Belfast Health and Social Care Trust

caring supporting improving together

Family Policy Pack
Pay and Provisions

Pay & Conditions Section
Updated December 2021

CONTENTS

INTRODUCTION

CONGRATULATIONS on your forthcoming event.

This pack has been compiled to provide you with important information on your leave and pay entitlement. It also contains information from the Improving Working Lives Section HR Department and information from the Risk and Governance Department. It should be read in conjunction with Section 15 of the Agenda for Change Terms and Conditions of Employment Handbook.

We hope that the information contained in the pack will answer any questions you may have, however, if you require any further information, you should contact the appropriate Departments listed below:

Pay & Conditions Section 5th Floor: McKinney House Musgrave Park Hospital	:	Human Resource Information Service Number : 028 96159615 or Email : ER-Maternity@belfasttrust.hscni.net
Improving Working Lives 4th Floor: McKinney House Musgrave Park Hospital	:	Human Resource Information Service Number: 028 96159615
Health and Safety Managers 6th Floor: McKinney House Musgrave Park Hospital	:	Extensions (950) 48676
Occupational Health Department 2nd Floor: McKinney House Musgrave Park Hospital	:	Extension (950) 48665

MATERNITY LEAVE IS NOT PROCESSED ON HRPTS

Please see manual Maternity Leave Form under Application Forms section of this pack

SECTION A – MATERNITY LEAVE

GENERAL INFORMATION

MATERNITY LEAVE & PAY ENTITLEMENT

To qualify for Occupational Maternity Pay you must have 52 weeks continuous service with one or more NHS/HSC Employers (excluding agency work) at the beginning of 11th week before your EWC (expected week of childbirth). (**Staff with only bank contracts are not entitled to occupational maternity pay**)

To qualify for Statutory Maternity Pay, you must have continuous service for 26 weeks up to the 15th week before your expected week of childbirth with the Belfast Health and Social Care Trust. Your normal weekly earnings must not be less than the lower earnings limit for the payment of National Insurance contributions and you must still be pregnant by the 11th week before your expected week of childbirth. (**Bank staff may be entitled to statutory maternity pay if they meet the above criteria. This will be confirmed by Human Resources upon application)**

If you do not qualify for statutory maternity pay, you may qualify for Maternity Allowance, which is paid by the DHSS for a period of 39 weeks. All pregnant Employees are entitled to a maximum of 52 weeks maternity leave. Staff must take a minimum of two weeks maternity leave from the date of childbirth.

Please refer to Table 1 for details of all pay provisions

APPLYING FOR MATERNITY LEAVE & PAY

You should inform your Line Manager of your intention to apply for maternity leave as soon as possible, at least 15 weeks before expected date of birth. Once you have received your MAT B1 certificate from your GP or Midwife (around 26 weeks), confirming your pregnancy and due date, you should arrange to meet with your Manager to discuss and agree your entitlement, to agree the dates of your leave and to complete the maternity leave application

You should also discuss arrangements for keeping in touch which may help you to keep up to date with developments at work, or help facilitate your return to work. The use of annual leave should also be agreed.

Confirmation of your maternity arrangements will be provided to you by your Manager or Human Resources prior to commencing maternity leave after submitting your Maternity Application. **It is important that you retain this information as it confirms when your maternity leave commences and when you are expected back at work.**

Your Manager will forward the completed maternity leave application to ER-Maternity@belfasttrust.hscni.net or the Pay & Conditions Section, 5th Floor McKinney House, (return via email is preferred) **at least 28 days before the start of your maternity leave**. The Trust also requires your certificate of confinement (MAT B1) and this should be attached to your Maternity Leave application. Applications will not be processed without this certificate.

During your pregnancy, you are entitled to reasonable time off for antenatal care. Antenatal care may include relaxation and parent-craft classes as well as appointments for antenatal care. Your Line Manager will require reasonable notice of these appointments.

If you have a partner who works within the Trust, they can apply to their Line Manager for up to 2 weeks New Parents Support/Paternity leave, paid at full pay depending upon service. Further details can be found in this pack.

KEEPING IN TOUCH

Legislation enables the Employer to initiate reasonable contact during maternity leave. Before going on leave the Employee and line Manager should discuss arrangements for keeping in touch during the Employee's maternity leave. Legislation also introduces 'Keeping In Touch' (KIT) days. KIT days (up to 10 during a period of leave) are intended to help Employees keep in touch with the workplace and may ease return to work after maternity leave. KIT days are by mutual agreement - there is no obligation on the Employer to offer KIT days nor is there an obligation on the part of the Employee to use them. However if work is to be carried out, for example essential training or attendance at a conference, consideration should be given by the Manager to pay for the work done at a normal days pay.
Where possible, managers should discuss this in advance of the Employee going on maternity leave so that both Manager and Employee are clear on whether KIT days will be used. KIT days can be used at any time during the maternity leave period with the exception of the two weeks immediately after the birth of the child.

Managers should complete a 'KIT Payment Request Form' on Manager Self Service (HRPTS) to confirm KIT days taken indicating hours worked on each day.
Payroll cannot process KIT days for payment unless you use the appropriate form below.

Please ensure to type in the dates and information only, hand written or scanned copies will not be accepted.

To access the form please Click here

RETURNING FROM MATERNITY LEAVE

An Employee who intends to return to work at the end of their full 52 weeks maternity leave period will not be required to give any further notification to their Employer and it will be expected that they returns to work at the end of the maternity leave period as indicated on the original application.

If however they wishes to return to work before the end of the 52 weeks maternity leave they must give at least 28 days' notice in writing, made directly to their Manager. The Manager must complete a '**Contractual Change Form'** on Manager Self Service (HRPTS) advising Human Resources and Salaries and Wages of the new date of return so that pay can be adjusted accordingly. Failure to advise HR will result in incorrect salary.

If the employee fails to return to work at the end of maternity leave due to sickness, normal sickness provisions will apply. The employee is required to report her sickness directly to their Manager and submit a sickness certificate so that pay can be adjusted accordingly.

UNPAID MATERNITY LEAVE

During unpaid leave, should you wish to continue to pay your Superannuation Pension contributions contact the Payroll Department for guidance.

FOLLOWING YOUR MATERNITY LEAVE

If you have signed the undertaking to return to work for three months and are unable to do so, you shall be liable to refund any Occupational Maternity pay received less what you would have been entitled to under the Statutory Maternity pay scheme.

ANNUAL LEAVE

Annual leave and statutory leave will continue to accrue during maternity leave, whether paid or unpaid.

Unpaid maternity leave counts as continuous service. Where the amount of accrued annual leave would exceed normal carry over provisions, it may be mutually beneficial to both the Employer and the Employee for the Employee to take annual leave before and/or after the maternity leave (paid and unpaid) period. The amount of annual leave to be taken in this way, or carried over, should be discussed and agreed between the Employee and the Employer before the Employee commences maternity leave.

FURTHER INFORMATION

Work Life Balance Policies

A range of eight work life balance policies and procedures have been developed within the Trust following consultation with staff representatives, service managers and the Equality Commission, to meet legislative requirements and best practice.

The policies are Job Sharing, Part-time Working, Term Time Working, Employment Break, Flexi Time, Home-Working, Compressed Working and Flexible Retirement.

Childcare Vouchers

Childcare vouchers are a method of paying for registered childcare and are exempt from tax and National Insurance Contributions (NIC), therefore offering potential savings for working parents who use registered childcare. Please note: only those employees who were availing of the Childcare Voucher scheme prior to October 2018 and who have not opted out to use Tax-Free Childcare or opted out of the scheme for 52 weeks or more are able to participate in or rejoin the Childcare Voucher scheme. For further information please contact the Improving Working Lives section of HR.

Child Care Vouchers and Calculation of Statutory and Occupational Maternity Pay

Statutory and Occupational Maternity Pay will be calculated on your salary less the value of the childcare vouchers. If you continue to pay childcare vouchers during the average earning period, your statutory and occupational maternity pay will be reduced. The average earning period is calculated by finding the 15th week before the baby is due. For monthly paid staff the average earnings will be the average of the two pays before the above week and for weekly paid staff the average earnings will be the average of the 8 pays before the above week. It is advisable to opt out of the scheme during the average earning period. It is advisable to let Improving Working Lives Section know of your pregnancy as early on as possible.

Tax Free Childcare Scheme

The Tax Free Childcare Scheme will allow eligible working families to claim 20% of their childcare costs, up to £2,000 per child per year, or £4,000 for a child with a disability, from the Government.
Please note the following important points:

- If you leave the Childcare Voucher scheme and start using Tax-Free Childcare you will not be eligible to re-join the Childcare Voucher scheme.
- There is no employer involvement in the Tax-Free Childcare scheme.

If you would like further advice and information on Tax-Free Childcare or a calculation setting out which form of financial support is best for your circumstances, call the Employers For Childcare's Family Benefits Advice Service on 0800 028 3008. As an alternative please access the following link: http://www.employersforchildcare.org/parents/download-library/

Childcare Scheme

The Trust recognises that many of its staff have challenging childcare needs, more so during the school breaks. As a result, the Childcare Scheme has been established to assist staff in finding quality childcare at very competitive rates. The Trust provides an annual summer scheme across 4 venues. In addition, the Trust operates 1 scheme during the Halloween mid-term period. The schemes enable staff to better balance their home/work life and reduce their child-minding worries over the summer months and mid-term Halloween break.

Maternity Information Sessions

Maternity Information Sessions are delivered twice annually to provide advice and information to Belfast Trust employees regarding maternity provisions. These sessions include the following information; maternity leave entitlements, work life balance policies, health, benefits of physical activity during and after pregnancy and promoting a healthy lifestyle during pregnancy.

Car Leasing Scheme

If you are in a car lease scheme or thinking about the car lease scheme you should consider that any salary sacrifice scheme will reduce your taxable earnings. As maternity pay is calculated on earnings any salary sacrifice scheme you have entered into may affect the amount of maternity pay you will receive.

