

**The Cam Academy Trust**  
**MATERNITY & PATERNITY POLICY**

to be read in conjunction with the following policy: Adoption Policy

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## **1. Introduction**

- 1.1 This document sets out the maternity provisions to which employees of the Academy Trust are entitled, both before and after the birth of their child. These maternity and paternity provisions comply with the Work and Families Act 2014, and the Equality Act 2010 and any amendments made under these.
- 1.2 This policy is not applicable to self-employed or agency workers who are carrying out duties within the School.
- 1.3 In order to qualify for these entitlements, employees must comply with the conditions set out below.
- 1.4 These guidelines cover both the statutory provisions and the contractual entitlements relating to maternity leave entitlement and maternity pay entitlement. In addition, there are some general issues affecting employees during pregnancy that employers should take account of.
- 1.5 The status of the employee's contract of employment during the maternity leave period is treated as if she is temporarily absent from work. This means that all contractual benefits, except pay, must continue as normal. Annual leave entitlement will accrue as normal.

## **2. Antenatal Care**

- 2.1 All pregnant employees, irrespective of length of service have a statutory right to reasonable paid time off work to attend ante-natal care appointments. Evidence of these appointments may be requested.
- 2.2 Employees who are in a relationship with a pregnant woman also have the right to attend antenatal appointments. This right is limited to two occasions and is unpaid.

## **3. Premature Birth**

- 3.1 Where a baby is born prematurely the employee should ensure that the Headteacher / Principal is informed. The period of maternity leave will commence automatically the day after the birth unless maternity leave had already commenced. Discretion should be used as to whether it is appropriate to extend the maternity leave period or take any other special action as necessary.

## **4. Death of a Baby and Still Birth**

- 4.1 If the baby dies or is stillborn after 24 weeks' pregnancy, the provisions of the relevant scheme apply. Where this occurs before 24 weeks (miscarriage), consideration as to the circumstances should be made and, where necessary, special leave or sick leave should be granted. The decision should be made with consideration given to the needs of the employee and medical advice.

## **5. Entitlement to maternity leave and pay for all categories of employees, with less than 26 weeks service as at the 15<sup>th</sup> week before the expected week of childbirth (EWC).**

- 5.1 All employees are entitled to take up to one-year (52 weeks) maternity leave from day one of employment as outlined in Appendix 1. An employee cannot return to work earlier than two weeks after childbirth.
- 5.2 There is a requirement to give the employer at least 28 days' notice (teaching staff 21 days' notice) of the date on which the absence will begin. If the employee wishes to resign her employment the normal contractual notice period applies. In all cases, Schools are advised to request notification as early as

possible although the statutory requirement is for the employee to notify the employer of the intention to take maternity leave by 15 weeks before the Expected Week of Childbirth (EWC). The employer is required to respond to the request within 28 days of the request being made.

5.3 The employee is not required to give notice of her intention to return to work following maternity leave unless she returns before the end of the 52-week period, in which case she must give 21 days' notice of her intention to return.

5.4 A summary of the entitlements and obligations to maternity leave and pay for employees in Schools is set out in appendices 1 and 2.

**6. Entitlement to maternity leave and pay for all categories of employees with more than 26 weeks service as at the 15th week before the expected week of childbirth (EWC) but less than one year's service as at the 11th week before the expected week of childbirth (EWC).**

6.1 In addition to the maternity entitlement for employees set out above, for those with more than 26 weeks service as at 15 weeks before the EWC, there is a possible entitlement to be paid Statutory Maternity Pay (SMP), depending on the employee meeting certain conditions.

6.2 To qualify for SMP the following conditions must be met:

- The employee must have been continuously employed by her current employer for at least 26 weeks by the beginning of the 15th week before the EWC. This 15th week is called the qualifying week.
- The employee must have average weekly earnings in the calculation period (which is the eight weeks or two months before the end of the qualifying week) at or above the lower earnings limit for payment of National Insurance contributions. The lower earnings limit is reviewed in the April of each year.
- The employee must still be pregnant at the 11th week before the EWC or have had the baby by that time.

**7. Entitlement to maternity leave and pay for all categories of employees with more than one year's service as at the 11th week before the expected week of childbirth (EWC).**

7.1 For those employees with more than one year's service as at the 11th week before the EWC, in addition to the above maternity leave and pay entitlements there is an entitlement to receive contractual maternity pay in line with the conditions of service for either teaching staff or support staff.

