this does not exceed full pay), and subject to the conditions set out below *.
19 – 39	Standard Rate SAP of £136.78 a week, or 90% of earnings if this is less than £136.78 a week (SAP)
40 – 52	Unpaid

TEACHING AND SUPPORT STAFF

*If the employee has declared in writing their intention to return to work they will receive half contractual pay plus SAP for 12 weeks, if applicable, except where half pay and SAP combined exceed full pay.

Rather than receive the 12 weeks' half pay the employee may request that this is spread over the remaining 33 weeks Statutory Adoption Pay period, or be paid in full when the employee returns to work after the adoption leave period.

TEACHING STAFF

If a teacher who has opted to receive occupational adoption pay does not return to their job for a period of at least 13 weeks immediately after adoption leave period, they will be required to repay the 12 weeks' half pay. If the teacher returns on a part time basis, they must work for the equivalent of three months at their original contracted hours to be eligible to retain the half pay element of OAP (e.g. 6 months at 0.5 f.t.e.), unless agreed otherwise with the Headteacher. This employment can include school holidays and half terms for school-based employees.

SUPPORT STAFF

If an employee has opted to receive occupational adoption pay, they will be liable to repay the 12 weeks' half pay if they do not return to local authority employment for a minimum of three months following the end of adoption leave. This employment may be on a full time or part time basis, and can include school holidays and half terms for school-based employees.

3.8 Headteacher's Responsibilities before and during Adoption Leave

The headteacher should respect the confidentiality of the information in relation to adoption and adoption leave and agree with the employee the point at which this should be shared with colleagues.

Once the headteacher has been correctly notified of the date on which an eligible employee intends to start his or her adoption leave, the headteacher must write to the employee within 28 days, setting out the date the employee would be expected to return to work if his or her full entitlement to adoption leave is taken.

Headteachers are responsible for ensuring that employees on adoption leave are kept fully informed of issues arising in the workplace and for maintaining reasonable contact during the leave period.

As with cases of adoption leave or long term sickness headteachers must ensure that there are adequate cover arrangements to cope with the workload.

An employer is allowed to make reasonable contact with the employees while on adoption leave. Heads and adoptive parents will wish to agree what kind of contact would be reasonable such as keeping in touch with job vacancies, information about events at school, the publication of newsletters and so on.

This is distinct from the “Keeping in Touch” (KIT) days. These days allow for a limited amount of work during the statutory adoption leave period without losing entitlement to statutory payments or adoption leave. The KIT days provide an opportunity to work for up to 10 days in agreement with the headteacher and could mean, for example, that employees will be able to attend one or more of the training days. Some of these days could assist with the return to work. It will be necessary to agree the nature of the work. KIT days are voluntary and both parties should agree to the arrangements. Where an employee undertakes a KIT day, employees should receive their normal rate of pay. Adjustments will be made to take account of any Statutory or Occupational adoption pay that the employee is currently in receipt of. Therefore, adoption pay will be included in the normal rate of pay and will not be paid in addition to this.

3.9 Conditions of Service during Adoption Leave

3.9.1 General

During adoption leave, employees are entitled to benefit from all their normal terms and conditions of employment (including holiday, service related benefits etc) apart from the right to remuneration.

3.9.2 Continuous Service

An employee’s contract of employment continues throughout the whole period of adoption leave, counting towards their continuous employment unless either party to the contract expressly ends it or it expires, (e.g. Fixed Term Contracts).

If an employee returns to work immediately following adoption leave then there will be no break in service.

3.9.3 Annual Leave

See Section 7 (page 24).

3.9.4 Pay Increases/Increments

Any pay increases and increments awarded and any other changes to conditions of service whilst the employee is on adoption leave will be taken into account and adoption pay will be recalculated as appropriate.

3.9.5 Pension Contributions

See Section 8 (page 25).

3.10 Return to Work

Where maternity/adoption/paternity leave is concerned, there is no distinction between term time and the school holidays (school closure periods). A teacher can therefore begin and end their leave during school holidays. It is possible to begin leave at the start of a term and return at the beginning of a school holiday.