Further information on any of the above can be sought from Improving Working Lives Section, HR Group, 4th Floor McKinney House, telephone 028 96159615.

QUESTIONS AND ANSWERS

Who is entitled to Occupational Maternity Pay? – refer to Table 1

To qualify for Occupational Maternity Pay you must have 52 weeks continuous service with one or more HSC/NHS Employers at the beginning of 11th week before your EWC (expected week of childbirth).

Who is entitled to Statutory Maternity Pay? – refer to Table 1

To qualify for Statutory Maternity Pay, you must have continuous service for 26 weeks up to the 15th week before your expected week of childbirth with the Belfast Health and Social Care Trust. Your normal weekly earnings must not be less than the lower earnings limit for the payment of National Insurance contributions and you must still be pregnant by the 11th week before your expected week of childbirth.

Who is entitled to Maternity Allowance? – refer to Table 1

If you are pregnant and working and do not qualify for Statutory Maternity Pay, you may be entitled to Maternity Allowance. This is payable weekly for 39 weeks by the **Department for Communities**. The claim form will be sent to you from **the Payroll Department following the submission of your maternity leave application. Important please retain original MATB1 Certificate for Department for Communities.**

To qualify for maternity allowance you must have been employed or self-employed for at least 26 weeks in the 66 weeks up to and including the week before the baby is due. This 26 week period does not have to be continuous. You must also have paid the full rate of National Insurance in at least 26 weeks out of the same year and have stopped work while receiving Maternity Allowance and not qualify for Statutory Maternity Pay.

If I decide to give up work, can I still get Statutory Maternity Pay?

If you are eligible, you can get Statutory Maternity Pay, even if you do not intend to return to work. As long as you were employed at the 15th week, known as the "qualifying week", before your expected week of childbirth (see tables 1 and 2).

Can I choose when to stop work?

Yes, you can choose when to stop work from the 11th week before the expected week of childbirth and you may continue to work until the day before the due date, provided you give the required notice of **28 days** to your Manager.

What happens if I become sick and I have delayed the start of my maternity leave?

If an Employee is off work ill, or becomes ill, with a pregnancy related illness during the last four weeks before the expected week of childbirth maternity leave will normally commence at the beginning of the fourth week before the expected week of childbirth or the beginning of the next week after the Employee last worked whichever is the later.

If your illness is not related to your pregnancy then normal sick leave regulations apply until the agreed date of commencement of your maternity leave.

What happens if my baby is born prematurely? (after 24 weeks of pregnancy)

Where an Employee's baby is born alive prematurely the Employee will be entitled to the same amount of maternity leave and pay as if her baby was born at full term.

Where an Employee's baby is born before the eleventh week before the expected week of childbirth, and the Employee has worked during the actual week of childbirth, maternity leave will start on the first day of the Employee's absence.

Where an Employee's baby is born before the eleventh week before the expected week of childbirth, and the Employee has been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will start the day after the day of birth.

Where an Employee's baby is born before the eleventh week before the expected week of childbirth and the baby is in hospital the Employee may split their maternity leave entitlement, taking a minimum period of two weeks leave immediately after childbirth and the rest following their baby's discharge from hospital.

Still Birth/ Neonatal Death

Where an Employee's baby is still born after the 24th week of pregnancy **OR** if the baby was born alive at any stage of pregnancy and then died the Employee will be entitled to the normal maternity leave and pay entitlements. The maternity leave will start the day after the birth.

Miscarriage

Where an Employee has a miscarriage before the 25th week of pregnancy normal sick leave provisions will apply as necessary.

What happens if I become sick after my baby is born?

If you are absent on maternity leave, then your entitlement under the Sick Leave Scheme is suspended during the maternity leave period, however, if you have agreed the date you intend to return to work with your Line Manager and you become ill, then you will be treated under the Sick Leave Scheme from this date.

Can I decide to work whilst I am on maternity leave?

The Trust would advise employees **not** to work in any capacity whilst on maternity leave regardless if they are on unpaid maternity leave or in receipt of any maternity pay, OMP or SMP.

Do I have the right to work on a part-time basis following maternity leave?

No, you do not have a *right* to return on a part-time basis; however, you should contact your Line Manager and ask him/her to consider your request. Depending on the needs of the Trust, he/she may be able to offer you part-time working either on a temporary or permanent basis. Flexible working options to consider can be found in the Trust's Work-Life Balance Policy and an application to work flexibly can be made by any member of staff. It should be noted that in line with employment legislation, as a parent of a child under the age of 6 or of a disabled child aged under 18, you are entitled to request to work flexibly. Details of this can be found in the Work-Life Balance policy and an application for flexible working should be made in accordance with the legislation.

Can I work as self-employed if I am receiving SMP from my current job?

Providing you are registered as self-employed and pay your own tax and class 2 national insurance contributions, any self-employed work (this is not subject to Class 1 National Insurance contributions) does not affect any SMP that you receive from another job.
This means that you can do self-employed work during SMP maternity period after the birth without losing your SMP. If you work for an employer who is not liable to pay Class 1 National Insurance contributions, such as voluntary work or self-employment, you can still get SMP from employer 'A' both before and after the birth. You can also start self-employment after the birth and continue to receive SMP from employer 'A'.

Can I work with a secondary employer during my maternity leave in the Belfast Trust?

It can cause pay implications if an employee works for another employer/secondary employment during their maternity leave in the Belfast Trust. If you are in receipt of maternity pay (either occupational or statutory maternity pay) you are unable to work for any employer.

If an employee works for another employer/secondary employment during the statutory maternity pay period only, and they did not work with them during the 15th week (qualifying week) before the baby was due, Belfast Trust as the employer must stop paying statutory maternity pay to the employee from the start of the week that the employee starts work for the other employer/secondary employment. It is the employee's responsibility to inform their employer of this. You must do this as soon as possible, and make sure you return any SMP payment you get that covers the week you started work and any part of the period after you resumed work. Please contact Belfast Trust Pay & Conditions team in HR to stop paying your SMP if this is the case.
(Source https://workingfamilies.org.uk/articles/what-work-can-you-do-during-maternity-adoption-parental-leave)

Can I work during my maternity leave in the Belfast Trust?

In relation to doing any work within the Belfast Trust during maternity leave, this is capped at 10 Keeping in touch days only. Your manager must complete and return the KIT pro forma to HR in order to pay these to the staff member. Please refer to page 3 for the KIT process. There is no other capacity for staff to work during their maternity leave in the Belfast Trust outside of Keeping in touch days. You can however decide to return to work from maternity leave early if you give sufficient notice to your manager and HR.

Can I work in my bank post during my maternity leave in the Belfast Trust?

It is only possible to work in your bank post during periods of unpaid maternity leave.

HEALTH & SAFETY ISSUES RELATING TO NEW & EXPECTANT MOTHERS

The Trust recognises its duty to provide a safe working environment, to assess risks to new & expectant mothers and to take steps to avoid or control risk. This specifically relates to physical biological and chemical hazards and working conditions that may affect the health & safety of new & expectant mothers. A new and expectant mother is a member of staff who is pregnant, has given birth within the previous six months, or who is breastfeeding.

It is therefore important that you inform your Line Manager as soon as you know that you are a new or expectant mother or are breastfeeding so that your Manager can carry out an individual Risk Assessment to ensure that you and your child are not exposed to risks identified by the assessment. Your Line Manager should explain what controls will be taken or adjustments made to ensure that you, as a new or expectant mother, are not exposed to the risks that could cause harm.

All female staff who could in the future be pregnant or breast feeding should be aware of the potential risks associated with their particular work activity and what action will be taken to ensure they are not exposed to risks that could cause them harm – speak to your manager for a copy of the risk assessment relating to such.

Please also read the Belfast Trust Policy and Procedural Arrangements relating to New & Expectant Mothers Policy on the Belfast Trust Intranet. Further information is also available from the Public Health Agency as follows:

Breastfeeding and Returning to Work: Promoting Breastfeeding for Mothers for Work
http://www.publichealth.hscni.net/sites/default/files/Breastfeeding_Return_To_Work_03_17.pdf

Promoting Breastfeeding for Mothers Returning to Work: A Guide for Employers
http://www.publichealth.hscni.net/sites/default/files/Promoting_Breastfeeding_Returning_To_Work_PR_03_17.pdf

Contact numbers for Belfast Trust Health and Safety Managers partnered with your particular Service/Corporate Group are provided in the Introduction to this Policy. The Health & Safety Managers are based in Corporate Risk Services, 6th Floor, McKinney House, Musgrave Park Hospital.

Table 1

LEAVE AND PAY PROVISIONS

Your Intentions	Continuous Service Requirement	Maternity Leave Entitlement	Maternity Pay Provisions
Returning to work for at least three months after your maternity leave.	Working full or part-time for twelve months or more at the 11th week before your expected week of childbirth.	9 Months paid leave (39 weeks) : PLUS up to 13 weeks unpaid leave.	8 weeks full pay. 18 Weeks half pay PLUS SMP at £184.03** per week. 13 Weeks at SMP only at £184.03. 13 weeks unpaid.
Returning to work for at least three months after your maternity leave.	Employee has 26 weeks continuous service in **Belfast H&SC Trust** at qualifying week *****	39 weeks SMP (dependant on entitlement) 13 weeks unpaid leave.	SMP for 39 weeks i.e. 6 weeks at 90% of full pay 33 weeks at £184.03 per week. 13 weeks unpaid.
Returning to work for at least three months after your maternity leave.	To qualify for maternity allowance an employee must have been employed for at least 26 weeks in the 66 weeks up to and including the week before the baby is due.	52 weeks unpaid leave.	Employee may be entitled to maternity allowance of 39 weeks at £184.03 per week. 13 weeks unpaid. Salaries and Wages will send Employee SMP1 form to make claim for maternity allowance.