7.2 A summary of the entitlements and obligations to maternity leave and pay for all categories of staff with **more than one year's service** as at the 11th week before the EWC is set out in appendix 1.

Note: If an employee does not return to work for at least 13 weeks (or part-time equivalent) starting from when the date the teacher returns to work or the date during the school holiday on which the teacher is declared medically fit to return to work then the additional benefits above SMP are repayable. If there is no undertaking to return to work after maternity leave the entitlement will need to be re- paid as a lump sum, this will be based on the equivalent of 13 weeks calculated on the working time before leave was taken.

**8. Maternity Allowance (MA)**

8.1 In any circumstances where an employee does not qualify for SMP they should be referred to the Department of Work and Pensions ([www.dwp.gov.uk](http://www.dwp.gov.uk)) to determine any entitlement to Maternity Allowance payments.

## **9. Pregnancy related illness**

- 9.1 An employee's maternity leave will start automatically if she is absent from work for a pregnancy related illness during the four weeks prior to the start of the EWC, regardless of when the employee requested for maternity leave to start.
- 9.2 The HR representative for the School will confirm in writing to the employee their planned expected maternity leave start date and expected return to work date, they will also confirm maternity pay entitlements and any arrangements for KIT days if agreed at that point.

## **10. The administration of maternity leave**

- 10.1 When the employee notifies the Headteacher (or other designated person) that she is pregnant she should be given the appropriate maternity leave application form and summary of entitlements.
- 10.2 The School should make it clear that it is the responsibility of the employee to notify the School by, at the latest, the 15th week before the EWC (teaching staff 14th week before the EWC), of the intended date maternity leave is to commence. Should the employee decide she intends to commence maternity leave at an earlier date, she is required to give a minimum of 28 days' notice (teaching staff 21 days' notice of the revised date).
- 10.3 When the Headteacher has received formal confirmation of an employee's intention to take maternity leave, the completed maternity application form should be forwarded to HR immediately to enable a response to be sent to the employee within, the statutory required, 28 days. The Schools payroll provider will then provide a schedule of maternity leave pay for the employee.
- 10.4 A certificate of pregnancy from a registered medical practitioner or midwife (MatB1) should also be provided to the employer. The MatB1 is not issued until the 20th week before the EWC. This along with the maternity application form should be sent to EPM.
- 10.5 If the employee chooses to return before the end of the 52 weeks maternity leave period, she is required to give a minimum of 21 days' notice of the revised return date, in writing, to the Headteacher.
- 10.6 When the Headteacher has been informed of the above, the Schools HR representative should notify EPM in order that any maternity cover arrangements may be terminated, and the employee's full pay re-commenced as appropriate.
- 10.7 The statute requires employees to give at least 8 weeks written notice of the intended date of return if the employee wishes to return prior to the end of the maternity leave period but this is overridden by the conditions of service which require only 21 days' notice of return.

NOTE: Where an employee is eligible for a pay rise before the end of the period of maternity leave, the pay rise will be taken into account for the relevant period. In such circumstances, the SMP would be recalculated by the payroll provider and increased retrospectively with a new Maternity Pay Schedule being issued.

## **11. Keeping in Touch (KIT) Days**

- 11.1 The School where the member of staff is based have the right to make reasonable contact with the employee whilst on Maternity Leave. Such contact will be for the purposes of keeping the employee informed and to agree plans for the return to work. Ideally, before going on leave, the employer and the employee would discuss and agree any voluntary arrangements for keeping in touch during the employee's maternity leave. The School would usually make contact with the employee shortly before she is due to return to work after her maternity leave to discuss the arrangements for managing her return to work.

- 11.2 KIT days are optional and there is provision to allow the employee to work up to 10 KIT days during maternity leave. It is advisable, before going on leave, that the employer and employee discuss and agree any voluntary arrangements for keeping in touch during the employee's maternity leave. The employee may be paid for the work undertaken during KIT days without loss of SMP. The rate of pay is a matter for agreement with the employer. However, when determining the rate of pay for each KIT day, the employer must be mindful of equal pay considerations.
- 11.3 Any work done on any day during the maternity pay or maternity leave period will count as a whole KIT day, up to the ten-day maximum. In other words, if an employee comes in for a one-hour training session and does no other work that day, she will have used one of her KIT days.
- 11.4 Work undertaken on these days should be meaningful and appropriate, the dates of work and work to be under taken should be agreed by the employer and employee, there is no obligation on either side, but these days are good practice and can support the transition back to work. Work can be in a block or on individual days but shall be paid, with work on any part of a day counting as a whole day.
- 11.5 Any employee, including fathers and partners sharing the additional maternity leave, wishing to take advantage of the Keeping in Touch Days provision in the statutory provisions should contact the Headteacher/Principal as soon as reasonably possible to discuss possibilities and make the necessary arrangements.