As a general rule, an employee has the right to return to work to the post in which they were employed, under the original contract of employment, on terms and conditions not less favourable than those which would have applied had they not been absent. If it is not practical by reason of redundancy or restructuring to return to the original post then the employee is entitled to be offered a suitable alternative position if available.

An employee who decides to return early is required to notify the headteacher in writing, at least 21 days prior to their intended return, confirming the actual date of return.

An employee does not have an automatic right to return to work on reduced hours. However, an employee has a right to apply for flexible working providing they have a child under 16 or a disabled child up to 18 years or have caring responsibilities for an adult. The application has to be in writing and the School has a statutory duty to consider the application seriously. If employees want to change their working pattern, they should discuss this with their headteacher as soon as is reasonably practical.

3.11 Confidentiality

The adoption process can be a very emotional and traumatic time for prospective parents and must be dealt with sensitively by headteachers and managers. Confidentiality is a very important issue and must be observed by headteachers and managers at all times, with only essential information being disclosed, e.g. notification to Payroll Provider of the adoption leave.

3.12 Childcare Vouchers

Please ask your school if they have a scheme in place.

4. PATERNITY LEAVE – BIRTHS & ADOPTION

4.1 Introduction

The Paternity Leave Scheme implements the relevant provisions of the Employment Act 2002. Its purpose is to enable employees who satisfy certain conditions to take time off to care for a child or to support the child's mother.

4.2 Antenatal Appointments

Employees who have informed the school of their partner's pregnancy have a right to attend two unpaid antenatal appointments of up to 6.5 hours each. Parents of an expected child or a potential applicant for a parental order through a surrogacy arrangement have the same rights to time off to attend ante-natal appointments.

All requests for this leave should be submitted on the form contained within Appendix 5.

4.2 Paternity Leave

Paternity leave can be taken by:

- the partner of an individual to care for a child or to support the child's mother
- the partner of an individual who adopts, or the other member of a couple adopting jointly, who does not take adoption leave.

4.2.1 Eligibility

To be eligible for paternity leave, employees will need to:

- have a minimum of 26 weeks service with a Community or Voluntary Controlled (VC) school within Central Bedfordshire at the fifteenth week before the expected week of their partner giving birth (EWC) or by the end of the notification week (the week the adopter is notified as being matched with a child).
- be the baby's biological father or the mother's husband or partner. A partner refers to someone who lives with the mother, either male or female, in an enduring family relationship, but who is not a blood relative.
- be married to the person adopting the child or be the partner of that person. A partner refers to someone who lives with the person adopting the child, either male or female, in an enduring family relationship, but who is not a blood relative.
- have or expect to have, responsibility for the child's upbringing
- take time off work to support the mother or the person adopting the child or care for the child
- provide a copy of the mothers form MAT B1 or relevant documentation to confirm the adoption.

4.2.2 Leave Entitlement

Employees can take one block of leave of up to two weeks. This can either be one week or two consecutive weeks, but not two separate weeks.

Leave must be completed within 56 days of the birth or the date the child is placed with the adopter. Where the child is born earlier than expected, leave must be completed at any time between the actual date of birth and 56 days running from the Sunday of the week the baby was originally due.

4.2.3 Notification

- Employees must notify their line manager of their planned date of leave no later than the end of the 15th week before the EWC or if adopting, 7 days after notification of being matched with a child.
- A paternity leave application must be completed and a copy of the Maternity Certificate (MAT B1), or relevant documentation to confirm the adoption, attached to confirm eligibility.
- Employees may change their mind about the date on which they want their leave to start providing they tell their line manager at least 28 days in advance (unless this is not reasonably practicable).
- Actual leave dates need to be agreed with line managers.

See Appendix 3a for an Application for Paternity Leave - Births template and Appendix 3b for an Application for Paternity Leave – Adoption template.

4.2.4 Statutory Paternity Pay (SPP)

Paternity leave will be paid at the rate of SPP or 90% of average weekly earnings if this is less than SPP. This is the same as the standard rate of statutory maternity pay.