*** this is the 15th week before the expected week of childbirth**

** current rate of SMP from 1 April 2024 as determined by Department of Communities.

Your Intentions	Continuous Service Requirement	Maternity Leave Entitlement	Maternity Pay Provisions
Leaving Work	Employee has one year's continuous service, full-time / part-time at the qualifying week	N/A	39 weeks SMP i.e. 6 weeks at 9/10 of full pay 33 weeks at £184.03 per week**
Leaving Work	Employee has 26 weeks continuous service at qualifying week	N/A	39 weeks SMP i.e. 6 weeks at 90% of full pay 33 weeks at £184.03 per week**
Leaving Work	Employee has less than 26 weeks continuous service at qualifying week	N/A	May be entitled to maternity allowance

Table 2

EMPLOYEES ON TEMPORARY, FIXED TERM OR TRAINING CONTRACTS

Length of Service	Maternity Pay Provisions
Employees who have twelve months service and whose Contract expires after the 11th week before the expected week of confinement and before six weeks after the expected week of confinement	39 Weeks maternity leave. Eight weeks full pay followed by 18 weeks half pay PLUS SMP at £184.03 per week plus 13 weeks SMP only
Less than twelve months service (you may be entitled to Statutory Maternity Pay. If your Contract expires after the 15th week before the expected week of confinement, but before 14 weeks after the expected weeks confinement your Contract shall be extended to allow you to receive Statutory Maternity Pay)	Statutory Maternity Pay, where applicable

PLEASE NOTE

Your Contract will not be extended to cover a period of unpaid leave, however, if you have two years or more continuous service, an absence prior to your return to work in your next appointment for up to 29 weeks, starting with the week in which your confinement occurs, will not constitute a break in service.

*** By prior agreement with the Payroll Department, Occupational Maternity Pay may be paid equally over 26 weeks/39 weeks/52 weeks. This option is not available to weekly paid staff. Please note: Only OMP will be spread equally over either of these periods. This does not apply to SMP which is paid in a different format.**

Early Intervention
Transformation Programme

Getting Ready for Baby

WHAT IS GETTING READY FOR BABY?

Getting Ready for Baby is a new way of delivering care and supporting first time parents through pregnancy, and preparing you for labour, birth and the early days of baby's life.

It links antenatal appointments and parenting group support for the first time in Northern Ireland. This means that:

- You will be part of an antenatal parenting group which meets on the same day and in the same venue as your normal antenatal appointments in weeks 16, 25, 28, 31, 34 and 36
- At your first antenatal appointment (at 16 weeks), you will get dates for all of your remaining appointments in advance so you can plan your antenatal visits
- Your other antenatal appointments, at 38, 40 and 41 weeks, will also be scheduled in advance but your parenting group won't meet on those days
- Your ultrasound scans at booking and 20/21 weeks will be arranged as normal

WHAT'S NEW ABOUT GETTING READY FOR BABY?

Getting Ready for Baby includes all the same information as traditional 'parentcraft' classes but it also helps you get to know and develop a relationship with your baby. This is because it uses the Solihull Approach, an evidence based programme, all about emotional health and wellbeing. It is designed to help you and your baby through pregnancy, labour and birth and to provide a strong foundation for secure attachment and positive mental health.

The Early Intervention Transformation Programme (EITP) is a NI Executive / Atlantic Philanthropies Delivering Social Change Signature Programme, funded jointly by the Delivering Social Change fund, DHSSPS, DE, DoJ, DSD, DEL and The Atlantic Philanthropies. The programme aims to improve outcomes for children and young people across Northern Ireland through embedding early intervention approaches.

ADOPTION LEAVE IS NOT PROCESSED ON HRPTS

Please see manual Adoption Leave Form under Application Forms section of this pack

SECTION B – ADOPTION LEAVE

GENERAL INFORMATION

1. Employees wishing to adopt a child who is newly placed for adoption will be entitled to Adoption Leave. The principles of this scheme are the same as the provisions within the maternity leave scheme. On this basis, staff who have one year's service ending with the week in which they are notified of being matched with a child for adoption, will qualify for 39 weeks Adoption leave paid at 8 weeks full pay, followed by 18 weeks half pay plus Statutory Adoption Pay (paid at the same rate as SMP) and 13 weeks Statutory Adoption pay. Staff with 26 weeks continuous service will qualify for Statutory Adoption Pay, which is 6 weeks at 90% and 33 weeks Statutory Adoption Pay (paid at the same rate as SMP). The leave should cover official meetings in the adoption process as well as time after the adoption itself.
   Staff with bank only contracts are not entitled to the occupational element of adoption pay, however bank staff may be entitled to statutory maternity pay if they meet the criteria. This will be confirmed by Human Resources upon application.

2. Eligibility for Occupational Adoption Pay will be one year's continuous NHS/HPSS service ending with the week in which they are notified of being matched with the child for adoption. This will cover the circumstances where Employees are newly matched with the child by an adoption agency.

3. If there is an established relationship with the child, such as fostering prior to the adoption, or when a step-parent is adopting a partner's children there is scope for local arrangements on the amount of leave and pay in addition to time off for official meetings. NB: appropriate time off to attend official meetings in the adoption process should also be given.

4. If the same Employer employs both parents the period of leave and pay may be shared. One parent should be identified as the primary carer and be entitled to the majority of the leave. The partner of the primary carer is entitled to New Parents Support/Paternity Leave, payment of which will depend on length of service.

5. Only one period of leave will be made available regardless of whether more than one child is placed for adoption as part of the same arrangement. If a child's placement breaks down during a period of adoption, the Employee may continue to avail of the entitlement for up to a maximum of eight weeks from the date the placement ended.

6. Adoption Leave can start from the date the child is placed for adoption or up to 14 days prior to the expected date of placement but not later than the date of placement.

7. All applications for this leave should be supported by documentary evidence issued by the Adoption Agency as proof of adoption, for example, the matching certificate should accompany an Adoption Leave application form

8. Employees wishing to return to work from Adoption Leave earlier than anticipated must give 28 days' notice in writing of their intention to return to work.

9. Staff will also be entitled to an extended period of unpaid leave up to a maximum of 52 weeks in total (inclusive of the paid adoption leave). Annual leave and statutory leave will accrue during adoption leave whether paid or unpaid.

10. The legislation also introduces 'Keeping In Touch' (KIT) days. KIT days (up to 10 during a period of leave) are intended to help Employees keep in touch with the workplace and may ease return to work after adoption leave. KIT days are by mutual agreement - there is no obligation on the Employer to offer KIT days nor is there an obligation on the part of the Employee to use them. However if work is to be carried out, for example essential training or attendance at a conference, consideration should be given by the Manager to pay for the work done at a normal days pay. Where possible, Managers should discuss this in advance of the Employee going on adoption leave so that both Manager and Employee are clear on whether KIT days will be used. KIT days can be used at any time during the adoption leave period with the exception of the two weeks immediately after the placement of the child. Managers should ensure that that they liaise with Salaries and Wages regarding payment for work done.

11. Managers should meet with the Employee to complete the Adoption Leave application referring to the Adoption Leave Policy for guidance and should contact a member of the Pay & Conditions team if they require advice or assistance.

ANNUAL LEAVE

Annual leave and statutory leave will continue to accrue during adoption leave, whether paid or unpaid.

Unpaid adoption leave counts as continuous service. Where the amount of accrued annual leave would exceed normal carry over provisions, it may be mutually beneficial to both the Employer and the Employee for the Employee to take annual leave before and/or after the adoption leave (paid and unpaid) period. The amount of annual leave to be taken in this way, or carried over, should be discussed and agreed between the Employee and the Employer before the Employee commences adoption leave.

SECTION C – NEW PARENTS SUPPORT LEAVE/ PATERNITY LEAVE

NEW PARENTS SUPPORT LEAVE IS NOT PROCESSED ON HRPTS

Please refer to the manual application form for New Parents Support/ Paternity leave in this pack

GENERAL INFORMATION

1. The Employment Act 2002 has made it a statutory requirement for Employers to provide New Parents Support/Paternity Leave following the birth or adoption of a child. Therefore, in recognition of the important role that parents play in the development of the child and the challenge it presents, the Trust has reviewed its New Parents Support/Paternity provisions to ensure adherence to the statutory regulations.

   New Parents Support/Paternity leave is available to:
   a. A biological Father or adoptive Father;
   b. A partner/husband that is not the baby's biological Father;
   c. A female partner in a same sex couple;
   d. A nominated carer;

2. New Parents Support/Paternity Leave is paid/unpaid leave of absence and those with **12 (or more) months continuous NHS/HPSS service** at the beginning of the week in which the baby is due will be entitled to two weeks leave of absence with full pay which must be taken within 56 days of the child's birth or adoption. Staff can choose to take one or two* whole weeks leave within the 56 days of the child's birth or adoption, if you decide to take two weeks this must be taken consecutively, see SC3 Form
   Staff with bank only contracts are not entitled to New Parents Support Leave/Paternity leave.
   * If you choose to take 2 weeks these must be taken together.

   Statutory New Parents Support/Paternity Pay (SPP) entitlement: ***(If you have less than 12 months continuous NHS/HPSS service at the beginning of the week in which the baby is due).***

3. To qualify for Statutory New Parents Support/Paternity Pay, employees need to have 26 weeks service in the Belfast Health and Social Care Trust at the SMP qualifying week. (i.e 15 weeks before expected due date). Those with less than 12 months but more than 26 weeks in the Belfast Health and Social Care Trust continuous service will be entitled to two weeks leave paid at Statutory New Parents Support/Paternity Pay (SPP) rate which is the same as the SMP rate, see SC3 Form

4. If you do not qualify for Statutory New Parents Support/Paternity Pay by having 26 weeks service in the Belfast Health & Social Care Trust at the SMP qualifying week (i.e 15 weeks before expected due date) then you will be entitled to two weeks unpaid leave. The trust's Salaries and Wages Department will send SPP1 Form to you to explain the reason confirming non-entitlement to SPP.