## **12. Returning to work**

- 12.1 Unless a redundancy situation has arisen, employees returning at the end of 26 weeks; that is at the end of the ordinary maternity leave entitlement, have the right to return to their contractual post, being treated as if the absence had never taken place.
- 12.2 An employee returning to work at any time after the 26 weeks of additional maternity leave (e.g. between weeks 27 and 52) will be entitled to return to either her contractual position or, if that it's not reasonably practicable to a post which is both suitable and appropriate and by law affording the employee the same or improved terms and conditions, pension and other rights and level of seniority.
- 12.3 There is not an automatic statutory right to return on a part-time basis following maternity leave. However, the employee may explore the feasibility of such arrangements with the employer and they have the right to be considered for flexible working in accordance with the Trusts Flexible Working policy.
- 12.4 If the employee decides not to return to work, notice by resignation should be given in accordance with the terms of the employee's contract. If this period is longer than the remaining period of maternity leave the School may require the employee to return to work to complete the notice period. In such circumstances, the employee retains the right to SMP however contractual entitlements may be affected.

## **13. Additional General Information**

- 13.1 **Protection from Dismissal**  
The law, under the Equality Act 2010, protects an employee against dismissal when she is pregnant or during maternity leave regardless of hours worked or length of service. Only when a dismissal would have occurred, regardless of the fact that the employee is pregnant or on maternity leave, would a dismissal not be automatically unfair.

### 13.2 Redundancy during maternity leave

If an employee is dismissed by reason of redundancy during her maternity leave, she will be entitled to a redundancy payment in the same way as she would have been had she not been absent, that is based on her full salary. She will also continue to be entitled to her statutory maternity pay. An employee who is made redundant while on maternity leave is entitled to be offered a suitable alternative vacancy before it is offered to any other employee and before the end of her employment under her existing contract.

### 13.3 Suitable alternative employment

Employees on maternity leave have a special right to be offered a suitable post where their post is made redundant. Where a group of employees is at risk of redundancy, the employee on maternity leave would be given priority in relation to suitable alternative employment.

### 13.4 Pregnancy related sickness absence

Any records of pregnancy related sickness absence will be kept separately from other periods of absence, such periods of absence will be disregarded in relation to any future employment related decisions.

### 13.5 Pensions

Members of the Teachers' Pension Scheme (TPS) and Local Government Pension Scheme (LGPS) will pay contributions based on the actual maternity pay received during the first 39 weeks of the maternity pay period.

During unpaid maternity leave the employer shall not make any payments into the pension scheme and the employee will no longer continue paying contributions. Employees should seek further information from the relevant pension scheme in respect of their options to enhance contributions for the period of unpaid maternity leave.

## 14. Health & Safety

Pregnant employees must be given specific health and safety protection under UK Health and Safety Legislation. The main provisions are set out below.

### 14.1 Risk Assessment

Upon notification of a woman's pregnancy, the Headteacher / Principal will make arrangements for a risk assessment to be conducted. Wherever possible the risk assessment will be conducted within 10 days of notification.

Where an unacceptable risk is identified the employer must take any protective or preventative measures required by other health and safety legislation to remove it. Where this would not prevent the employee from being at risk, a hierarchy of measures should be followed:

- If it is reasonable to do so, working conditions or hours of work should be altered to avoid (or minimise) the risk
- If this is not possible, or the risk cannot be avoided by this, the employee should be offered suitable alternative employment on existing, or not substantially less favourable, terms and conditions
- If no suitable alternative work is available, the employee should be given leave of absence with full pay. If the employee refuses an offer of suitable alternative work, the leave may reasonably be unpaid.

NOTE: An employee's health and ability during pregnancy and their work requirements can change and it is therefore important to regularly monitor the risks associated with her work and adjust this accordingly.

#### 14.2 Protection from Exposure to Hazards

The Headteacher / Principal will carry out any necessary risk assessment where there is potential hazard to any employee who is pregnant, or breast feeding and will apply the terms of any nationally agreed scheme in respect of particular categories of employee.

