

MATERNITY, NEW PARENT SUPPORT AND ADOPTION LEAVE POLICY (H36)

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Document Information

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Date of Issue:	December 2016	Next Review Date:	June 2028
Version:	6	Last Review Date:	June 2026
Author:	Employee Relations Team		
Directorate:	People and Education Directorate		
Approval Route			
Approved By:		Date Approved:	
LCNC/JCNC		September 2015	
Partnership Board		16 th July 2020	
Partnership Forum		November 2022	
Partnership Forum		May 2024	
Partnership Forum		March 2025	
Partnership Forum		June 2026	
Links or overlaps with other strategies/policies:			
Recruitment and Selection Policy (H12)			
Shared Parental Leave Policy (H16)			
Flexible Working Policy (H27)			
Annual Leave Policy (H31)			
Attendance Policy (H33)			
Agile Working Policy (H39)			
Homeworking Policy (H41)			
Equality and Diversity Policy (ED1)			
Risk Assessment for New and Expectant Mothers			

Amendment History

Issue	Status	Date	Reason for Change	Authorised
2	Approved	September 2015	Full review and update in relation to new Shared Parental Leave legislation	LCNC
2.1	Approved	January 2016	Requirement for MATB1/matching certificate to be provided as evidence of pregnancy/adoption	Deputy Director HR
2.2	Approved	December 2016	Change of Trust Logo	HR Manager
2.3	Approved	March 2019	General review and audit	HR Advisor
3	Approved	16 th July 2020	Harmonised with TSDFT version (H11) with the inclusion of IVF arrangements	Partnership Board
3.1	Approved	17 th August 2022	Change to the completed PAT1 form being sent to Payroll for action	HR Advisor
4	Approved	November 2022	Full review and additional information regarding breastfeeding at work and surrogacy	HR Advisor
4.1	Approved	May 2024	Information regarding paid time off following pregnancy loss.	ER Team Lead
5	Approved	March 2025	Introduction of neonatal care leave and pay.	ER Team Lead
6	Approved	June 2026	New statutory arrangements relating to day-one rights for new parent support (paternity) leave and bereaved partner's paternity leave.	ER Team Lead

Rapid (E)quality Impact Assessment (EqIA) (for use when writing policies)

Policy Title (and number)	Maternity, New Parent Support and Adoption Leave Policy (H36)	Version and Date	6 – June 2026
Policy Author	Employee Relations team		
An (e)quality impact assessment is a process designed to ensure that policies do not discriminate or disadvantage people whilst advancing equality. Consider the nature and extent of the impact, not the number of people affected.			
Who may be affected by this document?			
Patients/ Service Users ☐ Staff ☒ Other, please state... ☐			
Could the policy treat people from protected groups less favorably than the general population? <i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i>			
Age	Yes ☐ No ☒	Gender Reassignment	Yes ☐ No ☒
Race	Yes ☐ No ☒	Disability	Yes ☐ No ☒
Gender	Yes ☐ No ☒	Pregnancy/Maternity	Yes ☐ No ☒
Sexual Orientation			Yes ☐ No ☒
Religion/Belief (non)			Yes ☐ No ☒
Marriage/ Civil Partnership			Yes ☐ No ☒
Is it likely that the policy could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers ¹ ; travellers ² ; homeless ³ ; convictions; social isolation ⁴ ; refugees)			Yes ☐ No ☒
Please provide details for each protected group where you have indicated 'Yes'.			
VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion			
Is inclusive language ⁵ used throughout?			Yes ☒ No ☐ NA ☐
Are the services outlined in the policy fully accessible ⁶ ?			Yes ☒ No ☐ NA ☐
Does the policy encourage individualised and person-centered care?			Yes ☐ No ☐ NA ☒
Could there be an adverse impact on an individual's independence or autonomy ⁷ ?			Yes ☐ No ☒ NA ☐
EXTERNAL FACTORS			
Is the policy a result of national legislation which cannot be modified in any way?			Yes ☒ No ☐
What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)			
To give guidance on the maternity, new parent support and adoption leave, and pay entitlements.			
Who was consulted when drafting this policy?			
Patients/ Service Users ☐	Trade Unions ☒	Protected Groups (including Trust Equality Groups) ☐	
Staff ☐	General Public ☐	Other, please state... ☐	
What were the recommendations/suggestions?			
Does this document require a service redesign or substantial amendments to an existing process? <i>PLEASE NOTE: 'Yes' may trigger a full EIA, please refer to the equality leads below</i>			Yes ☐ No ☒
ACTION PLAN: Please list all actions identified to address any impacts			
Action	Person responsible	Completion date	
AUTHORISATION:			
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them			
Name of person completing the form	ER Team Lead		
Validated by (line manager)	Associate Director of ER, Experience and Culture		

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1. Policy Statement

1.1 The aim of this policy is to give guidance on the maternity, new parent support and adoption leave and pay entitlements within Torbay and South Devon NHS Foundation Trust (TSDFT) (hereafter referred to as the Trust).

2. Scope

2.1 This policy applies to all employees of the Trust on Agenda for Change & Medical and Dental terms and conditions.

3. Equality Impact Assessment

3.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.

3.2 The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis.

4. General policy provisions for maternity and adoption leave

4.1 Contractual Rights

4.1.1 During maternity leave (both paid and unpaid) an employee retains all of their normal contractual rights except the right to remuneration.

4.2 Continuous Service

4.2.1 For the purposes of calculating whether the employee meets the 12 months continuous service with one or more NHS employers' qualification the following provisions shall apply:

- NHS employers include health authorities, NHS Boards, NHS Trusts, Primary Care Trusts and the Northern Ireland Health Service.
- A break in service of three months or less will be disregarded (though not count as service).

4.2.2 The following breaks in service will also be disregarded (though not count as service):

- Employment under the terms of an honorary contract.
- Employment as a locum with a general practitioner for a period not exceeding 12 months.
- A period of up to 12 months spent abroad as part of a definite programme of postgraduate training on the advice of the Postgraduate Dean or College or Faculty Advisor in the speciality concerned.
- A period of voluntary service overseas with a recognised international relief organisation for a period of 12 months.

- Absence on an employment break scheme.
- Absence on maternity or adoption leave (paid or unpaid) as provided under this agreement.
- Employers have the discretion to extend the 12-month periods referred to above.

4.2.3 Employment as a trainee with a General Medical Practitioner in accordance with the provisions of the Trainee Practitioner Scheme shall count as service.

4.3 Increments

4.3.1 Absence on maternity or adoption leave whether ordinary or additional shall count as time towards the normal annual increment on the employee's banding scale and will not defer the normal incremental date.

4.3.2 In the event of a pay award or annual increment being implemented before the paid maternity/adoption leave period begins, maternity/adoption pay will be calculated as though the pay award or annual increment had effect throughout the entire Statutory Maternity Pay/Statutory Adoption Pay calculation period. If such a pay award is agreed retrospectively, maternity/adoption pay will be re-calculated on the same basis.

4.3.3 In the event of a pay award or annual increment being implemented during the paid maternity/adoption leave period, maternity/adoption pay due from the date of the pay award or annual increment will be increased accordingly. If such a pay award is agreed retrospectively, maternity/adoption pay will be re-calculated on the same basis.

4.4 Annual Leave

4.4.1 Annual leave and bank holidays are accrued at the normal rate during maternity/adoption leave.

4.4.2 Where the amount of accrued annual leave would exceed normal carry over provisions, it may be mutually beneficial to both the employee and employer for the employee to take annual leave before and/or after the formal (paid and unpaid) maternity leave period. The amount of annual leave to be taken in this way, or carried over, should be discussed and agreed between the employee and employer. Refer to the Annual Leave Policy (H31) for further information.