5. New Parents Support/Paternity leave cannot start until the birth of the baby / date of adoption. New Parents Support/Paternity leave and pay will operate on a rolling week basis which allows leave to commence on any day of the week.

6. Appropriate paid time off to attend ante-natal classes will also be given.

7. If the baby is born earlier than it is due and if at the due date the Employee would have been continuously employed for the 12 months stated above, then the Employee will be deemed to have sufficient service.

8. An Employee who meets the service requirements set out above will be entitled to paid leave in the event of the baby being stillborn after 24 weeks of pregnancy.

9. In the case of multiple births resulting from the same pregnancy the entitlement remains the same as for a single birth.

ANNUAL LEAVE

Annual leave and statutory leave will continue to accrue during New Parents Support/Paternity leave, whether paid or unpaid.

Unpaid New Parents Support/Paternity leave counts as continuous service. Where the amount of accrued annual leave would exceed normal carry over provisions, it may be mutually beneficial to both the Employer and the Employee for the Employee to take annual leave before and/or after the New Parents Support/Paternity leave (paid and unpaid) period. The amount of annual leave to be taken in this way, or carried over, should be discussed and agreed between the Employee and the Employer before the Employee commences New Parents Support/Paternity leave.

THE PROCEDURE FOR APPLYING FOR NEW PARENTS SUPPORT/PATERNITY LEAVE WILL BE AS FOLLOWS:-

An Employee must notify their Line Manager of their planned date of leave at least 28 days before New Parents Support/Paternity Leave is expected to start by completing the relevant application form (See New Parents Support/ Paternity Leave Application form on Page 50). Where the birth is later than expected, an Employee should advise their Line Manager as soon as is reasonably practicable of the actual date of birth. Employees who wish to change the start of their planned New Parents Support/Paternity Leave period, may do so subject to the approval of their Line Manager and in light of the needs of the service at that time. Such requests will not be unreasonably refused. Where there is any change to the dates of leave applied for, the Line Manager will be responsible for keeping the Human Resources Department advised.

PARENTAL LEAVE MUST BE PROCESSED ON HRPTS

SECTION D – PARENTAL LEAVE (UNPAID)

PARENTAL LEAVE (UNPAID)

1. Eligibility for Parental Leave is open to any Employee with 12 months continuous NHS/HPSS who have nominated parental responsibility, ie.

   - is the parent (named on the birth certificate) of a child who is under 18 years old;
   - has adopted a child under the age of 18;
   - has acquired formal parental responsibility for a child;

2 Parental Leave is leave taken to look after a child or to make arrangements for the good of a child. The reasons for the leave need not be connected with a child's health, for example, a parent may wish to take parental leave to settle a child at a new play group;

3 Parental Leave is unpaid and staff who qualify will have the right to a total of 18 weeks unpaid leave per child. Entitlement will be pro rata for part-time staff.

A maximum of 4 weeks parental leave can be taken in any one year for each child.

4 In the case of multiple births there will be a separate entitlement for each child;

5 Periods of Parental Leave do not affect the employee's normal annual leave and statutory leave entitlement;

6 Parental Leave can be taken in manageable blocks of one week, or in a minimum of half days at a time or in a pattern providing a reduced working week up to a maximum of four weeks per child in any given year. A week is based on the employee's working pattern. If the employee's working week varies, an average working week over a 52 week period is used.

Example:

- For a full time employee, the maximum entitlement will be 20 days per child in any given year.
- For a part-time employee who works 3 days per week, the maximum entitlement will be 12 days per child in any given year.

7 Where a request cannot be accommodated due to service needs Parental Leave can be postponed for up to 6 months but cannot be postponed so that the leave ends after the child's 18th birthday.

8 It is the responsibility of an Employee wishing to pursue Parental Leave to consult with the Salaries and Wages Department regarding the reductions in his/her income and any superannuation implications and to consult the local Social Security Office regarding National Insurance Contributions and any entitlements;

9 An Employee on Parental Leave will be eligible to apply for promotion in the normal way. It is the Employee's responsibility to ensure arrangements are in place to receive job advertisements, etc. and to advise his/her Line Manager and the Human Resources Department of any change in address;

10 In the event that both parents of a child are employed by the Trust, they are not entitled to transfer their entitlement one to the other. Both parents will have the right to access Parental Leave either simultaneously or subsequently subject to the needs of the service;

11 Following a period of Parental Leave the Employee will return to his/her former post or a post with the same terms and conditions and status. The Employee will not be disadvantaged by taking Parental Leave and in the event of a redeployment /redundancy situation he/she will be treated as if they were working normally.

12 In the event that an Employee leaves the Trust and then takes up appointment at a later date their qualifying service for entitlement to parental leave may need to be verified with their previous Employer.

13 Parental Leave taken with a previous Employer will be checked and verified for new employees once an application is made by the employee to ensure the appropriate entitlement is given.

14 Periods of Parental Leave will be treated as continuous service. Staff who fall sick during a period of Parental Leave who submit relevant medical notification in accordance with Trust Policy shall be entitled to payment under the Trust's Occupational Sick Pay Scheme. This period of medically certified sickness shall not count towards the parental leave taken.

THE PROCEDURE FOR APPLYING FOR PARENTAL LEAVE WILL BE AS FOLLOWS:-

Applications for Parental Leave should be made on the appropriate form .This form should be completed by the Employee and submitted to the Manager for approval and forwarded to the Human Resources Department.

The Employee should give the Employer 13 weeks' notice of their intention to take leave. In the event that this is not possible no less than 21 days' notice should be given.

It is reasonable for Managers to ask to see proof of a child's age to establish eligibility for Parental Leave – a Birth Certificate will be the standard document to request.

The Manager must notify the Employee in writing of the outcome of the request. Whilst the Trust will endeavour to facilitate a request for parental leave at the specified time there may be occasions having due regard to the needs of the service where the individual may be asked to postpone their request and agree alternative dates.

Although the leave is unpaid the Employee will remain an Employee of the Trust during the Parental Leave period and will be bound by all normal contractual regulations

SECTION E – SHARED PARENTAL LEAVE

SHARED PARENTAL LEAVE AND/OR PAY

1. With effect from April 2015 eligible employees have a new statutory entitlement to Shared Parental Leave and/or pay where their baby is due or where they have been matched for adoption **on or after 5 April 2015**.

2. Shared Parental Leave and/or pay cannot start until after the birth of the child or in the case of adoption the child has been placed for adoption

3. Shared Parental Leave is designed to enable working parents to share leave and to take time off in a more flexible way. This will allow both eligible parents to be at home together if this is what they choose. The intention is to allow families more choice over how they look after their children in the first year.

4. For the purposes of this document "mother" should be taken as the mother of the child or the main adopter, partner should be taken as the husband or partner of the mother or the main adopter.

5. Eligible mothers will be able to choose to end their maternity/ adoption leave early to create leave which they can share with their partner. This is known as Shared Parental Leave.

Shared Parental Leave

6. Shared Parental ***Leave*** will be created where an eligible mother / main adopter brings their maternity or adoption leave to an early end. This is called "curtailing" maternity or adoption leave. The untaken weeks of maternity or adoption leave can be taken as Shared Parental Leave if the mother and their partner are eligible for this – up to a maximum of 50 weeks. It should be noted that it is mandatory for the mother to take a minimum of two weeks leave following the birth/placement hence that is why only 50 weeks out of the 52 week leave entitlement is available for sharing.

7. The amount of leave available for sharing will depend on the number of weeks maternity/adoption leave taken by the mother/adopter from the overall maximum of 52 weeks maternity/adoption leave. For example:

    52 weeks maximum maternity/adoption leave available to mother
    30 weeks maternity/adoption leave taken by mother
    22 weeks available for sharing

Shared Parental Pay

8. Shared Parental ***Pay*** will be payable where an eligible parent or adopter brings their maternity or adoption pay to an early end. It must be taken within one year of the birth of the child or the date the child was placed with family in cases of adoption. Eligible employees for shared parental pay will be entitled to claim up to 37 weeks (this excludes the two mandatory weeks the mother takes at the beginning of maternity/adoption leave) Shared Parental Pay less any weeks of statutory maternity pay, occupational maternity pay, maternity allowance or statutory adoption pay that has already been claimed. (See Appendix 2 HSC (GEN) 1 2018)

Eligibility for Occupational/Statutory Shared Parental pay will be based on the employee's service and earnings criteria.

9. In some families, both parents will be employed and meet the qualifying requirements for shared parental leave and pay. In these circumstances, the parents will need to decide how to divide the leave and pay entitlement. Leave or pay taken by one parent will reduce the pool of leave and pay that is available to the other parent. For an employee to be eligible for Shared Parental Leave **both** parents need to meet certain qualifying criteria.

Qualifying Criteria – Shared Parental Leave

10. To quality for Shared Parental Leave, an employee must have been continuously employed by the Trust for 26 weeks up to and including the 15th week before the week in which their baby is due to be born, and still be employed by the Trust in the week before any Shared Parental Leave is due to start. This is called the "**continuity of employment test**".

11. An employee who is adopting, or who is the partner of an adopter, meets the continuity of employment test if he or she has been continuously employed by the Trust for 26 weeks in the week in which the adopter is notified of having been matched with a child for adoption, and is still employed by the Trust in the week before any Shared Parental Leave is due to start.

12. For a parental order parent in a surrogacy arrangement, the continuity of employment test is the same as that which applies to birth parents (i.e. they must have been continuously employed by the Belfast Health & Social Care Trust for 26 weeks up to and including the 15th week before the week in which the baby is due to be born), even though they get adoption leave and pay.