#### 14.3 Infectious Diseases

In the event of a risk of infectious disease in the School, it may be necessary to give a pregnant employee leave on full pay until the risk has been removed or until the maternity leave starts, whichever happens first. In addition, where a medical practitioner advises a pregnant employee not to attend the School for precautionary reasons due to infectious disease in the School, the employee is entitled to full pay during this period which is not reckoned against her other sick leave entitlement.

#### 14.4 Period of Protection

These provisions apply from the time the School receives written notification that the employee is pregnant until 6 months after the date of childbirth, or until the employee stops breast feeding if she continues to do so beyond this six-month period. The paid leave of absence provisions will not apply during the maternity leave period. The employee will receive whatever maternity pay she is entitled to as normal.

### 15. Paternity Leave

An employee with secondary care responsibility is entitled to one or two week's ordinary [paternity leave](#) and a maximum of 26 weeks additional paternity leave. Paternity leave is defined as an absence from work for the purpose of caring for a new-born child or for supporting the child's mother.

#### 15.1 Ordinary Paternity Leave

The employee should give the School at least 8 weeks' notice and satisfy evidential requirements in support of the request. The School would require 28 days' notice to change the date.

The employee may opt to take paternity leave for either one full week or two consecutive weeks. Single days are not permitted. The Paternity Leave Application form can be found in appendix 2 of this policy. Applications for paternity leave should be submitted initially to the individuals line manager, but then to the School HR representative for pay and recording purposes.

If the baby is born either early or late, it may not be possible to give the full notice for variation to paternity leave, in which case the employee should inform the employer as soon as possible.

An employee who qualified for statutory paternity leave would still be entitled to take the leave if the baby was stillborn after 24 weeks of the pregnancy.

#### 15.2 Additional Paternity Leave

Under [Shared Parental Leave](#) legislation 2015 it is possible for both parents to share the remaining part of maternity leave by electing to transfer it to shared parental leave. In doing this, parents may decide to be off work at the same time and / or take it in turns to have periods of leave to look after the child.

If maternity leave is shared with a partner as additional paternity leave the mother would return to work and the father or partner could then claim Additional Paternity Pay to the end of the 39th week, £151.20, or 90% of your average weekly earnings (whichever is lower).

## **16 Transfer of maternity rights**

The shared parental leave regulations are intended to give parents more flexibility in how to share the care of their child in the first year following birth or adoption. The regulations enable both parents to be able to share the remaining part of maternity leave by electing to transfer it to shared parental leave. In doing this, parents may decide to be off work at the same time and / or take it in turns to have periods of leave to look after the child.

To qualify for shared parental leave and pay, a mother must be entitled to maternity or adoption leave, or statutory maternity or adoption pay or maternity allowance and must share the main responsibility for caring for the child with the child's father or her partner.

To access shared parental leave, the mother would elect to end her maternity leave and transfer her statutory provision to shared parental leave.

- A parent seeking to take shared parental leave must have been in continuous employment for at least 26 weeks at the end of the 15<sup>th</sup> week before the week in which the child is due (or at the week in which the adopter was notified of having been matched with a child or adoption) and be still employed in the first week that shared parental leave is to be taken.
- The other parent must have worked for 26 weeks in the 66 weeks leading up to the due date and have earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks, they do not need to be in a row)
- That the employee must be the child's father or, if not, is married to or is the partner or civil partner of the child's mother and expects to have, other than the mother, main responsibility for the upbringing of the child.

Shared parental leave may be taken at any time within the period which begins 2 weeks after the date the child is born or date of the placement and ends 50 weeks after that date. Leave must be taken in complete weeks and may be taken either in a continuous period, which an employer cannot refuse, or in up to 3 discontinuous periods, which the employer can refuse.

Before leave can begin the employee must give the employer at least 8 weeks' notice and satisfy evidential requirements in support of the request. Within 28 days the employer can ask for additional evidence in accordance with the relevant statute and the regulations that apply at that time.

## **17 Parental Leave**

Eligible employees can take unpaid [parental leave](#) to look after their child's welfare. Parents are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday, this leave is unpaid.

Up to 4 weeks leave can be taken each year per child, more may be given in exceptional circumstances in agreement with the Headteacher/Principal.