4.4.3 Employees who arrange to change their contractual working hours on return to work from maternity leave will have their annual leave entitlement calculated on a pro-rata basis proportional to the date on which they return to work.

4.5 Pensions

4.5.1 Pension rights and contributions shall be dealt with in accordance with the provisions of the NHS Superannuation Regulations.

4.5.2 During the paid maternity, new parent support or adoption leave period pension contributions will be based on the pay that the employee actually receives.

4.5.3 During unpaid maternity, new parent support or adoption leave, pension contributions will be based on the employee's rate of pay immediately before any

unpaid maternity/adoption leave begins. A pension debt will be accumulated whilst the employee is on unpaid leave which will be automatically recovered from the employee's salary when they return to work. This will be deducted throughout a time scale equal to that of the period of unpaid leave. The employee will receive a letter from the Payroll and Pensions Department on returning to work reminding them of the above and confirming the amount of monies owed.

4.5.4 Whilst an employee is on paid and/or unpaid maternity, new parent support or adoption leave and paying pension contributions as stated above, the employee's pension record is not affected and pension service is credited as if the employee is working their normal contract.

4.5.5 Any enquiries regarding pensions should be directed to the Pensions Manager via EVA - [Employee Centre Pro Homepage - EVA Portal](#).

4.6 Keeping-In-Touch (KIT) days

4.6.1 In addition to the voluntary arrangements of maintaining contact during your absence you will be able to attend work on days, as agreed with your line manager. These are known as keeping in touch (KIT) days. This will enable you to work, undertake training or activities to keep in touch with the workplace for up to 10 days during the maternity or adoption leave period (paid and unpaid) without bringing that period to an end. You will be paid at your normal rate of pay for the hours worked less appropriate maternity or adoption pay. Working for part of any day will count as one KIT day. Any such work must be by agreement by either party and will not extend the leave period. To organise the KIT days your line manager will be maintaining reasonable contact with you during your absence from work. For each KIT day arranged, you and your manager must complete the "Keep in Touch (KIT) day claim form" (appendix A).

4.6.2 The Trust has no right to require the employee to carry out any work, and the employee has no right to undertake any work, during additional maternity or additional adoption leave. Any work undertaken, including the amount of salary paid for any work done on keeping-in-touch days, is entirely a matter for agreement between the Trust and the employee.

4.6.3 Once the keeping-in-touch days have been used up, the employee will lose any further entitlement to statutory maternity or adoption pay for any week in which they agree to work for the Trust. It may also bring the additional maternity or adoption leave period to an end.

4.7 Returning on flexible working arrangements

4.7.1 The right to request flexible working arrangements is available to all employees from the first day of employment.

4.7.2 Where possible, any request from the returning employee for consideration to changes to contracted hours should be discussed with the line manager prior to their return to work in accordance with the Flexible Working Policy (HR29), Agile Working Policy (H39) and the Homeworking Policy (H41).

4.7.3 The Trust fully supports flexible working and recognise the value of retaining staff. However, whilst every endeavour will be made to accommodate flexible working

requests, the decision as to what can be offered to the returning employee must be in line with the needs of the service.

- 4.7.4 If it is agreed that the employee will return to work on a flexible basis, including changed or reduced hours, for an agreed temporary period, this will not affect the employee's right to return to their job under their original contract at the end of the agreed period.

4.8 Fixed Term Contracts

4.8.1 Maternity Leave

Employees subject to fixed-term or training contracts which expire after the eleventh week before the expected week of childbirth, and who have at least 12 months continuous NHS service prior to the eleventh week before their expected week of childbirth, shall have their contracts extended so as to allow them to receive the 39 weeks paid contractual maternity leave.

4.8.2 Adoption Leave

Employees subject to fixed-term or training contracts which expire after the notification of being matched for adoption, and who have at least 12 months continuous NHS service prior to being notified of being matched for adoption, shall have their contracts extended so as to allow them to receive the 39 weeks paid contractual adoption leave.

- 4.8.3 Employees who are absent from work for 52 weeks prior to their return to work in their next appointment, will maintain continuous service.

- 4.8.4 If there is no right of return to be exercised because the contract would have ended if maternity or adoption leave had not occurred, the repayment provisions set out in this policy will not apply.

- 4.8.5 Employees on fixed-term contracts who do not meet the conditions set out in this policy may still be entitled to Statutory Maternity Pay or Statutory Adoption Pay.

4.9 Rotational training contracts

- 4.9.1 Where an employee is on a planned rotation of appointments with one or more NHS employer as part of an agreed programme of training, they shall have the right to return to work in the same post or in the next planned post irrespective of whether the contract would otherwise have ended if pregnancy and childbirth/adoption had not occurred. In such circumstances the employee's contract will be extended to enable them to complete the agreed programme of training.

- 4.9.2 If there is no right of return to be exercised because the contract would have ended if pregnancy and childbirth/adoption had not occurred, the repayment provisions set out in this policy will not apply.

5. Surrogacy

- 5.1 If a member of Trust staff becomes pregnant as part of a surrogacy arrangement they will be entitled to the maternity arrangements as detailed in this policy. What a surrogate does after the child is born does not affect their right to maternity leave.

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- 5.2 If you are the intended parent and primary carer of a child born through a surrogacy arrangement, your eligibility to leave will be the same as adoption leave (see section three on Adoption leave).
- 5.3 Adoption/surrogacy leave and pay is available to one member of a couple where a couple jointly adopt. The other member of the couple may be entitled to new parent support leave and pay.
- 5.4 The pay entitlement will depend on the circumstances of each case. However, please note that there are currently no provisions for Statutory Surrogacy Pay.

6. Further information and contact details

- 6.1 There may be some queries or concerns that arise during pregnancy, maternity, adoption and new parent support leave which may not be covered by this policy. If you would like further information and advice on these matters, or if you wish to clarify and discuss any other issues covered in the policy in greater detail, please submit your request via our Employee Virtual Assistant (EVA) using the link below. You should be logged in automatically via your NHS credentials - [Employee Centre Pro Homepage - EVA Portal](#).
- 6.2 Our Employee Assistance Programme (EAP) is a resource available to all of our staff members. Offering a wide range of support, the EAP offers a free, impartial and confidential support and counselling service. They can be contacted directly on 03303 800658 (or 0800 023 9324 free from any standard UK Landline or mobile)

Login or register at [Vivup](#) or use this QR code:



- 6.3 The Trust provides access to a Childcare Co-ordinator at tsdft.rainbow@nhs.net
The Childcare Co-ordinator provides information on Rainbow Nursery provisions only.
- 6.4 Torbay council have a link on their website called the [Torbay Family Hub](#), which gives details of other childcare provisions available locally.
- 6.5 Further information is available in the “Q & A for new and expectant mothers” (appendix D) and the “Flowchart for new and expectant mothers” (appendix E).
- 6.6 Further Information about pregnancy and maternity rights in the workplace can also be obtained on the government website:

[Maternity pay and leave: Overview - GOV.UK \(www.gov.uk\)](#)

[Paternity pay and leave: Overview - GOV.UK \(www.gov.uk\)](#)

[Adoption pay and leave: Overview - GOV.UK \(www.gov.uk\)](#)

7. Training and awareness

- 7.1 Advice and support will be provided by the Employee Relations team to support staff and managers in adhering to this policy and their understanding of dealing with maternity, new parent support and adoption matters.
- 7.2 The Employee Relations team will raise awareness of this policy through the publication of information on ICON and to advise staff of changes to the policy through the staff bulletin and ratification processes.