13. The other parent must meet an "**employment and earnings test**" for an employee to qualify for Shared Parental Leave. To meet this test, the other parent must have been an employee or self-employed earner for any part of at least 26 weeks of the 66 weeks leading up to the week in which the child is due (or matched for adoption) and have average weekly earnings in any 13 of those 66 weeks of at least £30 a week. (Source https://www.gov.uk/shared-parental-leave-and-pay)

14. Other conditions:

- An employee must share the main responsibility for the care of the child that the shared parental leave and pay relates to with the other parent at the date of the child's birth or placement for adoption.
- It is an employee's responsibility to check they are eligible for shared parental leave and/or pay and they must give a written declaration confirming that they are eligible. They must also provide the name of their partner to ensure that he or she meets the employment and earnings test and consent to sharing the parental leave.

15. The Trust is not required to check or confirm the information given by the partner to determine whether an employee is eligible for shared parental leave and/or pay. It should be noted that a false declaration of entitlement will be considered benefit fraud by HMRC.

Qualifying Criteria Shared Parental Pay

For <u>Occupational Shared Parental Pay an employee must:</u>

- Have 52 weeks continuous service with one or more HSC/NHS Employers at the beginning of 11th week before your EWC (expected week of childbirth).

<u>For Statutory Shared Parental Pay an employee must:</u>

- Meet the qualifying requirement for Shared Parental Leave AND
- Have a partner who meets the '*employment and earnings test*' (as per point 13)
- Qualify for Statutory Maternity/Adoption Pay
- Qualify for Statutory New Parents Support/Paternity Pay and have a partner who qualifies for Statutory Maternity/Adoption Pay or Maternity Allowance

<u>One or both parents must be employees of the Trust to avail of the above</u>

Staff with bank only contracts are not entitled to the occupational element of shared parental pay, however bank staff <u>may</u> be entitled to statutory parental pay if they meet the criteria. This will be confirmed by Human Resources upon application.

Shared Parental Leave – How do I take it?

16. Eligible parents will be able to request to mix work with leave in the first year of their child's life and return to work between periods of leave if they wish.

17. Where both parents meet the eligibility requirements, shared parental leave can be shared between the parents who can alternate periods of work and leave or both parents can choose to be at home together.

18. Leave can be taken either as a continuous block or in a number of discontinuous blocks. Discontinuous blocks must be taken in a minimum block of one week at a time.

The following three options are available:-

- **Both parents can choose to be home together at the same time**
  If taking leave at the same time this will be deducted from the leave pot for each parent. For example where both parents take a 4 week block off together, this will count as 8 weeks out of the total amount available.

- **Leave can be taken as one continuous period**
  If an employee simply requests one period of continuous shared parental leave, the employee is entitled to take that leave provided they meet the eligibility criteria set out above.

- **Leave can be taken in discontinuous blocks (1 complete week at a time)**
  Agreement with the employer is necessary if an employee requests discontinuous periods of shared parental leave – meaning two or more periods of leave separated by periods of work. An employee can choose to request **three separate blocks** of shared parental leave instead of taking it all in one go.

19. A manager **cannot** refuse a single block of continuous leave. A period of discontinuous leave can only be taken with the approval of the manager. The manager and the employee can agree different periods of discontinuous leave to those originally requested however if the manager does not approve the discontinuous period of leave then the employee can take the leave as a single block of leave.

20. Leave or pay taken by one parent reduces the leave or pay available in the 'pool' to the other parent.

Notification Requirements

21. An eligible employee must inform their line manager/Trust at least 8 weeks before they plan to take shared parental leave and/or pay

22. An employee can give up to 3 notices to book leave. Each of these notices may be to take a single block of continuous leave or to request a discontinuous period of leave. For each period of leave requested or notice to change the pattern of leave requested the employee must give a minimum 8 weeks' notice.

23. If a child is born earlier the notice period can be shorter but should be as soon as practicable following the birth.

Payment of Statutory Shared Parental Pay (ShPP)

24. ShPP is paid at standard rate of SMP/SPP £184.03 per week or 90% of full pay whichever is the lesser for the duration of ShPP up to the 37 week maximum

    https://www.gov.uk/shared-parental-leave-and-pay/what-youll-get

    As shared New Parents Support/Paternity will have an impact on the employee's payments these periods need to be shared in advance to allow calculations to be accurately created.

Shared Parental Leave In Touch Days (SPLIT Days)

25. An employee and their partner can each work up to 20 SPLIT days during Statutory Parental Leave. These days are in addition to the 10 Keeping In Touch (KIT) days a mother/adopter can work during maternity/adoption leave. The employee can work SPLIT days without losing their right to Shared Parental Leave or Statutory Shared Parental Pay (ShPP). For working SPLIT days an employee will be paid at their basic daily rate for the hours worked less appropriate ShPP payment. There is no obligation for the manager to offer these days or for the employee to agree to them.

Pension/National Insurance Contributions

26. Employees paying Pension contributions will need to decide if they wish to continue making contributions during their period of shared parental leave. **Staff should contact Payroll Shared Services Centre to discuss further.**

Shared Parental Leave (SPL) and Shared Parental Pay (ShPP) – Frequently Asked Questions

In this document , “Maternity” can be read as “adoption, “Mother” can be read as “main adopter” and “Partner” can be read as “the Father of the child, the spouse, civil partner or partner of the child's mother/adopter.

1. **I am employed on a bank contract. Am I entitled to SPL and ShPP?**
   You may be, eligibility is based on service and earnings criteria. This is detailed in the policy document (See section E of this document)

2. **I am taking a discontinuous block of leave. Can I reduce my hours for those periods I am returning to work between each block?**
   If you are requesting a change in your contractual hours you need to make the request in line with the Trust’s arrangements for Flexible Working requests.

3. **My pregnant daughter lives with me and I will be sharing in the care of the child. Am I entitled to SPL and ShPP? Are any other members of my family eligible for SPL/ShPP?**
   No. Only the Father/civil partner of the mother at the time of the birth is eligible for SPL/ShPP. SPL/ShPP is not available to the mother’s parent.

   The mother’s child, grandchild, grandparent, sibling, aunt, uncle, niece or nephew are also not eligible for SPL/ShPP.

4. **I do not live with the Father of my child. If we meet the service and earnings criteria, are we eligible for ShPP/SPL?**
   Yes, if you both share caring responsibility for the child and sign a declaration to this effect.

5. **Can I change my mind about curtailing my maternity leave?**
   Yes – 28 days’ notice is required

6. **Can I vary the dates I want to take SPL and ShPP?**
   Once the parties have agreed a period of leave, if the employee wishes to amend the period of leave, they must complete a ‘notice to vary a period of SPL’ form to vary the leave. The variation notice may:
   *vary start and end dates
   *vary the amount of leave
   *ask for a planned single block of leave to become discontinuous or vice versa

   The notice must be given at least eight weeks before the variation and state the new date.

   The employee may only give three ‘periods of leave notice’ and/or ‘requests for variations’ in total

7. **What happens if my partner leaves his job when I am on SPL/ShPP ?**
   Shared Parental Leave is an arrangement between two parents – both parties must continue to satisfy the eligibility criteria for the duration of the arrangement. See question 10 for more information on what happens if your circumstances change and you are no longer eligible.

8. **What happens if I decide to leave the Trust when I am on SPL/ShPP**?
   As above. SPL/ShPP is an arrangement between two parents, if you are no longer employed by the Trust your partner will need to make their employer aware of the change in circumstances.

9. **What happens if there is a change in my circumstances and I or my partner or no longer eligible for SPL/ShPP?**
   If a change in circumstances means that you no longer meet the criteria for SPL, the Trust can ask you to remain on SPL. The Trust will try to accommodate an earlier return to work where possible, the latest date that this will be accommodated is within 8 weeks of being notified that you no longer meet the eligibility criteria.

10. **What happens if my baby dies/the adoption arrangement comes to an end?**
    As per question10 above.

11. **Can I revert back to maternity leave after a period of SPL?**
    By providing a notice of curtailment of maternity/adoption leave, you have chosen to bring your maternity/adoption leave to an end. You cannot therefore revert to maternity leave/pay.

12. **Will I accrue annual leave and statutory leave while on SPL?**
    Yes, you will continue to accrue annual and statutory leave

Shared Parental Leave/Pay Examples

Shared Parental Leave is an arrangement involving two parties – both parties must continue to be eligible for the duration of the arrangement. Providing that is the case, the examples below may apply.

Maternity leave has been used for the purposes of the examples below – this may also be read as Adoption Leave.

Where the term 'mother' has been used, this should be read as 'birth mother/main adopter/ other parent'

Where the term 'Father' has been used, this should be read as 'Father of the child or the spouse, civil partner, or partner of the child's mother/adopter

SPL/ShPP will also be available to intended parents through surrogacy if they qualify for adoption leave/pay

Subject to satisfying eligibility criteria, you will be entitled to a maximum of 50 weeks Shared Parental Leave (SPL). During these 50 weeks, you may receive Shared Statutory Parental Pay (ShPP) for up to 37 weeks, again, subject to meeting the criteria. The remaining 13 weeks can be taken as leave but will be unpaid.

Q. My partner and I want to take Shared Parental Leave. I've given my manager the appropriate notice to curtail (end) my maternity leave after (for example) 14 weeks. After 14 weeks we then want to split the remaining leave. How much SPL will we have to use?