Parental leave should be taken as whole weeks (e.g. 1 week or 2 weeks) rather than individual days, unless your child is disabled. The leave does not have to be taken all at once. A 'week' equals the length of time you would usually work over a 7-day period.



Employees qualify for parental leave if the following apply:

- They have been in the company for more than a year
- They are 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

You will need to provide proof of your entitlement, for example a birth certificate. Employees must give 21 days' notice before their intended start date for parental leave and indicate the start and end date.

The Trust supports parents in caring for their children and leave will not be delayed if:

- it's being taken by the father or partner immediately after the birth or adoption of a child
- it means an employee would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday

If the request for leave has a significant impact on the operation of the School, we may need to meet with you to agree a revised date for your leave. In this situation we will:

- write explaining why within 7 days of the original request
- suggest a new start date - this must be within 6 months of the requested start date
- not change the amount of leave being requested

If you wish to take parental leave, please use the Parental Leave application form in Appendix 3.

## APPENDIX 1

## APPLICATION FOR MATERNITY LEAVE & PAY

Name:	Job title:	School:
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The expected week of childbirth (EWC): \_\_\_\_\_

I have enclosed my MATB1

YES/NO

I will provide the MATB1 and understand that my maternity pay will be dependent on this.

### Maternity Leave

I plan to start my maternity leave on is \_\_\_/\_\_\_/20\_\_\_

The date I plan to return to work is \_\_\_/\_\_\_/20\_\_\_

If I decide to return before this date I will give 21 days' written notice to the Headteacher.

### Maternity Pay

Length of service	Teaching Staff	Tick as appropriate
Less than 26 weeks service	Statutory maternity allowance - Form SMP1 to be provided by payroll provider to apply for statutory	
Less than 1 years' service, but 26 weeks service at the 11 <sup>th</sup> week before expected week of child birth	First 6 weeks of absence - SMP at 90% of average weekly earnings Next 33 weeks - Standard SMP at statutory rate or 90% of average weekly earnings, whichever is	
At least 26 weeks continuous service with The Cam Academy Trust and more than one year's continuous service at the beginning of the 11 <sup>th</sup> week before EWC.	First 4 weeks - Full pay, inclusive of 90% SMP; Next 2 weeks - SMP at 90% of a Week's salary; Next 12 weeks - half pay + SMP at the statutory rate per week	
Length of service	Support staff	Tick as appropriate
Less than 26 weeks service	Statutory maternity allowance	
At least 26 continuous weeks of employment with The Cam Academy Trust and less than 1 year's continuous service at the beginning of 11th week before EWC	First 6 weeks - SMP at 90% of average weekly earnings; Next 33 weeks - Standard SMP at statutory rate or 90% of average weekly pay, whichever is lower.	
Support staff having at least 1 year's continuous local government service by the qualifying dates	First 6 weeks – SMP at 90% of average weekly pay; Next 12 weeks - 50% of weekly pay plus SMP at the statutory rate, except by the extent to which the combined pay and SMP exceeds full pay Next 21 weeks - Standard SMP at the statutory rate Entitled to a further 13 weeks unpaid maternity leave. <small>*average pay calculated from salary prior to deductions</small>	

A risk assessment has been completed: yes/no      A risk assessment will be complete on \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 2

## PATERNITY LEAVE APPLICATION FORM

(Form to be completed by qualifying employees submitting an application for paternity leave)

Name:	Post/Job title:
School:	Start date of employment:
The baby is due on (insert date from MATB 1): ____/____/20 ____	
And, if the baby has been born, please enter the actual date of birth: ____/____/20 ____	
Duration of proposed paternity leave in full weeks ( please indicate):	
I should like to take my paternity leave to start on ____/____/20 ____	
<p>I declare that I am:</p> <p>The baby's biological father or</p> <p>Married to the mother or</p> <p>Living with the mother in an enduring family relationship, but I am not an immediate relative or,</p> <p>Nominated by the mother to provide support to the mother at or around the time of birth and I have or expect to have, responsibility for the child's upbringing and I am taking time off work to support the mother or care for the new baby.</p> <p>Signed: _____ Date: _____</p> <p><b>Please note that the submission of deliberately misleading or factually incorrect information may lead to disciplinary action being taken.</b></p>	

Section below to be completed by the manager considering the request

Date application received:	
Are the dates the employee requested approved	YES/NO
Date(s) of paternity leave, if different to that specified by the employee	
Signed: _____ Date: _____	
Name:	Job title:

***Please send a copy of this form to the Human Resource representative at your School.***

## APPENDIX 3

## APPLICATION FORM FOR PARENTAL LEAVE

Please refer to the Cam Academy Trust Maternity and Paternity Policy for details regarding parental leave. An application for Parental Leave should be made to the Head or Principal with at least 21 days' notice in advance of the start of the leave.