8. References

- 8.1 NHS Terms and Conditions Handbook
- 8.2 Pension Scheme Regulations
- 8.3 <https://www.gov.uk>

9. Monitoring, audit and review procedures

- 9.1 This policy will be monitored and audited on a regular basis. A full review will take place every two years by the People and Education Directorate unless legislative changes determine otherwise.

SECTION ONE

MATERNITY LEAVE

SECTION ONE – MATERNITY LEAVE

10 Introduction

- 10.1 This information has been produced to give you guidance on the maternity leave and maternity pay entitlements within the Trust.
- 10.2 Maternity leave and maternity pay entitlements are governed by NHS regulations as well as statutory legislation. Therefore, the information contained in this policy is specific to NHS employees. Please contact the Employee Relations Team if you require further information.

11 Ante-natal care

- 11.1 All pregnant employees are entitled to time off in order to attend ante-natal appointments. If these appointments fall during working hours, time off shall be paid at the normal rate.
- 11.2 Employees are expected, where possible to attend work prior to, or return to work following, ante-natal appointments.
- 11.3 Employees should notify their line manager of the time of their ante-natal appointment. Additional time off needed in respect of ante-natal care, e.g. aqua-natal or parent-craft classes) must be arranged with the employee's line manager, or another appropriate manager.

12 Meeting with your line manager

- 12.1 You are required to attend a meeting with your line manager prior to week 25 of your pregnancy. At this meeting you will be asked to advise the date on which you intend to commence your maternity leave. You will also complete the Maternity Leave/Pay Application Form (appendix B). You are required to submit your MATB1 certificate, provided by your midwife or GP as soon as it is available, to your manager, who will forward it with the completed Maternity Leave/Pay Application Form (appendix B) to the Payroll department, at Regent House, Torbay Hospital. On receipt of this paperwork payroll will check your maternity entitlements and a confirmation letter will be sent to you and copied to your line manager.
- 12.2 In addition to the required maternity leave forms detailed at 12.1, the Payroll Department also require a change of circumstances to be completed when the employee begins maternity leave and again once their maternity leave ends.

13 Confirming maternity entitlements

- 13.1 Following your meeting with your manager, you will receive written confirmation from the Payroll department of:
 - Your entitlement to paid and/or unpaid maternity leave (or statutory entitlements if you do not qualify under this agreement);
 - Your expected return date based on your entitlement under this agreement;
 - The length of any period of accrued annual leave, which in negotiation with your manager, may be taken prior to or at the end of your maternity leave;
 - Your requirement to provide eight weeks' notice of the date on which you intend to return to work, if this is before the expected return date.

- 13.2 You may commence maternity leave at any time between the eleventh week before the expected week of childbirth and the expected week of childbirth, provided you give the required 28 days' notice.
- 13.3 Should you subsequently wish to change the date on which you commence maternity leave, you should provide written notification to your manager at least 28 days prior to the date on which you intend to commence maternity leave (or, if this is not possible, as soon as is reasonably practicable beforehand).
- 13.4 As well as a copy of this information remaining on your personal file, a copy should also be forwarded to the payroll department.
- 13.5 Prior to commencing maternity leave, you are advised to discuss and agree with your manager any voluntary arrangements for maintaining contact during your absence. This will include awareness of developments within the role and workplace and measures to help facilitate your return to work. You will also be expected to advise your manager of any circumstances that may affect your intended date of return.

14 Eligibility to maternity pay and leave

14.1 Calculation of maternity pay

- 14.1.1 Full pay will be calculated using the average weekly earnings rules used for calculating Statutory Maternity Pay (SMP) entitlements, subject to the qualifications in the NHS terms and conditions handbook (part 3, section 15.22 'Calculation of maternity pay').
- 14.1.2 Your entitlement to receive any payment, including SMP is dependent upon your National Insurance (NI) contributions. If applicable, SMP will be paid concurrently for 39 weeks leave and/or pay that you receive from the Trusts for 26 weeks.
- 14.1.3 Employees who do not pay NI contributions, and do not therefore qualify for SMP may be eligible to claim Maternity Allowance from the Department of Work and Pensions.
- 14.1.4 Pay is usually paid in line with either statutory or contractual entitlements, e.g. for full allowance - eight weeks at full pay, 18 weeks at half pay + SMP, followed by 12 weeks of SMP. To choose to receive equal payments spread across the period of your maternity leave tick the appropriate box when completing the "*Maternity or Adoption Leave/Pay Application Form*" (Appendix B).

14.2 Compulsory maternity leave

- 14.2.1 Employees are not permitted to work, including working from home, for the two-week period immediately following the birth of their baby.

14.3 Maternity leave

- 14.3.1 The amount of maternity leave and pay you are entitled to depends on your length of NHS service prior to becoming pregnant and your intentions following maternity leave. You are not obliged to confirm at this stage your intentions regarding returning to work following maternity leave, although you will be asked to sign a Maternity Leave/Pay Application (appendix B) to indicate your

intentions. Without this indication there is no way of providing guidance on your entitlement to allow you to plan your time or finances during and following your maternity leave.

14.3.2 You will be asked your intentions regarding returning to work, not returning to work following maternity leave or where you may be undecided at this stage of your pregnancy. This, combined with your length of continuous service with the NHS will determine the amount of maternity leave and pay you are entitled to. Appendix C provides a quick glance explanation of this entitlement. However, please note that payment can vary depending on individual circumstances.

15 Entitlements for employees returning to work

15.1 12 months continuous NHS service (NHS Contractual Maternity Leave Scheme)

An employee who indicates that they intend to return to work for a minimum of three months following maternity leave, and who has at least 12 months continuous NHS service prior to the eleventh week before their expected week of childbirth will be advised of the following entitlement:

39 weeks paid leave, during which the employee will receive maternity pay as follows:

- Full pay for the first eight weeks, less any SMP or Maternity Allowance (including any dependents' allowances) receivable;
- Half pay plus SMP or Maternity Allowance (including any dependents' allowances) receivable, for the remaining 18 weeks providing the total receivable does not exceed full pay;
- SMP or Maternity Allowance that they are entitled to under the statutory scheme for the remaining 13 weeks.

Followed by 13 weeks unpaid leave

Employees to whom this entitlement applies are required to return for a minimum period of three months. This can be to different hours of work, a different post or a different NHS employer.

If the employee later decides that they do not wish to return to work after their maternity leave and resigns from their employment with the Trust, they will be liable to refund the whole of their maternity pay, less any statutory maternity pay.

15.2 At least 26 weeks' continuous NHS service (Statutory Maternity Scheme)

An employee who indicates that they intend to return to work for a minimum of three months following maternity leave, and who has at least 26 weeks continuous NHS service prior to the fifteenth week before their expected week of childbirth will be advised of the following entitlement:

39 weeks paid leave, during which the employee will receive:

- 90% of their average weekly earnings for the first six weeks;
- SMP for the remaining 33 weeks;
- Followed by 13 weeks unpaid leave.

If the employee later decides that they do not wish to return to work after their maternity leave and resigns from their employment with the Trust, they do not have to repay the statutory entitlement.

15.3 Less than 26 weeks' continuous NHS service

An employee who indicates that they intend to return to work following maternity leave, and who has up to 26 weeks continuous NHS service prior to the fifteenth week before their expected week of childbirth will be advised of the following entitlement:

- 52 weeks unpaid leave;
- Irrespective of their entitlement to SMP and/or Maternity Allowance, the employee will have a statutory entitlement to 52 weeks unpaid leave.