A. All mothers must take a compulsory 2 week period of maternity leave immediately after the birth. This leaves 50 weeks remaining to be shared out between both parents – 52 weeks in total. It is for the parents to decide how they split the leave and pay after the first 2 weeks. They may take one block each, one after the other. See example below:

Who	**Type of Leave**	**Amount of Leave**	**Weeks**	**Payment**
Mother	Maternity	14 weeks (including the first 2 compulsory weeks)	Weeks 1 - 14	* 8 weeks full pay * 6 weeks half pay plus SMP - £184.03 per week
Partner	Shared Parental	16 weeks	Weeks 15 – 30	* 16 weeks at ShPP - £184.03 per week
Mother	Shared Parental	22 weeks	Weeks 31 – 52	* 9 weeks at ShPP - £184.03 per week * 13 weeks unpaid

Q. We can't afford for either of us to be without a salary - do we have to use all 52 weeks?

A. No, you don't have to use the full amount of leave – you can choose to return to work when you have used up your entitlement to Shared Parental Pay (ShPP) – 37 weeks See example below:

Who	**Type of Leave**	**Amount of Leave**	**Weeks**	**Payment**
Mother	Maternity	14 weeks (including the first 2 compulsory weeks)	Weeks 1 – 14	* 8 weeks full pay * 6 weeks half pay plus SMP - £184.03 per week
Partner	Shared Parental	16 weeks	Weeks 15 – 30	*12 Weeks half-pay plus SMP - £184.03 per week * 4 weeks at ShPP - £184.03 per week
Mother	Shared Parental	9 weeks	Weeks 31 – 39	* 9 weeks at ShPP - £184.03 per week

Q. Can we choose to be at home together for part of the time? Do we both get paid?

A. Yes, you can both be at home at the same time. There is one pool of leave to be used totaling 50 weeks (after the first 2 weeks of maternity leave taken by the mother). For each week that either partner takes, the balance is reduced by 1 week. If both partners are off the same week, this counts as 2 weeks to be taken off the remaining balance. Subject to satisfying the eligibility criteria, you will both be paid ShPP at the same time. This is up to the maximum of 37 weeks' pay. One or other partner can then choose to remain on unpaid SPL up to the maximum of 50 weeks leave in the pool:

Who	Type of Leave	Amount of Leave	Weeks	Payment
Mother	Maternity	11 weeks (including the first 2 compulsory weeks)	Weeks 1 – 11	* 8 weeks full pay * 3 weeks half pay plus SMP - £184.03 per week
Mother	Shared Parental	14 weeks**	Weeks 12 - 25	* 14 weeks at ShPP - £184.03 per week
Partner	Shared Parental	14 weeks**	Weeks 12 - 25	* 14 weeks at ShPP - £184.03 per week
Either	Shared Parental	13 weeks	Weeks 26 - 38	* 13 weeks unpaid

**these two blocks of 14 weeks are running simultaneously which means that 28 weeks are deducted from the pool for this period

Q. My partner works within the HSC as well. Can he still claim New Parents Support/Paternity Leave if we want to take SPL as a couple?

A. Yes, providing your partner meets the criteria to qualify for (Occupational) New Parents Support/Paternity Leave then he may combine this with SPL: ** please note that New Parents Support/Paternity leave is not counted in the calculation of weeks used from SPL allowance

Q. My partner and I both have projects coming up over the next year that we would like to be involved in. Do we have flexibility to take shorter blocks of leave broken up by periods in work at key times?

A. Yes you may take up to three discontinuous blocks of Shared Parental Leave. You can also choose to take some but not all of the 13 weeks unpaid leave:

Who	Type of Leave	Amount of Leave	Weeks	Payment
Mother	Maternity	10 weeks (including the first 2 compulsory weeks)	Weeks 1 - 10	* 8 weeks full pay * 2 weeks half pay plus SMP £184.03 per week
Father/Partner	New Parents Support/Paternity	2 weeks**	Weeks 2-3	* 2 weeks full pay
Father/Partner	Shared Parental	4 weeks	Weeks 11 - 14	*4 weeks at ShPP - £184.03 per week
Mother	Shared Parental	4 weeks	Weeks 15 - 18	* 4 weeks at ShPP - £184.03 per week
Father/Partner	Shared Parental	12 weeks	Weeks 19 – 30	*12 weeks at ShPP - £184.03per week
Mother	Shared Parental	9 weeks	Weeks 31 – 39	*9 weeks at ShPP - £184.03 per week
Father/Partner	Shared Parental	4 weeks	Weeks 40 – 43	*4 weeks unpaid

** please note that New Parents Support/Paternity leave is not counted in the calculation of weeks used from SPL allowance

There are 16 weeks of half pay plus SMP to be taken by either party

Q. My partner who is giving birth is employed in the private sector/self-employed and I work in the Trust. Can I avail of occupational maternity pay under SPL and ShPP?

A. Subject to meeting the criteria, yes this is possible to avail of. In the example below the partner is returning from maternity leave 2 weeks after giving birth.

Who	Type of Leave	Amount of Leave	Weeks	Payment
Mother	Maternity	2 weeks (the first 2 compulsory weeks)	Weeks 1 - 2	* 2 weeks full pay
Father/Partner	New Parents Support/Paternity	2 weeks**	Weeks 1-2	* 2 weeks full pay
Father/Partner	Shared Parental	24 weeks	Weeks 3 - 26	*24 weeks at OMP
Father/Partner	Shared Parental	12 weeks	Weeks 27–39	*12 weeks at ShPP - £184.03 per week
Father/Partner	Shared Parental	13 weeks	Weeks 40 – 52	*13 weeks unpaid

Q. I qualify for Occupational Maternity Pay – is it ok for me to take advantage of the full period of occupational maternity pay before returning to work and letting my partner take over the childcare when my SMP would have been due to start?

A. Yes, if you are eligible to receive OMP then you are free to take as much of this as you wish before curtailing your maternity leave to allow your partner to take over the child care:

Who	Type of Leave	Amount of Leave	Weeks	Payment
Mother	Maternity	26 weeks (including the first 2 compulsory weeks)	Weeks 1 – 26	* 8 weeks full pay * 18 weeks half pay plus SMP - £184.03 per week
Partner	Shared Parental	13 weeks	Weeks 27 – 39	* 13 weeks at ShPP - £184.03 per week

New Parents Support Leave/Paternity leave and pay (Previously known as Paternity Leave)

The two week period of ordinary New Parents Support/Paternity leave/pay will continue to be available to parents taking up Shared Parental Pay.

- Ordinary New Parents Support/Paternity leave must be taken during the eight weeks following the birth of the child (but is not compulsory) and may not be shared with the mother.

  Another option is that the mother can elect to bring maternity leave to an end early and opt-in to a period of shared parental leave instead.

SECTION F – GUIDELINES ON HOW TO SUPPORT BREAST FEEDING EMPLOYEES

The following is 'Appendix 1' from the Belfast Trust's Supporting Breast Feeding Employees (Reference No: TP106/18). The full policy is available on the Policy Section of The Hub. Link to policy: Click here

Introduction

The Trust subscribes to providing a workplace environment that supports breastfeeding employees in continuing to breastfeed their infants following their return to work. The Trust encourages employees and management to have a positive, accepting attitude toward working women who are breastfeeding and discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated.

Organisation's responsibilities

The Trust acknowledges that supporting breastfeeding has benefits to the organisation such as a reduction in absenteeism and staff turnover and important health benefits to mother and baby. Employees who wish to continue to breastfeed following return to work shall receive:

- **Breaks for breastfeeding or expressing milk**

  Breastfeeding employees are allowed to breastfeed* or express milk during work hours using their normal breaks and as part of additional lactation breaks (usually 20 minutes once or twice a day) as agreed with their line manager.

  If additional time is needed beyond the agreed set breaks and lactation breaks employees may use personal leave or may make up the time by coming into work earlier or leaving work later as appropriate to the needs of both the workplace and the employee.

- A temporary change to working arrangements should be considered to enable employees who wish to breastfeed following a return to work.

(*Breastfeeding during work hours would only be if a family member/carer could bring the baby for feeding. The Trust recognises that this would be a rare occurrence and the parent will assume responsibility for the baby whilst on work premises. Depending on workplace environment, this option may not be available for all employees.)

- **A private place to express milk and/or breastfeed**

  A private room (not a toilet) will be made available if required for employees to breastfeed or express milk. The room will be private, lockable and clean, with access to a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. (Where it is not possible to wash a kit at work or rinse it under a tap, then the mother can bring it home for decontamination). If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk should be stored in a personal cool bag or if available the cool bag can be placed in a designated refrigerator.

- **Education**

  The Human Resources department will signpost pregnant employees and returning employees to available information and support on breastfeeding and returning to work. Information is available at www.breastfedbabies.org and leaflets can be viewed at www.publichealth.hscni.net/publications

All work colleagues and line managers are expected to be supportive and sensitive to the needs of breastfeeding mothers returning to work.

- **Staff support**

  Line managers and Human Resources departments are responsible for alerting pregnant and breastfeeding employees to the Policy on Supporting Breast Feeding Employees and for negotiating breaks and practices that will help facilitate each employee's infant feeding goals. It is expected that line managers and work colleagues will assist in providing a supportive and understanding approach to facilitating breastfeeding employees. Further information and advice can be obtained by contacting the Improving Working Lives Team 028 9063 5678.

Employee's responsibilities

- **Breastfeeding equipment**

  Employees are responsible for leaving the designated milk expression area clean and tidy for the next user. Each breastfeeding employee is responsible for purchasing and maintaining all her own breast pump equipment. Cleaning of breast equipment should be undertaken as recommended in the Public Health Agency booklet "Promoting Breastfeeding for Mothers Returning to Work and in accordance with manufacturer's instructions. http://www.acas.org.uk/media/pdf/2/i/Acas-guide-on-accommodating-breastfeeding-in-the-workplace.pdf

- **Communication with supervisors**

  Employees who wish to breastfeed or express milk after their return to work shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the workplace.

- **Milk storage**

  Employees should label all milk expressed with her name and the date collected so that it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage and transportation of her own milk. It is recommended that personal cool bags are used including within a designated refrigerator if this is available. If a refrigerator is not available breastmilk can be stored at room temperature or in a cool bag for 6 hours. Storage of milk should be undertaken as recommended in the Public Health Agency booklet "Promoting Breastfeeding for Mothers Returning to Work."