Full Name:

Post:

School:

I wish to apply for a period of unpaid Parental Leave from:

(Dates) \_\_\_\_\_ to \_\_\_\_\_ a total of \_\_\_\_\_ weeks.

I confirm that this period of Parental Leave will be used to look after or make arrangements for the welfare of a child to whom, as set out under the Employment Relations Act 1999 (Parental Leave Regulations) and at the time the leave will be taken, one of the following applies (please tick as applicable):

☐ I am named as a parent on his/her birth certificate and is under the age of five (or eighteen if in receipt of Disability Living Allowance), or

☐ I have adopted him/her and s/he is under the age of 18, or

☐ I have acquired formal parental responsibility for him/her and is under the age of five (or eighteen if in receipt of Disability Living Allowance).

Please attach a copy of evidence\* to demonstrate that you are entitled to take Parental Leave for this child.

(\*For example, a copy of his/her birth certificate, papers confirming his/her adoption or date of placement, or proof of the expected week of childbirth).

I am aware that this period of Parental Leave will be unpaid and that appropriate adjustments will be made to my salary to reflect this.

I do / do not (delete as applicable) wish to continue making superannuation contributions during this period of unpaid leave.

Please sign below to confirm the details above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed the above application with this member of staff and approve this period of unpaid Parental leave. (Please add any comments overleaf).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please send a copy of this form to the Human Resource representative at your School.***

## APPENDIX 4 SHARED PARENTAL LEAVE APPLICATION FORM

### Section 1: Employee Details

Name: \_\_\_\_\_ Job title: \_\_\_\_\_ School: \_\_\_\_\_

Relationship to child: Birth Mother / Father / Mother's Partner / Primary Adopter /  
Secondary Adopter

### Section 2: Partner Details

Name of Partner: \_\_\_\_\_ NI Number: \_\_\_\_\_

Relationship to child: Birth Mother / Father / Mother's Partner / Primary Adopter / Secondary  
Adopter

Employer Name: \_\_\_\_\_ Address: \_\_\_\_\_

If your partner is self-employed, state "Self-employed" and give contact details.

### Section 3: Maternity / Adoption Leave Details

If you are the Birth Mother, Father or Mother's Partner please complete Part A. If you are the  
Primary or Secondary Adopter, complete Part B.

#### ***Part A: Maternity Leave***

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

No of week's maternity leave taken or to be taken: \_\_\_\_\_

#### ***Part B: Adoption Leave***

Start Date : \_\_\_\_\_ End Date: \_\_\_\_\_

No of weeks adoption leave taken or to be taken: \_\_\_\_\_

### Section 4: Shared Parental Leave Details

No of Shared Parental Leave weeks available: \_\_\_\_\_

To calculate the number of shared parental leave weeks available, deduct the no of weeks'  
Maternity /Adoption leave, Statutory Maternity/Adoption Pay or Maternity Allowance taken, or to  
be taken, from 52.

No of Shared Parental Leave weeks you will take: \_\_\_\_ Start Date: \_\_\_\_ End Date: \_\_\_\_

No of Shared Parental Leave weeks your partner will take (if any)

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

You can change the allocation by giving us a further written notice, and you do not have to use your full allocation.

### **Section 5: Shared Parental Pay Details**

No of Shared Parental Pay weeks available: \_\_\_\_\_

To calculate the number of shared parental pay weeks available, deduct the no of weeks' Statutory Maternity/Adoption Pay or Maternity Allowance taken, or to be taken, from 39.

No of Shared Parental Pay weeks you wish to claim: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

No of Shared Parental Pay weeks your partner wishes to claim (if any): \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

You can change the allocation by giving us a further written notice, and you do not have to use your full allocation.

### **AGREEMENT:**

I declare that my partner and I both meet the statutory conditions for entitlement to Shared Parental Leave and Shared Parental Pay, and I understand that my School will contact my partner's employer and/or HMRC to verify and share information.

Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name Partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please send a copy of this form to the Human Resource representative at your School.***