Employees who do not pay NI contributions, and do not therefore qualify for SMP may be eligible to claim Maternity Allowance from the Department of Work and Pensions. They may also qualify for a Sure Start Maternity Grant from the Department of Work and Pensions.

16 Entitlements for employees not returning to work

16.1 At least 26 weeks' continuous NHS service

An employee who indicates that they do not intend to return to work following maternity leave, but who has at least 26 weeks continuous NHS service prior to the fifteenth week before their expected week of childbirth will be advised of the following entitlement:

39 weeks paid leave, during which the employee will receive:

- 90% of their average weekly earnings for the first six weeks;
- SMP for the remaining 33 weeks;
- Followed by 13 weeks unpaid leave.

16.2 Less than 26 weeks' continuous NHS service

An employee who indicates that they do not intend to return to work following maternity leave, but who has up to 26 weeks continuous NHS service prior to the fifteenth week before their expected week of childbirth will be advised of the following entitlement:

- 52 weeks unpaid leave

17 Employees undecided whether or not to return to work following maternity leave

17.1 Employees indicating that they are undecided whether or not to return to work following maternity leave will be paid in the first instance as if they were not returning. Should they then decide to return to work, any further monies owed to them will be paid, less the amount which has already been paid. This will be paid at the end of the leave period. All other conditions applicable to those employees who indicate that they intend to return to work will apply.

17.1.1 Should the employee decide not to return to work following maternity leave, they are advised to write a resignation letter to their line manager giving the notice required by their contract of employment.

18 Fertility Treatment (IVF) support scheme

- 18.1 The fertility treatment (IVF) support scheme is available to employees who have at least one year's service, whether they are full or part-time.
- 18.2 Employees participating in the IVF scheme will be entitled to the usual maternity/new parent support benefits should they be successful in the treatment.
- 18.3 The IVF scheme allows employees undergoing IVF treatment some additional paid time off for this treatment
- 18.4 The scheme may be used for NHS or private treatment and an appointment card may be requested. As much notice as is reasonably possible should be provided for taking time off for treatment.

18.5 Time Allowed (maximum in course of employment):

Employee	Total time allowed	How this time is allocated
Employee undergoing IVF	15 days (pro-rata for part time staff) (Equivalent to three weeks of contracted hours)	A week of contracted hours is allocated for each cycle of IVF. An employee is therefore allowed time off for up to three cycles of IVF treatment.
Partner of employee undergoing IVF	4.5 days (pro-rata for part time staff)	1.5 days are allocated for each cycle of IVF. An employee is allowed time off for up to three cycle of IVF treatment (pro-rata for part time staff)

- 18.6 Any additional time off that an employee may require may be claimed as annual leave in the usual way.

19 Health and safety of employees pre and post birth

- 19.1 Where an employee is pregnant or has recently given birth or is breastfeeding, the manager may need to take specific measures to safeguard the health of employee and that of their unborn child or children. The measures taken will depend upon the type of work that is done and the work environment. For further information refer to Risk Assessment for New and Expectant Mothers found on the Health and Safety pages of ICON.
- 19.2 If it is found that there is a risk to health and safety to a new or expectant mother, or their child or children if they were to continue with their normal duties the Trust will:
- Temporarily adjust your working conditions and/or hours of work, or if that is not possible;

- You should be offered suitable alternative work (at the same rate of pay) if available, or if that is not possible;
 - You should be medically suspended from work on paid leave for as long as necessary, to protect your health and safety, and that of your baby.

19.3 The line manager is able to refer any expectant mother to the Occupational Health Department if they have any concerns with regard to the workplace, the duties of their job or their health.

20 Premature Birth

20.1 Where an employee's baby is born before the eleventh week before the expected week of childbirth and they have 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.

20.2 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.

20.3 With the agreement of the line manager, if the employee's baby is born prior to the eleventh week before the expected week of childbirth and if the baby is in hospital, the employee may choose to split their maternity leave entitlement. This would enable them to take an agreed short period of maternity leave immediately after their baby is born and then return to take the balance when the baby is allowed home from hospital.

21 Miscarriage

21.1 1 in 4 pregnancies in the UK end in miscarriage, meaning that hundreds of NHS staff experience miscarriage, ectopic pregnancy, or medical termination every year.

21.2 If you have lost a pregnancy or baby, it is important that you talk to your GP, Midwife or medical professional as soon as you possibly can. They will be able to provide you with the professional medical care that you need. Please also tell someone at work so that you can access the support available to you. It is usually best to talk to your manager, but if you do not feel comfortable with this, find someone else you can talk to easily. This could be the Wellbeing team, Occupational Health, a trade union representative, the Employee Relations team, a friend, or someone else. You may also wish to consider contacting the 'Employee Assistance Programme' (EAP), which is a free telephone counselling service. Details can be found above in **section 6 – Further Information**.

21.3 Employees who experience a miscarriage in the first 24 weeks of pregnancy will be offered up to 10 days paid leave. Leave days are given on a pro-rata basis and pay is calculated on the basis of what the individual would have received had they been at work. This includes, but is not limited to miscarriage, ectopic pregnancy, molar pregnancy or termination of pregnancy. It should be recorded as compassionate leave.

21.4 This is not dependent upon gestation of pregnancy (how long someone has been pregnant for) or length of service within the organisation. A 'Fitness for Work' statement from the GP is not required, unless additional time-off from work is needed. This paid time-off will not be used for 'sickness trigger' purposes. It should be recorded as compassionate leave.

21.5 Partners are entitled to up to five days paid leave to support with pregnancy loss. Therefore, if your partner has experienced pregnancy loss but they do not work for the Trust, you are entitled to this leave as a Trust employee. Leave days will be given on a

pro-rata basis and pay is calculated on the basis of what you would have received had you been at work. This includes, but is not limited to miscarriage, ectopic pregnancy, molar pregnancy, and termination of pregnancy and will not count towards 'sickness triggers'. It should be recorded as compassionate leave.

21.6 Where an employee has a miscarriage before the 25th week of pregnancy, normal sick leave provisions will apply as necessary if additional time off is required following the provision at point 21.3.

21.7 Staff who return from work after their pregnancy loss will be offered Occupational Health support including referrals to specialist services at their Trust, or specialist miscarriage and baby loss charities and organisations.

22 Still birth/baby death

22.1 In the event of a still birth from the 24th week of pregnancy (inclusive of the 24th week), or if the baby dies within the maternity leave period, the employee will be entitled to their full maternity leave entitlements.

23 Sickness and absence during pregnancy

23.1 If the employee falls sick prior to the intended start date of their maternity leave and the sickness is unrelated to the pregnancy, the absence shall be treated as sick leave in the usual way until the agreed start date of the maternity leave.

23.2 If during weeks 29 to 35 of the pregnancy medical opinion expresses that the employee or their unborn child or children would be at risk or that they would be incapable of carrying out all or part of their duties, but are not advised to refrain from work, the provisions at section 19.2 will apply.

23.3 If the employee is absent from work for a pregnancy related illness during the four weeks before the expected week of childbirth, regardless of when they have said that they wanted maternity leave to commence, maternity leave will start automatically on the first day after the first day of sickness absence.

24 Sickness during maternity leave

24.1 The employee will not be entitled to sick pay during the period of maternity leave.

25 Sickness following maternity leave

25.1 Sickness absence from the expected date of return to work will be treated as sick leave and appropriate medical certificates will be required.

26 Returning to work

26.1 An employee returning from Ordinary Maternity Leave (OML) has the right to return to their job under the same terms and conditions. OML is the first 26 weeks of leave.