To be eligible for SPP employees will, in addition to the eligibility criteria set out in 4.2.1 above, need to have average earnings of not less than the national insurance lower earnings limit.

4.2.5 Rights during Paternity Leave

Employees will be entitled to the benefit of all terms and conditions of employment, except those relating to salary, throughout their paternity leave. However, most employees are likely to be eligible for SPP for this period (see paragraph 4.2.4 above).

Employees will be entitled to return to the same job following paternity leave.

4.2.6 Maternity Support Leave

Maternity support leave of one week with pay may be taken by the baby's biological father or the mother's husband or partner. This will count towards, but cannot be taken in addition to, paternity leave.

In these circumstances employees will receive:

Maternity Support Leave	1 week	Full pay
Paternity Leave	1 week	SPP rate

(Further guidance in relation to Maternity Support Leave can be found in section 5, page 21).

4.3 Additional Paternity Leave

- ### **4.3.1**
- Since April 2011, a father can qualify for APL if the mother agrees to forgo an equivalent period of maternity leave.

- 4.3.2** For a father to take APL, the mother must have ended her maternity leave. APL must be taken as one continuous period, must be for full weeks and for a period of between two and 26 weeks.
- 4.3.3** APL may be taken at any time between 20 weeks after the date on which the child was born and the child's first birthday, unless the employer agrees to waive the notice requirements.
- 4.3.4** APL may not be taken until eight weeks after the date on which the father gives their employer the required notice.
- 4.3.5** If the mother has not taken her full entitlement to statutory maternity pay when she returns to work the outstanding amount of pay transfers to the father/her partner who is taking APL.
- 4.4** **Notification**
- 4.4.1** Eight weeks before they wish their Additional Paternity Leave to start, the employee must provide:
- Notice of when they wish their leave to start
 - A declaration stating that they are taking the leave to care for the child
 - A declaration from the mother or other adoptive parent stating that they are eligible for maternity leave; that they will be forfeiting a portion of their maternity leave; that they will be returning to work and confirming that the named employee is the only person exercising the right to Additional Paternity Leave.
- 4.4.2** See Appendix 3c for an Application for Additional Paternity Leave template.

5. MATERNITY SUPPORT LEAVE (MSL)

5.1 Paid Leave

Leave of 5 days with pay shall be granted to the child's father, the partner or nominated carer of an expectant mother. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother. Paid leave for Maternity support is included in the Paternity Leave Scheme (Section 4, page 18) above and counts as part of the 13 weeks' parental leave entitlement if taken (Section 6, page 22) below.

The scheme also applies in the case of adoptive fathers, partners or nominated carers and shall be granted at or around the time of the initial placement. The MSL should normally be completed within 56 days after the placement of the child with the prospective adoptive parents.

5.2 Medical Evidence

Maternity Support leave is subject to the submission of medical advice of the expected date of child birth and is normally taken any time within 56 days of the birth, once in any 9 month period. Maternity Support Leave is only granted on the understanding that the expectant mother is not receiving any care and support from any other person in respect of her child birth.

5.3 The granting of MSL is subject to the following conditions:

- Applications must be made to the employee's line manager in writing including a declaration that the employee is the nominated carer.
- Applicants should give as much notice of their request for MSL as circumstances allow.
- The timing of the MSL should be agreed in discussion with the line manager. (Where a child is born early, MSL can be taken at any time between the actual date of the birth and the end of a 56 day period running from the Sunday of the week the baby was originally due).
- MSL may count towards, but may not be taken in addition to parental or paternity leave.

6. PARENTAL LEAVE

6.1 Introduction

Parental Leave gives all parents the right, subject to a qualifying period of one year's continuous service, to take up to 18 weeks' unpaid parental leave following the birth or adoption of a child. This period of parental leave is for the purpose of caring for the child, and is in addition to any statutory and occupational maternity rights. Any Maternity Support Leave entitlement taken will count towards the 13 weeks parental leave entitlement (see Section 5 page 21).