- **Use of break times to express milk**

  If more than one breastfeeding employee needs to use the designated expressing room, employees can use a sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Further information

- Health and Safety Executive NI (2014) A Guide for new and expectant mothers who work. http://www.hse.gov.uk/mothers/
- Public Health Agency Promoting breastfeeding for mothers returning to work: a guide for employers. http://www.publichealth.hscni.net/publications/promoting-breastfeeding-mothers-returning-work-guide-employers-1
- Infant Feeding Support for Trust Employees flyer in Appendix 1

APPENIDICES

APPENDIX 1 - INFANT FEEDING SUPPORT FOR TRUST EMPLOYEES FLYER

The Trust recognises the evidence that there are important differences in health outcomes between those mothers and babies

APPENDIX 2 – Shared Parental Pay Entitlement HSC (GEN) 1 2018

WORKFORCE POLICY DIRECTORATE

Department of Health
An Roinn Sláinte
Männystrie O Poustie
www.health-ni.gov.uk

Chief Executive of HSC Bodies[1]

For information:

Director of Finance and
Director of Human Resources
of each body

Tel: 028 9052 2680
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Your Ref: HSC (GEN) 1 2018
Our Ref: HE1/17/231141
Date: 11 May 2018

SHARED PARENTAL PAY

Summary

1. The purpose of this circular is to set out the rate of Shared Parental Pay for HSC Employees.

2. This circular should be read in conjunction with the HSC Employer's Shared Parental Pay policy.

Shared Parental Pay – amount of pay

[1] The Health and Social Care Board (HSCB), HSC Trusts, the Public Health Agency (PHA), the Business Services Organisation (BSO), the Northern Ireland Blood Transfusion Service Agency (NIBTS), the Northern Ireland Guardian ad Litem Agency (NIGALA), the Northern Ireland Practice & Education Council for Nursing, Midwifery & Health Visiting (NIPEC), the Northern Ireland Social Care Council (NISCC), the Patient & Client Council (PCC), the Northern Ireland Regulation and Quality Improvement Authority (RQIA) and the Northern Ireland Medical and Dental Training Agency (NIMDTA).

3. If you are eligible for Occupational Shared Parental Pay your overall entitlement will be in line with the HSC Employer's Maternity Leave Policy. You will be entitled to:
    - 8 weeks full pay less any occupational maternity/ paternity leave and pay that has been taken;
    - 18 weeks half pay plus Statutory Maternity Pay or Maternity Allowance; and
    - 13 weeks Statutory Maternity Pay or Maternity Allowance.

Please note if a father/partner has qualified and taken occupational paternity pay, the maximum entitlement to full pay will be 6 weeks.

4. In some families, both parents will be employed in Health and Social Care (HSC) and meet the qualifying requirements for shared parental leave and occupational shared parental pay. In these circumstances, the parents will need to decide how to divide the leave and pay entitlement. Leave or pay taken by one parent will reduce the pool of leave and pay that is available to the other parent, and the entitlement to pay cannot exceed that set out in paragraph 3 above.

Action

5. HSC employers should ensure that the guidance set out in this circular is applied from 1 April 2017

Enquiries

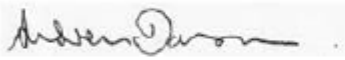
6. Employees should direct personal enquiries to their employer.

7. Employers should direct enquiries about the content of this Circular to Workforce Policy Directorate, Room D1, Castle Buildings, Belfast, telephone 028 9052 2233 or by email: p&e@health-ni.gov.uk

Further Copies

8. Copies of this Circular can be obtained from the Workforce Policy Guidance Section of the Department's website at: https://www.health-ni.gov.uk/publications/workforce-policy-guidance-2018

ANDREW DAWSON
Director of Workforce Policy



APPLICATION FORMS

Please see below links to the Individual Electronic versions of these Application Forms:

Shared Parental Leave Form 1

http://intranet.belfasttrust.local/directorates/hr/Documents/SHARED%20PARENTAL%20LEAVE%20AND%20PAY%20FORM%201%20NOTICE.docx

Shared Parental Leave Form 2

http://intranet.belfasttrust.local/directorates/hr/Documents/SHARED%20PARENTAL%20LEAVE%20AND%20PAY%20FORM%202%20NOTICE%20TO%20VARY.docx

Maternity Leave Application Form

http://intranet.belfasttrust.local/directorates/hr/Documents/APPLICATION%20FOR%20MATERNITY%20LEAVE.docx

Adoption Leave Application Form

http://intranet.belfasttrust.local/directorates/hr/Documents/APPLICATION%20FORM%20FOR%20ADOPTION%20LEAVE.docx

Parental Leave Application Form

http://intranet.belfasttrust.local/directorates/hr/Documents/APPLICATION%20FOR%20PARENTAL%20LEAVE.docx

New Parent Support Leave/ Paternity Application Form

http://intranet.belfasttrust.local/directorates/hr/Documents/APPLICATION%20FOR%20NEW%20PARENTS%20SUPPORT%20LEAVE%20PATERNITY.docx

SHARED PARENTAL LEAVE AND PAY: FORM 1 NOTICE OF ENTITLEMENT AND INTENTION TO TAKE SHARED PARENTAL LEAVE

This form should be filled in by employees with a child due to be born or adopted on or after the 5th April 2015, to indicate their intention to take Shared Parental Leave (SPL) to share the caring responsibilities for the child. The form provides the Trust with an early indication of your intentions for consideration and **must be submitted at least eight weeks prior** to the start date of the first period of SPL along with the curtailment notice (included in Section B) which effectively brings a period of maternity leave or adoption leave to an end early so that the remaining entitlement to maternity/adoption leave can be used as SPL and can be taken and shared between the parents. If the employee is not the mother/main adopter, their partner will be required to submit a curtailment notice to their own employer.

Employees should read the Shared Parental Leave Policy in full prior to completing this form and seek advice form HR if they are unclear about whether they meet the requirements.

Section A

Employee Name: ……..

Home Address: …….

…….Postcode: ……..

Work Address: ……..

Department: ……..

Staff Number: …….. Band: ……...

Telephone: …… (Home/Mobile) ……(Work)

State if you are the mother/main adopter or the partner or the mother/main adopter	
Name of the other parent/partner	
Child's expected date of birth/date of placement for adoption	
Child's actual date of birth/date of placement for adoption (if known)	
Start date of mother/main adopter's maternity/adoption leave (or pay period*)	
End date of mother/main adopter's maternity/adoption leave (or pay period*)	

*** If the mother/main adopter is not entitled to maternity/adoption leave, state the start and end dates of maternity/adoption or the maternity allowance period.**

Section B : Employee Notice of Curtailment of Maternity/Adoption Leave

Please complete this section if you are the mother or main adopter. The curtailment notice effectively brings a period of maternity leave or adoption leave to an end early so that the untaken portion of entitlement to maternity/adoption leave can be taken as SPL. You must take into account that a minimum of two weeks compulsory maternity/adoption leave must be taken by the mother/main adopter. **As stated above, you must provide at least eight weeks' notice of your curtailment date.**

I wish my maternity/adoption leave to end on the following date:	
Signed:	
Date:	

Section C : Shared Parental Leave Details - Notice of Entitlement

Please check eligibility requirements in the Shared Parental Leave Policy. This section of the form is intended for you to indicate how you and the other parent (if eligible) would like to take the remaining weeks of leave, once some of the 52 weeks of maternity or adoption leave have been taken and then curtailed. For example, if the mother takes 10 weeks of maternity leave, there will be 42 weeks remaining to share between eligible parents. This is an indication at this stage and does not become binding unless you intend it to be, in which case you should also submit a Form 2 – Booking Notice (Notice to Take Leave).

Total number of weeks SPL available (52 weeks minus the amount already taken or intended to be taken)	
Total number of weeks you (the employee) intended to take	
Total number of weeks and dates the other parent intends to take	
Indication of start and end dates of SPL that you (the employee) intend to take. These dates can overlap with your partner's leave as long as the total 52 week period is not extended. Any SPL not taken in that period will be lost. Please also indicate if you anticipate adding any annual leave and/or parental leave to indicate periods of SPL. *This indication is non-binding. You must submit a formal leave of notice (Form 2 - Booking notice) for each period of SPL you wish to be binding.*	
Please detail Partners Dates	

Section D Shared Parental Pay Details

Please check eligibility for Statutory Shared parental Pay (ShPP) requirements in the Shared Parental Leave Section. This section of the form is intended for you to indicate how you and the other parent (if eligible) would like to claim the remaining weeks of pay, once some of the 39 weeks of maternity or adoption pay have been taken and curtailed. For example, if the mother takes 10 weeks of maternity leave and pay, there will be 29 weeks remaining to share between eligible parents. This is an indication at this stage and does not become binding unless you intend it to be, in which case you should also submit a Form 2 – Booking Notice (Notice to Take Leave).

Total number of week ShPP available	37
Total number of weeks ShPP you (the employee) intends to claim	37
Total number of weeks ShPP the other parent intends to claim	0
Indication of the start and end dates of your (the employee) ShPP periods	
Indication of the start and end dates of your partners ShPP periods	

Section E: Employee Declaration

I confirm that I have read the Shared Parental Leave Policy and believe that I am entitled to Shared Parental Leave and/or pay. I confirm that:-

- I am the mother, Father or main adopter or the partner of the mother, Father or main adopter of a child due to be born or adopted on or after 5th April 2015.
- I have (and share) the responsibility for the care of the child and intend to take SPL in order to care for the child.
- I have at least 26 weeks continuous service of the 15th week before the expected week of childbirth (or the week in which the main adopter was notified of having been matched for adoption with the child) – known as the ‘relevant week’.
- I intend to be in continuous employment until the week before the SPL is taken.
- (If I am claiming ShPP) I have average weekly earnings equal to or above the lower earnings limit for NI contributions (£112 for 2015/16) over the eight week period ending with the relevant week.
- I agree to inform my line manager (the Trust) immediately if I cease to meet the eligibility requirements for SPL or ShPP

- I understand that I may be required to produce a copy of the birth certificate/adoption documents and the name, address and contact details of the other parent's employer.