26.2 An employee returning from Additional Maternity Leave (AML) has the right to return to their job on the same terms and conditions unless not reasonably practicable, in which case there is a right for them to return to a suitable and appropriate alternative job on the same terms and conditions. AML is the 26 weeks following OML.

- 26.3 An employee who intends to return to work at the end of their full maternity leave will not be required to give any further notification, although if they wish to return early from AML they must give at least eight weeks' notice.
- 26.4 Employees who indicate that they intend to return to work following maternity leave are required to return for a minimum period of three months or they will be liable to refund the whole of their maternity pay, less any statutory maternity pay.

27 Post-natal care and breastfeeding mothers

- 27.1 Breastfeeding facilities must be made available for any employee continuing to breastfeed following their return to work.
- 27.2 Employees who have chosen to breastfeed and return to work will be supported by their line manager to allow them to continue breastfeeding or expressing milk for as long as they wish to.
- 27.3 An employee must give their line manager written notice of their intention to continue breastfeeding or expressing milk on their return to work. The employee and their line manager will discuss and agree an arrangement considering the needs of both the employee and the service/ business requirements.
- 27.4 The line manager will then carry out a risk assessment and will make any necessary reasonable arrangements in preparation for the transition back to work.
- 27.5 The line manager will:
- Provide a private, comfortable and appropriately equipped room for breastfeeding employees to feed their baby or express their milk;
 - Provide access to a secure, clean fridge where expressed milk may be safely stored (this can be an existing domestic fridge in the work area).
- 27.6 Arrangements should be confirmed in writing and reviewed as often as necessary.

28 Neonatal care leave and pay

- 28.1 The Neonatal Care (Leave and Pay) Act 2023 received royal assent on the 24th May 2023 and the new legislation is in force from the 6th April 2025. The Act provides for parents of babies who require neonatal care additional leave and pay with a right to up to 12 weeks' leave and pay. The act provides eligible parents with dedicated time to care for their newborn babies during a challenging period, without impacting their existing parental leave entitlements.

There are two categories of statutory neonatal care leave depending on when the employee takes the leave – tier 1 period leave and tier 2 period leave (see point 28.3).

28.2 Entitlements of the Act

- 28.2.1 **Neonatal Care Leave** - the minimum period of neonatal care leave is one week and a maximum period of 12 weeks. This is in addition to existing parental leave entitlements and must be taken within a 68-week period. This leave entitlement is a day one right, and no minimum service period is required.

Employees will be entitled to take one week's neonatal care leave for every uninterrupted week their baby receives neonatal care and can be taken in week-long increments.

28.2.2 Eligibility for neonatal care leave – parents are eligible if the baby is born on or after the 6th April 2025 and has received medical or palliative neonatal care for at least seven consecutive days within the first 28 days after birth. There are three categories of medical care within the Act that constitute as neonatal care:

- I. Any medical care received in hospital.
- II. Medical care received elsewhere following discharge from an inpatient stay in hospital. The care must be under the direction of a consultant and includes ongoing monitoring and visit to the child by healthcare professionals.
- III. Palliative or end of life care.

28.2.3 Neonatal care pay – eligible parents who meet minimum requirements relating to continuity of employment (at least 26 weeks with their current employer by the end of the relevant week, dependant on the type of family related pay the employee is entitled to) and earnings to be paid during that leave will receive the weekly rate of statutory neonatal care pay, or 90% of average weekly earnings where that figure is less than the rate of statutory neonatal care pay.

28.2.4 Eligibility for statutory neonatal care pay – Parents are eligible if they have 26 weeks or more of service with their employer by the end of the relevant qualifying week. The relevant qualifying week will be different dependent on the type of family related pay the employee is entitled to as per [government eligibility criteria](#) and have the necessary average weekly earnings.

28.3 Categories of statutory neonatal care leave

28.3.1 Tier 1 period leave details – this begins when the baby starts receiving neonatal care and up to a week post discharge. This period of leave ends on the seventh day after the baby stops receiving neonatal care.

Tier 1 leave can be taken in non-continuous blocks of a minimum of one week at a time and up to 12 weeks.

Notice period for leave – notice must be given before an employee is due to start work on the first day of absence or if this is not possible, notice must be given as soon as is reasonably practicable.

Notice period for pay – notice must be given within 28 days from the first day of leave in which the period relates to or if this is not possible notice should be given as soon as is reasonably practicable.

Tier 1 notice does not need to be in writing.

28.3.2 Tier 2 period leave details – this applies to leave taken after the tier 1 period ends and must be taken in one continuous block. The entitlement to this leave ends 68 weeks after the child's birth.

Notice period for leave and pay:

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- For a single week of leave and pay, written notice at least 15 days before the first day of neonatal care leave.
- For a period of two or more weeks of leave and pay, written notice at least 28 days' notice before the first day of leave in which the period it relates to.

The Trust and employee can mutually agree to waive any notice requirements.

SECTION TWO

NEW PARENT SUPPORT LEAVE (PATERNITY LEAVE) and BEREAVED PARTNER'S PATERNITY LEAVE

New Parent Support Leave (Paternity Leave)

29 Introduction

- 29.1 This information has been provided to give guidance on the new parent support leave and pay (paternity pay and leave) entitlements within the Trust. This is part of a portfolio of rights and benefits designed to give support to the father of the child (including adoptive fathers), the mother's spouse or partner (whether opposite or same sex) or nominated carer.
- 29.2 All eligible employees are entitled to two weeks of new parent support leave which as a minimum can be split into two one-week blocks or can be taken at any time during the first year of birth or the placement of the child for adoption.

30 Attendance at ante-natal appointments or meetings for an adoption

- 30.1 The Trust allows employees who are eligible for new parent support leave, reasonable time off in order to attend ante-natal appointments with their partner, or in the case of adoption, reasonable time off to attend meetings arranging the adoption of a child. If these appointments fall during working hours, time off shall be paid at the normal rate.
- 30.2 Employees are expected, where possible to attend work prior to, or return to work following, such appointments.
- 30.3 Employees should notify their line manager of the time of the ante-natal appointment or adoption meeting and any additional time off must be arranged with their line manager's authorisation.

31 Eligibility for new parent support leave

- 31.1 In order to qualify for new parent support pay and leave, the employee must have or expect to have responsibility for the child's upbringing and is either the biological father or adopter of the child, the mother's spouse or partner (whether opposite or same sex) or nominated carer.
The employee must provide a copy of the MATB1 or matching certificate in the case of adoption.
- 31.2 Employees granted new parent support leave will receive full pay during this period if they have 12 months' continuous service with their or any other NHS employer before they take their leave.
- 31.3 Full pay will be calculated on the basis of the average weekly earnings rules used for calculating occupational maternity/adoption pay entitlements. The employee will receive full pay less any statutory paternity pay receivable.
- 31.4 Only one period of new parent support pay is ordinarily available when there is a multiple birth.
- 31.5 Employees who are not eligible for the two weeks of pay during their new parent support leave may still be entitled to statutory paternity pay subject to meeting the qualifying conditions described in the relevant legislation. Details of the qualifying conditions can be found on www.gov.uk

32 Notification

- 32.1 Employees should notify their manager in writing of their intention to take new parent support leave by the end of the 15th week before the baby is expected to be born or within seven days of the notification of adoption.
- 32.2 Using the New Parent Support Leave Request Form – PAT1 (appendix F), employees are required to provide the following information at least 28 days prior to commencing new parent support leave:
- The child's expected date of birth or date of placement.
 - Adoptive parents taking new parent support leave should provide a matching certificate issued by the adoption agency.
 - Details of when and how you intend to take new parent support leave.
 - When you plan your new parent support leave to begin.
- 32.3 Your manager will forward a copy of the PAT1 form to the payroll department, who will in turn process the information with the payroll department.
- 31.4 You should receive written confirmation of your arrangements for new parent support leave from the Payroll department within 28 days of their receipt of your PAT1 form.
- 32.5 You are required to give at least 28 days' notice should you wish to change the dates of your new parent support leave. If you are unable to give this notice, notification should be made as soon as is reasonably practicable.