6.2 Who qualifies for Parental Leave?

An employee who has completed at least one year's continuous service and:

- is the parent of a child who is under five years of age, or
- has adopted a child under the age of 18 (the right to parental leave lasts for a period of five years from the date of adoption or until the child's 18th birthday, whichever is the sooner), or
- has acquired formal parental responsibility for a child who is under five years of age.

6.3 How much leave can be taken?

- The total period of leave allowable is 18 weeks in respect of any individual child. However it is not permissible for the 18 weeks leave to be taken consecutively (except in relation to a child who is disabled).
- The parent of a disabled child is entitled to 18 weeks' leave up to the child's 18th birthday.
- The minimum amount of leave that can be taken at any one time will be one week (except in relation to a child who is disabled).
- A maximum of 4 weeks' parental leave can be taken per child per year.
- The parent of a disabled child may take leave in blocks or multiples of one day without it being counted as a week.
- For part-time employees, leave will be proportionate to hours worked.
- In the event of multiple births, 18 weeks' leave is available for each child.
- The parental leave year will run for 12 months from the first day the parental leave is taken.

6.4 Amount of Notice When Applying for Leave?

A minimum of 21 days' notice must be given of the date on which an employee intends a period of parental leave to start and the duration of the period of leave.

6.5 How will employment be affected?

- The employee will remain employed during the parental leave period, but will not be paid.
- The employment contract continues during an absence on parental leave, unless the employer or employee terminates it.
- At the end of the period of leave, employees will be entitled to return to their job. If it is not possible for them to return to their own post, they will be entitled to return to a job with the same or similar status, terms and conditions, not less favourable than those which would have applied to them had they not been absent.
- When parental leave follows maternity leave, the general rule is that a woman is entitled to return to the same job she had before the leave. If at the end of the maternity leave period, this would not have been reasonably practicable and it is still not

reasonably practicable at the end of parental leave, she is entitled to return to a similar job which has the same or better status, terms and conditions as the old job.

- For information on how leave may affect Pension Contributions, see Section 8 (page 25).

6.6 Applying for Leave

Employees must complete an application form and return it to their Headteacher, giving the appropriate period of notice. Evidence confirming they are the parent, or person legally responsible for the child, must be provided. This will take the form of a certificate proving the date of birth/adoption of the child(ren). This evidence needs to be supplied only on the first occasion on which leave is asked for. For a template application form, see Appendix 4.

6.7 Procedures to be followed

- Upon receipt of an application for parental leave the governing body will consider the needs of the school and confirm not more than seven days after receipt of the request from the employee whether or not they are able to agree to the request.
- The governing body can postpone parental leave however it cannot be postponed where parental leave is to be taken immediately after the birth or adoption of a child and where the appropriate notice to take the leave has been given.
- A decision to postpone leave must be given to the employee in writing, stating the reasons for the postponement and specifying dates on which the employee's parental leave could start and end.
- Leave cannot be postponed for longer than six months and if an employee feels that leave has been withheld unreasonably they will have recourse to the Grievance Procedure.
- Accurate records will be kept of each period of parental leave taken. When an employee joins the school, it will be able to make enquires of a previous employer or seek a declaration from the employee about how much parental leave they have taken. Similarly, when an employee changes jobs, their new employer will be free to make the same enquiries.
- Parental Leave must be used only for childcare and not for any other reason. Failure to comply will be dealt with under the Disciplinary Procedure and may result in disciplinary action.