- The information submitted above is correct

If you are the mother/main adopter

I have submitted a curtailment of maternity/adoption leave notice by completing Section B...

Signature:	
Date:	

Section F: Declaration of Other Parent/Partner

Name:	
Address:	
National Insurance Number:	
Employer's name and address and contact details. Please indicate if you are an office holder or self-employed and the nature of the employment.	

I confirm that I meet the following conditions:

- I have at least 26 weeks' employment (employed or self-employed) out of 66 weeks prior to the relevant week (see definition in Section E).

- I have average weekly earnings of at least £30 during at least 13 of the 66 weeks prior to the relevant week.

- I confirm I am the Father or mother of the child or partner, civil partner or spouse of the mother of the child.

- I agree to inform your employee immediately if I cease to meet the two conditions above.

- I consent to your employee taking SPL and ShPP as set out in Sections C and D above.

- I consent to providing details of my employer and for them to be contacted to confirm dates and eligibility.

If you are the mother/main adopter:

- I confirm I am entitled to statutory maternity leave, statutory maternity pay or maternity allowance.

- I confirm that at the time of the birth or placement of the child I will share responsibility for the care of the child with your employee.

- I have curtailed my maternity leave and pay/adoption leave and pay/maternity allowance or will have done so by the time your employee commences SPL.

- I consent to you processing the information contained in this declaration.

Signature:	
Date:	

SHARED PARENTAL LEAVE AND PAY: FORM 2 NOTICE TO VARY A PERIOD OF SHARED PARENTAL LEAVE – BOOKING NOTICE

Please complete and return this form to your line manager if you wish to request a period of Shared Parental Leave/Shared Parental Pay, or to vary a previously approved period.
You must have previously submitted Form 1 – 'The Notice of Entitlement and Intention to Take Shared Parental Leave' and a Curtailment Notice must have been issued (included in Form 1 if the employee is the mother/main adopter). You must give **at least eight weeks' notice** of the start of the leave. **There is a maximum of three notices that an employee can give**.

Please ensure when you complete this form that there have been no changes to your eligibility as defined in the Shared Parental Leave Policy. Both parents are required to sign the declaration at the end of this form.

Section A: Booking Notice

Name of Employee	
Staff Number:	
Name of other Parent	

Section B: Request to Vary or Cancel Previously Requested Leave

Please note that requests to vary or cancel leave must be made at least **eight weeks** prior to the date the period of leave varied or cancelled by the notice is due to commence. The new dates must also provide at least eight weeks' notice of commencement.

Original SPL Dates to be Varied

Start Date	End Date	Number of Weeks SP Leave

New SPL Dates

Start Date	End Date	Number of Weeks SP Leave

New ShPP Details (if applicable)

Number of weeks ShPP you have claimed / intend to claim	
Number of weeks ShPP the other parent has claimed/intends to claim	
Indication of start and end dates of you and your partners ShPP periods	

Employee Signature:		Date:	
Other Parent / Partner Signature:		Date:	

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APPLICATION FOR MATERNITY LEAVE

I wish to apply for maternity leave under the Trust's Maternity Leave Scheme

NAME : _____

ADDRESS : _____

_____ **POSTCODE :** _____

CONTACT NO : _____ **(HOME)** _____ **(WORK)**

LOCATION : _____ **DEPT/SPECIALTY :** _____

GRADE : _____ **STAFF NO :** _____

DO YOU WISH YOUR OCCUPATIONAL MATERNITY PAY TO BE SPREAD EVENLY OVER:

26 WEEKS 39 WEEKS 52 WEEKS? YES/NO

This option is not available to weekly and fortnightly paid staff.
Please note: Only OMP will be spread equally over either of these periods. This does not apply to SMP which is paid in a different format. If you do not qualify for SMP and wish to have OMP spread evenly you may not receive any salary for the first 6 weeks of your maternity leave.

For further information regarding the payment of OMP and SMP please refer to the Trusts Family Policy Pack or contact the Payroll Services Department.

Childcare Vouchers

Following a court ruling, HMRC announced that as of 14th September 2016, employers are no longer obliged to pay for childcare vouchers while employees are on periods of Statutory Maternity Pay (only) and No Pay. HMRC will now regard these payments as a benefit in kind which would therefore create a tax liability for you as a Trust employee. Following consideration of this ruling, the Belfast Trust has therefore ceased payment of childcare vouchers during Statutory Maternity Pay (only) and No Pay with effect from 1 April 2018.

If you have any queries regarding Childcare Vouchers please contact Improving Working Lives Dept. in Human Resources, Tel. 028 96 159615

I enclose a medical certificate (MATB1)stating that my expected date of childbirth:_____
(date)

I intend to commence Maternity Leave on: _____ (date)

If you intend to work beyond the 11th week before your expected week of confinement, please indicate the date you wish to commence your maternity leave.

It is your manager's responsibility to assess whether or not there is any potential risk to your health and safety at work which may affect your pregnancy. However if you have any concerns in this respect please let your manager know immediately.

Do you intend to return to work following Maternity Leave? YES/NO

If NO please sign: _____ Date: _____

If YES please see below:

- I agree to remain in the employment of the Trust or another HPSS Employing Authority for a minimum period of 3 months following my return to work
- I understand that I may be liable to repay the whole of the maternity pay less any SMP to which I may be entitled to if I do not return to work.
- I undertake to pay any superannuation contributions, if appropriate, in respect of any unpaid maternity leave.

Signed : _____ Date : _____

Countersigned (Manager) : _____ Date : _____

Please Print: _____

.....

FOR OFFICIAL USE ONLY

Variation Date(s): _____ _____

LENGTH OF SERVICE: _____

MAT LEAVE COMMENCES: _____

MAT LEAVE ENDS: _____

PAID LEAVE EXPIRES: _____

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APPLICATION FORM FOR ADOPTION LEAVE

I wish to apply for Adoption Leave under the Trust's Adoption Scheme.

NAME: _____

ADDRESS: _____

_____ **POSTCODE:** _____

CONTACT NO: _____ **(HOME)** _____ **(WORK)**

LOCATION: _____ **DEPT/SPECIALTY:** _____

GRADE: _____ **STAFF NO:** _____

DO YOU WISH YOUR OCCUPATIONAL ADOPTION PAY TO BE SPREAD EVENLY OVER

26 WEEKS 39 WEEKS 52 WEEKS? YES/NO

This option is not available to weekly and fortnightly paid staff.
Please note: Only OAP will be spread equally over either of these periods. This does not apply to SAP which is paid in a different format. If you do not qualify for SAP and wish to have OAP spread evenly you may not receive any salary for the first 6 weeks of your adoption leave.

For further information regarding the payment of OAP and SAP please refer to the Trusts Family Policy Pack or contact the Payroll Services Department.

I enclose a matching Certificate from the adoption agency which includes information on matching and states that the expected placement date is _____ and I intend to commence Adoption Leave on _____.

Do you intend to return to work following Adoption Leave?

If **NO:** Signed _____ Date _____

If **YES:** I agree to remain in the employment of the Trust or another HPSS Employing Authority for a minimum period of 3 months following my return to work. I understand that I may be liable to repay the whole of the adoption pay less any SMP to which I may be entitled to if I do not return to work.

I undertake to pay any superannuation contributions, if appropriate, in respect of any unpaid maternity leave.

Signed : _____ Date : _____

Countersigned (Manager) : _____ Date : _____

Please Print: _____

FOR OFFICE USE ONLY

Variation Date(s): _____ Date: _____

LENGTH OF SERVICE _____

ADOPTION LEAVE COMMENCES _____

ADOPTION LEAVE ENDS _____

PAID LEAVE EXPIRES _____

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APPLICATION FOR PARENTAL LEAVE (UNPAID)

This form must be approved by the Manager and returned to the Human Resources Department

1) To be completed by Applicant :

NAME : _____ GRADE : _____

DEPARTMENT : _____ LOCATION_____

Please outline below the reason why you require Parental Leave, as appropriate :-

_____

_____

_____

Dates on which Leave is required : _____ to : _____

Duration of Leave : _____

Signed : _____ Date : _____

……..……

2) To be completed by Manager

Approval has / has not been granted *
Where approval has not been granted, please specify reason :-

_____

_____

_____

Signed : _____ Date : _____

BLOCK CAPITALS : _____

Manager must then complete Parental Leave Form on HRPTS

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APPLICATION FOR NEW PARENTS SUPPORT/PATERNITY LEAVE (SC3)

28 DAYS NOTICE MUST BE GIVEN BEFORE START OF NEW PARENTS SUPPORT/PATERNITY LEAVE

Your dates for pay and leave:

- The baby is due on: _____
- And, if the baby has been born, please enter the actual date of birth: _____

- I would like the following number of weeks New Parents Support/Paternity Leave (Please tick one): 1 week ☐ 2 weeks ☐

I would like my New Parents Support/Paternity Leave to commence**:** _____

Your declaration:

Full Name: _____

Staff Number: _____

Grade: _____

National Insurance No: _____

Address & Postcode: _____

You must be able to tick all three boxes below to get your entitlement to New Parents Support/Paternity Pay and New Parents Support/Paternity Leave:

I declare that:

- I am ☐
  - The baby's biological Father, or
  - Married to the mother, or
  - Living with the mother in an enduring family relationship, but I am not an immediate relative
  - Nominated Carer

  I have responsibility for the child's upbringing ☐
- I will take time off work to support the mother or care for the child ☐

Signature: _____ Date: _____

Manager's Signature**:** _____