33 Miscellaneous provisions

- 33.1 An employee who is absent on new parent support leave is entitled to the benefit of their normal terms and conditions of employment except for terms relating to wages or salary throughout their new parent support leave.
- 33.2 Annual leave and bank holidays are accrued at the normal rate during new parent support leave.
- 33.3 There is no entitlement to occupational sick pay during the period of new parent support leave. However, they may be entitled to Statutory Sick Pay (SSP).
- 33.4 An employee who is absent on new parent support leave is bound by any obligation arising under their normal terms and conditions of employment.
- 33.5 An employee taking new parent support leave is entitled to return to the job in which they were employed before their absence, on the same terms and conditions.
- 33.6 In the event of a still birth from week 24 of the pregnancy, or the death of the baby during the period of new parent support leave, the employee will be entitled to full leave entitlements.

34 Shared Parental Leave

- 34.1 Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility

in considering how to best care for, and bond with, their child. All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. Entitlement to Shared Parental Leave extends to include parents who are fostering to adopt, adopting from abroad and surrogacy (“parental order parents”).

34.2 Refer to the Shared Parental Leave Policy (H16) for further information.

35 Neonatal care leave and pay

35.1 Refer to provisions at point 28 in the Maternity Leave Section above.

36 Bereaved Partner’s Paternity Leave

36.1 Bereaved partner’s paternity leave allows some fathers and partners time off work, if their partner dies. It applies to deaths that happen after the 6th April 2026.

36.2 It can be used when a someone dies within the first year of a child’s life or adoption.

36.3 The person who has died must be either:

- The mother or parent who gave birth
- The primary adopter
- An intended parent having a baby through surrogacy

36.4 The father or partner can take **up to 52 weeks’ unpaid leave** to care for their child. They can choose the amount of time they take, but it must be taken in one block.

36.5 In most cases, they must take the leave within 52 weeks of either:

- The child’s birth – including intended parents for surrogacy
- The child’s adoption placement
- The child’s entry into Great Britain for overseas adoptions

36.6 The exception to these arrangements is if the death happens less than 14 days before the end of the 52 weeks, the father or partner can still take 14 days’ leave.

36.7 This is a “day one right” so the leave can be taken from the first day of employment.

36.8 Who can take this leave

The father or partner must have responsibility for bringing up the child. You must be at least one of the following:

- The child’s father
- Married to, the civil partner or partner of the mother or parent or gave birth
- Married to, the civil partner or partner of the primary adopter

This includes same-sex partners.

If you are separated from your partner you can still take this leave – you must have ongoing responsibility for bringing up the child.

Anyone taking bereaved partner’s paternity leave must be an employee of the Trust.

36.9 Giving notice and starting leave

The person taking the leave should advise their manager as soon as they can. This can be communicated by a friend or family member but the formal notice to take the leave must come from you, as the employee.

36.9.1 Less than eight weeks after the death

If it is less than eight weeks since your partner died:

- Your leave can start straight away if needed
- You can tell your manager verbally or in writing, for example by letter or email
- You must tell your manager before you are due to start work that day
- If the notice is given verbally, your manager should confirm this in writing. For example, in a letter or email

You must say how much leave you are taking. You do not need to do this straight away. You must confirm this in writing within eight weeks and at least a week before your return date.

36.9.2 More than eight weeks after the death

If it is more than eight weeks since your partner died:

- You must give at least one week's notice before you start the leave
- You must tell your manager in writing

If it is more than eight weeks since the death, you must confirm in writing:

- Your relationship with the child
- That you have cared for or intend to care for the child
- The date you plan to return to work

36.9.3 What to tell your employer

You must tell your manager:

- The date your partner died
- The date you will start bereaved partner's paternity leave
- For birth and surrogacy – the date of the child's birth
- For UK adoptions – the date the adoption placement started
- For overseas adoptions – the date the child entered Great Britain

36.10 Adding to other types of leave

If you are entitled to other types of leave, you could add this leave to it. This might give you more time off to care for your child. You can add it before or after the other leave.

Other types of statutory leave are:

- New parent support leave (paternity leave) – see section 2 of this policy above
- Shared parental leave – refer to the Shared Parental Leave Policy (H16)
- Ordinary parental leave – refer to the Ordinary Parental Leave Policy (H13)
- Neonatal care leave – refer to provisions at point 28 in the Maternity Leave section above

36.11 Changing or cancelling leave

To change the start date:

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- If it is less than eight weeks after the death – you should tell your manager the new start date either verbally or in writing
- If it is more than eight weeks after the death – you must tell your manager in writing, and give at least one week's notice before the new start date
- If the correct notice is not given the Trust can:
 - Postpone your return
 - Ask you to give the correct amount of notice, in writing
- The Trust cannot delay your return beyond the time you are eligible for the leave

36.12 The right to return to work

If you take bereaved partner's paternity leave only, you have the right to return to the same job.

If you take bereaved partner's paternity leave after another type of leave, such as new parent support leave, parental leave or neonatal care leave, your right to return to the same job depends on how much total leave you have taken.

36.12.1 26 weeks' leave or less

You usually have the right to return to the same job if you have taken:

- Bereaved partner's paternity leave only
- Bereaved partners' paternity leave after another type of statutory leave – if you took less than four weeks of ordinary parental leave

36.12.2 More than 26 weeks' leave

If you take more than 26 weeks of leave you have the right to return to work on the same terms and conditions as before.

In many cases this should be the same job as before. However, if there have been significant changes to the organisation the Trust can offer a similar job instead. The job must be suitable and appropriate.

36.13 Taking holiday

You will accrue annual leave in the normal way. Bank holidays are accrued in the normal way during bereaved partner's paternity leave.

You cannot take annual leave or get holiday pay whilst on bereaved partner's paternity leave, but you can arrange to take it before or after.

36.14 If the child also dies or an adoption ends

A father or partner who would have been entitled to bereaved partner's paternity leave can still take up to eight weeks if:

- Your child also dies
- The adoption placement ends – for example the child is returned to the adoption agency
- There is a problem with your parental order for surrogacy and there is no time to appeal or reapply – for example you do not apply in time, or your parental order is refused or withdrawn

This right applies if you have not already taken bereaved partner's paternity leave for the same child.

SECTION THREE

ADOPTION LEAVE

SECTION THREE – ADOPTION LEAVE

37 Introduction

- 37.1 Adoption leave and pay are available to individuals who have the primary caring responsibilities for the adopted child or to one member of a couple where a couple adopt jointly (the couple must choose which partner takes adoption leave). The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to new parent support leave and pay or its equivalent.
- 37.2 This policy covers the adoption leave and pay rights where a child is matched and placed for adoption within the UK. The measures may also be available where a child has been adopted overseas, although the detailed operation of the scheme may differ slightly for practical reasons.
- 37.3 This policy applies to placements of children who are aged under 18 and where that child is unknown to, or does not have an established relationship with, the adoptive parents.
- 37.4 Adoption leave and adoption pay entitlements are governed by NHS Regulations as well as statutory legislation. Therefore, the information contained in this policy is specific to NHS employees. Please contact the Employee Relations Team if you require further information.