7. ANNUAL LEAVE

- 7.1** For staff on NJC Conditions of Service working throughout the year annual leave will accrue during the maternity (or adoption, or maternity support or parental) leave period. Any outstanding leave should be taken when you return to work, in the current leave year whenever possible. Any 'carry over' of annual leave must be agreed by the line manager. If the employee does not return to work, annual leave will be calculated for full months completed up to the date the employee started maternity leave, which should be taken prior to maternity leave if at all possible. If the employee carries forward leave from one year to the next then resigns on or after 1 April, the amount of annual leave carried forward, together with any annual leave accrued in the new leave year, will be paid in lieu of the time of the employee leaving. If the employee has taken more leave than they were entitled to then the outstanding monies will have to be repaid or, if appropriate, be deducted from the final salary payment.
- 7.2** In accordance with the Working Time Regulations, a teacher has a statutory entitlement to 28 days' annual leave and this should be taken either before or after the maternity leave period during school closure periods. On return from maternity leave a teacher will be able to take any outstanding leave during the term time during that leave year if there are insufficient school closures to accommodate leave in that year.
- 7.3** Where the return from maternity is so close to the end of the leave year that there is not enough time to take all her annual leave entitlement, a teacher is allowed to carry over any balance of her leave to the following leave year. A teacher is required to take this during the remaining periods of school closure after the 28 days annual leave has been accommodated.
- 7.4** It is not legally possible for either the teacher or the employer 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 school closures or in term time).
- 7.5** As an employee has an entitlement to 28 days' leave in accordance with the Working Time Regulations the accrual of leave is not affected by what stage of maternity leave an employee is at or whether they are receiving pay.
- 7.6** The leave year for teachers will be 1 September to 31 August in line with the academic year.
- 7.7** Regulation 3(9)(b) of the Working Time Regulations (WTR) prohibits payment in lieu being made for annual leave that has not been taken except where employment terminates or during WTR transitional arrangements. Normally, the only instance where a payment in lieu will be necessary is if a teacher does not return to her job following maternity leave.

8. PENSION CONTRIBUTIONS

- 8.1** During maternity or adoption leave while an employee is receiving pay, pension contributions will be calculated by reference to actual maternity or adoption pay.
- 8.2** During the unpaid part of maternity or adoption leave, employees will not make pension contributions.
- 8.3** Unpaid leave such as parental leave is not reckonable. At the commencement of parental leave, if the employee is a member of a pension scheme, they should contact the relevant service for advice concerning contributions including the opportunity to backdate contributions on their return to work.
- 8.4** For further information and advice concerning contributions, please contact the Bedfordshire Pension Fund on 01234 228872 or Teachers Pensions on 0845 6066166.

Appendix 1

NOTIFICATION OF MATERNITY LEAVE

(To be completed by the employee)

EMPLOYEE DETAILS			
Surname		Forenames	
NI No.		Job Title	
School			
Hours/Percentage worked per week (include days worked if part time)			
Start date with school:			___/___/___
Date when continuous employment with bodies covered by the RPMO began:			___/___/___

MATERNITY LEAVE (Please tick appropriate boxes)			
Expected week of child birth	Date: _____	Last day at work	Date: _____
MATB1 certificate attached	YES <input type="checkbox"/>	First day of maternity leave	Date: _____
Is it your intention to return?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If you intend to return before 52 weeks i.e. end of maternity leave period, what is the anticipated date of return? Date: _____

OCCUPATIONAL MATERNITY PAY (Please tick appropriate boxes should this apply to you)		
Please indicate below how you wish to receive your Occupational Maternity Pay (equivalent of 12 weeks' half pay):		
The 12 weeks immediately following the SMP weeks at 90% of my earnings <input type="checkbox"/>	The equivalent amount paid over weeks 7-39 <input type="checkbox"/>	Paid in full on my return to work <input type="checkbox"/>
I understand that should I not return to my original position for a period of at least 3 months (Support Staff) or 13 weeks (Teachers) immediately following my maternity leave, I will be required to repay the 12 weeks of Occupational Maternity Half Pay. <input type="checkbox"/>		

EMPLOYEE DECLARATION
I have read the Maternity Guide and apply for maternity pay/leave as above. Signed _____ Date _____

AUTHORISATION
Signed _____ Date _____ Headteacher

Appendix 2

APPLICATION FOR ADOPTION LEAVE/ NOTIFICATION OF ADOPTION LEAVE

(To be completed by the employee)

EMPLOYEE DETAILS			
Surname		Forenames	
NI No.		Job Title	
School			
Hours/Percentage worked per week (include days worked if part time)			
Start date with school:			___/___/___
Date when continuous employment with bodies covered by the RPMO began:			___/___/___