38 Official Meetings

- 38.1 All employees are entitled to time off in order to attend official meetings in the adoption process. If these meetings fall during working hours, time off shall be paid at the normal rate.
- 38.2 In circumstances where there is an established relationship with the child, such as fostering prior to adoption, employees will be entitled to time off for official meetings.
- 38.3 Employees are expected, where possible to attend work prior to, or return to work following, official meetings.
- 38.4 Employees should notify their line manager of the time of their meetings. Additional time off needed in respect of the official process must be arranged with the employee's line manager.

39 Meeting with your line manager

- 39.1 You are required to inform your manager of your intention to take adoption leave within seven days of being notified by the Adoption Agency that you have been matched with a child for adoption. You will need to inform your manager of when the child is expected to be placed with you and when you intend your adoption leave and pay to commence. You must complete the Adoption Leave/Pay Application Form (appendix B) which your manager will forward with the adoption matching certificate to the Payroll department, at Regent House, Torbay Hospital. On receipt of this paperwork Payroll will check your entitlements and a confirmation letter will be sent to you, copied to your line manager and the payroll department.
- 39.2 You may commence adoption leave from the date of the child's placement or from a fixed date which can be up to 14 days before the expected date of placement, provided you give the required 28 days' notice.

- 39.3 Should you subsequently wish to change the date on which you commence adoption leave, you should provide written notification to your line manager at least 28 days in advance, unless it is not reasonably practicable, in which case, notice must be given as soon as possible.

40 Confirming adoption entitlements

- 40.1 Following your meeting you will receive written confirmation from the payroll department of:
- Your entitlement to paid and/or unpaid adoption leave.
 - Your expected return to work date, based on your entitlement to paid and/or unpaid leave and the date on which you intend to commence adoption leave.
 - Any annual leave you may have, which in negotiation with your manager, may be taken prior to or at the end of your adoption leave. This will be confirmed by your manager.
 - Your requirement to provide eight weeks' notice of the date on which you intend to return to work, if this is before the expected return date.
- 40.2 As well as a copy of this information remaining on your personal file.
- 40.3 You are required to forward your matching certificate, available from an adoption agency to your line manager. Adoption pay cannot be processed without this certificate. In addition to the required documentation detailed above, the Payroll Department also require a change of circumstances to be completed when an employee begins adoption leave and again once their adoption leave ends.
- 40.4 Prior to commencing adoption leave, you are advised to discuss and agree with your manager any voluntary arrangements for maintaining contact during your absence. This will include awareness of developments within the role and workplace and measures to help facilitate your return to work. You will also be expected to advise your manager of any circumstances that may affect your intended date of return.

41 Eligibility to adoption leave and pay

- 41.1 Adoption leave and pay is available to the adopter of a child aged under 18 or the partner in a couple who is deemed to have the main caring responsibility for a child aged under 18, who is previously unknown to them, who has been matched with them for adoption. The second partner of a couple adopting a child is entitled to new parent support leave and pay or its equivalent.
- 41.2 Calculation of Adoption Pay - Full pay will be calculated using the average weekly earnings rules used for calculating Statutory Adoption Pay (SAP) entitlements.
- 41.3 Adoption Leave
- 41.3.1 The amount of adoption leave and pay is the same as maternity leave and pay and depends on your length of service prior to being matched for adoption and your intentions following adoption leave. Adoption leave is 52 weeks, made up of 26 weeks Ordinary Adoption Leave and 26 weeks of Additional Adoption Leave. You are not obliged to confirm at this stage your intentions regarding returning to work following adoption leave, although you will be asked to sign 'Adoption Leave/Pay Application' (appendix B) to indicate your intentions.

However, without this indication there is no way of providing guidance on your entitlement to allow you to plan your time or finances during and following your adoption leave.

41.3.2 You will be asked your intentions regarding returning to work, not returning to work following adoption leave or whether you are undecided at this stage of the adoption process, what your intentions are. This, combined with your length of continuous service with the NHS will determine the amount of adoption leave and pay you are entitled to. Appendix C provides a quick glance explanation of this entitlement. However, please note that payment can vary depending on individual circumstances.

41.3.3 Your entitlement to receive Statutory Adoption Pay (SAP) is dependent upon your National Insurance contributions, and if applicable, will be paid concurrently with the 39 weeks leave and/or pay that you receive from the Trust for 26 weeks.

42 Entitlements for employees returning to work

42.1 12 months continuous NHS service (Trust scheme)

An employee who indicates that they intend to return to work following adoption leave, and who has at least 12 months continuous NHS service prior to being notified of being matched for adoption will be advised of the following entitlement:

39 weeks paid leave, during which the employee will receive:

- Full pay for the first eight weeks;
- Half pay plus SAP for the next 18 weeks (providing this does not exceed normal full pay);
- SAP for the remaining 13 weeks.

Followed by 13 weeks unpaid leave.

Employees to whom this entitlement applies are required to return for a minimum period of three months. This can be to different hours of work, a different post or a different NHS employer.

If the employee later decides that they do not wish to return to work after their adoption leave and resigns from their employment with the Trust, they will be liable to refund the whole of their adoption pay, less any statutory adoption pay.

42.2 At least 26 weeks continuous NHS service (Statutory scheme)

An employee who indicates that they intend to return to work following adoption leave, and who has at least 26 weeks continuous NHS service prior to being notified of being matched for adoption will be advised of the following entitlement:

- 39 weeks paid leave, during which the employee will receive:
 - 90% of their normal full pay for the first six weeks;
 - SAP for the remaining 33 weeks.

Followed by 13 weeks unpaid leave.

42.3 Less than 26 weeks' continuous NHS service

An employee who indicates that they intend to return to work following adoption leave, and who has up to 26 weeks continuous NHS service prior to being notified of being matched for adoption will be advised of the following entitlement:

- 52 weeks unpaid leave

Irrespective of their entitlement to Statutory Adoption Pay, the employee will have a statutory entitlement to 52 weeks unpaid leave.

Employees who do not pay National Insurance contributions, and do not therefore qualify for SAP may be able to claim an Allowance from the Department of Work and Pensions.

43 **Entitlements for employees not returning to work**

43.1 An employee who indicates that they do not intend returning to work following adoption leave, but who has at least 26 weeks continuous NHS service prior to being notified of being matched for adoption will be advised of the following entitlement:

- 39 weeks paid leave, during which the employee will receive:
 - 90% of their normal full pay for the first six weeks;
 - SAP for the remaining 33 weeks.

Followed by 13 weeks unpaid leave

43.2 An employee who indicates that they do not intend returning to work following adoption leave, but who has less than 26 weeks continuous NHS service prior to being notified of being matched for adoption will be advised of the following entitlement:

- 52 weeks unpaid leave

44 **Undecided whether or not to return following adoption leave**

44.1 Employees indicating that they are undecided whether or not to return to work following adoption leave will be paid in the first instance as if they were not returning. Should you then decide to return to work, any further monies owed to you will be paid, less the amount that has already been paid. This will be paid at the end of the leave period. All other conditions applicable to those employees who indicate that they intend to return to work will apply.

44.2 Should you decide not to return to work following maternity leave, you should write a letter of resignation to your line manager, giving requisite notice.

45 **Disrupted placement during adoption leave**

45.1 In the event of an adoption being disrupted, time is provided to allow an employee to come to terms with the ending of the placement before returning to work. It also gives time for the employee to give the requisite eight weeks' notice of their return to work.