ADOPTION LEAVE (Please tick appropriate boxes)			
To qualify adoption leave you must tick all three boxes below:			
I declare that:			
✓	I am adopting the child with my partner		<input type="checkbox"/>
✓	I am married to the person adopting the child, or living with the person adopting the child in an enduring family relationship but am not an immediate relative		<input type="checkbox"/>
✓	I have responsibility for the child's upbringing		<input type="checkbox"/>
Expected date of placement	Date: _____	Last day at work	Date: _____
Matching certificate attached	YES <input type="checkbox"/>	First day of adoption leave (no earlier than 14 days before expected placement date)	Date: _____

EMPLOYEE DECLARATION	
I have read the Adoption Leave guide and apply for leave as above.	
Signed _____	Date _____

AUTHORISATION	
Signed _____	Date _____
Headteacher	

Appendix 3a

APPLICATION FOR PATERNITY LEAVE – BIRTHS

(To be completed by the employee)

Please

New Leave Request *

Amended Leave Request **

EMPLOYEE DETAILS			
Surname		Forenames	
NI No.		Job Title	
School			
Hours/Percentage worked per week (include days worked if part time)			
Start date with school:			___/___/___
Date when continuous employment with bodies covered by the RPMO began:			___/___/___

PATERNITY LEAVE - BIRTHS (Please tick appropriate boxes)			
To qualify for statutory paternity leave you must tick all three boxes below			
I declare that:			
✓	I am the baby's biological father, or married to the mother, or living with the mother in an enduring relationship, but am not a blood relative		<input type="checkbox"/>
✓	I have responsibility for the child's upbringing		<input type="checkbox"/>
✓	I am taking time off work to support the mother or care for the child		<input type="checkbox"/>
Date baby is due on	Date: _____	Last day at work	Date: _____
MATB1 certificate attached	YES <input type="checkbox"/>	First day of paternity leave	Date: _____
I intend to take	1 weeks leave <input type="checkbox"/> 2 weeks leave <input type="checkbox"/>		
EMPLOYEE DECLARATION			
I have read the Paternity Leave - Births guide and apply for leave as above.			
Signed _____ Date _____			

AUTHORISATION	
Signed _____ Date _____	
Headteacher	

* New Leave request to be received no later than 28 days prior to the EWC

** The amended form must be received within 28 days of the birth

Appendix 3b

APPLICATION FOR PATERNITY LEAVE - ADOPTION

(To be completed by the employee)

EMPLOYEE DETAILS			
Surname		Forenames	
NI No.		Job Title	
School			
Hours/Percentage worked per week (include days worked if part time)			
Start date with school:			___/___/___
Date when continuous employment with bodies covered by the RPMO began:			___/___/___

PATERNITY LEAVE - ADOPTION (Please tick appropriate boxes)			
<p>To qualify for statutory paternity leave you must tick all four boxes below I declare that:</p> <ul style="list-style-type: none"> ✓ I am adopting the child with my partner and I want to receive Statutory Paternity Pay and Paternity Leave, NOT Adoption Pay/Adoption Leave <input type="checkbox"/> ✓ I am married to the person adopting the child, or living with the person adopting the child in an enduring family relationship but am not an immediate relative <input type="checkbox"/> ✓ I have responsibility for the child's upbringing <input type="checkbox"/> ✓ I am taking time off work to support the person adopting the child or to care for the child <input type="checkbox"/> 			
Date adoption agency told me I had been matched with child	Date: _____	Last day at work	Date: _____
Date child is expected to be placed on or enter the UK	Date: _____	First day of paternity leave	Date: _____
If the child has already been placed, what date were they placed	Date: _____	I intend to take	1 weeks leave <input type="checkbox"/> 2 weeks leave <input type="checkbox"/>

EMPLOYEE DECLARATION
<p>I have read the Paternity Leave - Adoption guide and apply for leave as above.</p> <p>Signed _____ Date _____</p>

AUTHORISATION
<p>Signed _____ Date _____</p> <p>Headteacher</p>

Appendix 3c

APPLICATION FOR ADDITIONAL PATERNITY LEAVE

(To be completed by the employee at least 8 weeks before Additional Paternity Leave is due to start)

EMPLOYEE DETAILS			
Surname		Forenames	
NI No.		Job Title	
School			
Hours/Percentage worked per week (include days worked if part time)			
Start date with school:			___/___/___
Date when continuous employment with bodies covered by the RPMO began:			___/___/___

ADDITIONAL PATERNITY LEAVE (Please tick appropriate boxes)			
To qualify for statutory paternity leave you must tick all three boxes below			
I declare that:			
✓	I am the baby's biological father, or married to the mother, or living with the mother in an enduring relationship, but am not a blood relative		<input type="checkbox"/>
✓	I have responsibility for the child's upbringing		<input type="checkbox"/>
✓	I am taking time off work to care for the child		<input type="checkbox"/>
Date baby is due on	Date: _____	MATB1 certificate attached	YES <input type="checkbox"/>
First day of additional paternity leave	Date: _____	I intend to take (insert number of weeks)	_____ weeks leave
EMPLOYEE DECLARATION			
I have read the Additional Paternity Leave guide and apply for additional paternity leave as above.			
Signed _____		Date _____	

AUTHORISATION	
Signed _____ Headteacher	Date _____

Appendix 4

REQUEST FOR PARENTAL LEAVE

(To be completed by the employee)

EMPLOYEE DETAILS			
Surname		Forenames	
NI No.		Job Title	
School			
Start date with school:			___/___/___
Date when continuous employment with bodies covered by the RPMO began:			___/___/___

PARENTAL LEAVE			
Applications for parental leave must be for a minimum of one week and for a maximum of four weeks at any one time unless in relation to a child who is disabled, when leave can be taken in blocks or multiples of one day.			
Request relates to (delete as appropriate)	Baby / son / daughter	Childs name (where applicable)	
Due date / birth date / adoption date	Date: _____	Is child disabled (delete as appropriate)	Yes / No
I attach a copy of the birth certificate or adoption papers			Yes / No
First day of leave	Date: _____	Last day of leave	Date: _____
Total days/weeks requested	_____ weeks _____ days	Total work days missed	_____

EMPLOYEE DECLARATION			
<p>I recognise that the school is entitled to make enquiries of all or any of my previous employers in relation to any previous periods of parental leave taken.</p> <p>I also recognise that the school may postpone the period of leave requested by up to six months where the leave requested does not coincide with the expected week of my child's birth or adoption and the school would otherwise be unduly disrupted by my absence.</p> <p>I have read the Parental Leave guide and apply for parental leave as above.</p> <p>Signed _____ Date _____</p> <p>Pass form to your Headteacher at least 21 days prior to the date on which your requested period of parental leave is due to commence.</p>			

AUTHORISATION	
Signed _____ Headteacher	Date _____

APPLICATION FOR UNPAID ANTE-NATAL/ PRE ADOPTIVE MEETING LEAVE

EMPLOYEE DETAILS			
Surname		Forenames	
NI No.		Job Title	
School			
Hours/Percentage worked per week (include days worked if part time)			
Start date with school:			___/___/___

UNPAID LEAVE

To qualify for time off to attend up to two unpaid ante-natal appointments or pre-adoptive meetings you must tick all three boxes below:

I declare that:

- ✓ I am the baby’s biological father, or married to the mother, or living with the mother in an enduring relationship, but am not a blood relative – or -;
I am a potential applicant for a parental order through a surrogacy arrangement –or-
I am intending to adopt a child
- ✓ I will have responsibility for the child’s upbringing
- ✓ I am taking time off work to attend an ante-natal appointment/pre-adoptive contact meeting

Up to two periods of unpaid appointment leave may be taken and should not exceed 6.5 hours each.

Date baby/adoption placement is due	Date: _____	Date of appointment	Date: _____
Time of appointment	Time: _____	I intend to take unpaid leave totalling	_____ hours, Starting at _____ time

EMPLOYEE DECLARATION

I have read the Maternity, Paternity & Family Related Leave for School Based Employees and apply for unpaid leave as above.

Signed _____ Date _____

AUTHORISATION

Signed _____ Date _____
Line Manager/ Headteacher