45.2 Events that constitute the adoption placement being disrupted

45.2.1 Situations in which a child's placement is ended during the adoption leave include:

- Where an employee has begun a period of adoption leave before the placement of the child and the adoption agency notifies the employee that the child will not be placed with him or her;
- Where the child is returned to the adoption agency during adoption leave;
- Where the child dies during adoption leave.

45.2.2 In these situations, the employee's adoption leave period will end eight weeks after the end of:

- The week during which the employee is notified that the placement will not take place;
- The week during which the child's placement ends;
- The week during which the child dies.

45.2.3 Special provision is made for the situation in which the child's placement ends for any of the events above. The employee's adoption leave period would have ended within eight weeks of the week in which the event occurred.

45.2.4 In this situation, the employee's adoption leave continues until the normal expiry date. The adoption leave will continue until eight weeks after the week in which the event occurred. If the event occurs within eight weeks of the end of the employee's adoption leave, the employee's leave continues until the planned expiry date.

46 Shared Parental Leave

46.1 Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay. Entitlement to Shared Parental Leave extends to include parents who are fostering to adopt, adopting from abroad and surrogacy ("parental order parents").

46.2 Refer to the Shared Parental Leave Policy (H16) for further information.

47 Sickness and absence during the adoption process and adoption leave

47.1 Sickness prior to adoption leave - If the employee is sick prior to the date they intend to commence adoption leave, and that period of sickness continues past the intended start date, adoption leave will commence as planned.

47.2 Sickness during adoption leave - The employee will not be entitled to sick pay during the period of adoption leave.

47.3 Sickness following adoption leave - Sickness absence from the expected date of return to work will be treated as sick leave and appropriate medical certificates will be required.

48 Returning to work

- 48.1 An employee returning from Ordinary Adoption Leave has the right to return to their job under the same terms and conditions.
- 48.2 An employee returning from Additional Adoption Leave has the right to return to their job on the same terms and conditions unless not reasonably practicable, in which case there is a right to return to a suitable and appropriate alternative job on the same terms and conditions.
- 48.3 An employee who intends to return to work at the end of their full adoption leave will not be required to give any further notification, although if they wish to return early from Additional Adoption Leave they must give at least eight weeks' notice.
- 48.4 If it is agreed that the employee will return to work on a flexible basis, including changed or reduced hours, for an agreed temporary period, this will not affect the employee's right to return to their job under their original contract at the end of the agreed period.
- 48.5 The Trust has the right to recover monies owed by employees who subsequently fail to return to work for the NHS for a minimum of three months after the expiry of this leave. In accordance with the conditions of service if you should fail to return to work, you will be liable to refund the Trust adoption pay received with the exception of any amount due under statutory regulations.

49 Neonatal care leave and pay

- 49.1 Refer to provisions at point 28 in the Maternity Leave Section above.

50 Appendix A – Keep in Touch (KIT) days form – Maternity and Adoption Leave

Keep in Touch (KIT) days are intended to help you keep in touch with your workplace and could also help ease your eventual return to work. KIT day may include the following activities: training events and/or conferences, departmental meetings and away-days, appraisals, Agenda for Change matching panels.

All KIT days must be jointly agreed in advance by the manager and employee and a record of the actual time recorded below. Employees will not be entitled to claim for mileage or travel time associated with attending work on KIT days. Childcare costs arising from KIT days are to be paid for by the employee. KIT days do not extend the statutory or ordinary pay periods in any way.

Before you can participate in KIT days, it may be necessary to undertake a risk assessment to ensure there are no risks to an employee who has recently given birth and/or those who are breastfeeding.

KIT Day (date)	Activity	Total Hours
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
TOTAL		

Manager:
(Signed)

Date:

Employee:
(Signed)

Date:

**Line manager to send completed form to Payroll
(tsdft.payrollteam@nhs.net) for payment and retain a copy of the
form on the employee's personal file.**

51 Appendix B – Maternity or Adoption Leave/Pay Application Form

1) Personal details

Name:		Job Title:	
Address:			
Department and Base:		Line Manager:	
Contract Type:	Permanent ☐ Temporary ☐	Line Manager Address:	
Employment Start Date:		Band:	

☐ **Mat B1 Certificate checked and retained.**

Due date: _____

2) Entitlement

Tick	Length of service:	Entitled to:	Comprising of:
	Up to 26 weeks continuous NHS service at 15th week prior to EWC	No Trust payment may be entitled to Maternity Allowance	52 weeks unpaid leave
	Over 26 weeks continuous NHS service at 15th week prior to EWC	Statutory payments	39 weeks paid leave: 6 weeks @ 90% of full pay; 33 weeks SMP; plus Up to 13 weeks unpaid leave
	More than 12 months continuous service at 11th week prior to EWC	Full Trust allowance	39 weeks paid leave: 8 weeks full pay; 18 weeks half pay + SMP; 13 weeks SMP; plus Up to 13 weeks unpaid leave

3) Maternity Options

A: ☐ **Returning to Work after Childbirth**

I agree to return to work for this, or another NHS Trust for a minimum period of three months following the expiry of this period of maternity leave.

H36 – Maternity, New Parent Support and Adoption Leave Policy

I understand that if I do not return to work for the Trust or provide a letter of appointment from another NHS Trust within 15 months of commencement of Maternity Leave, I will be liable to refund payments over and above the statutory minimum as set out in option B.

B: ☐ Not Returning to Work after Childbirth

I hereby apply for payment under the Agenda for Change conditions incorporating Statutory Maternity Pay provisions. I understand that the six weeks' pay (if due) plus twenty weeks unpaid maternity leave will be regarded as service. In addition, I hereby apply for any Statutory Maternity Pay to which I am entitled.

C: ☐ Undecided Whether to Return to Work after Childbirth

I hereby apply for any entitlement to pay under option B. Should I return to duty under the conditions shown in option A any balance of pay will then be due.

4) Confirmation of maternity leave dates

Date the employee intends to start maternity leave	
Date following 39 weeks leave (paid leave period)	
Date due to return to work (based on 52 weeks maternity leave)	
Earliest date to commence maternity leave (11 weeks prior to EWC)	

☐ **Employee requested equalised payments**

5) When you sign this form you are confirming that you have been informed of the following matters:

- ✓ I understand that any Trust or SMP payment commences no earlier than the 11th week before the EWC (unless childbirth occurs before then) and that SMP cannot be paid for any week in which any work is done.
- ✓ I am aware that I must inform my employer if I start any other work after the 15th week prior to the expected week of confinement and before the entitlement to Statutory Maternity Pay is exhausted.
- ✓ I will inform my Line Manager of the date my baby is born.
- ✓ I understand that if I have pregnancy related absence past week 36 in my pregnancy, I will automatically begin maternity leave.
- ✓ I understand that to return to work sooner than the dates set out in my paperwork I will need to give eight weeks written notice to my line manager.
- ✓ I am aware that there are a maximum of ten "Keeping in Touch" days available for me to use. I have been informed these are to be booked in agreement with my line manager.
- ✓ I am aware that any pension related queries need to be directed to the Trust Pensions department on 653303.

Employee: _____ **DATE:** _____
(Signed)

Manager: _____ **DATE:** _____
(Signed)

Send a copy of this completed form to: Payroll Department, Regent House, Regent Close, Torquay, TQ2 7AN or email to tsdft.payrollteam@nhs.net

52 Appendix C – Maternity and Adoption Entitlements

Continuous NHS Service, Intention following maternity/adoption leave	More than 12 months continuous NHS service <i>either</i> at 11 th week prior to EWC <i>or</i> at time of adoption notification	Less than 12 months but over 26 weeks continuous NHS service <i>either</i> at 15 th week prior to EWC <i>or</i> at time of adoption notification	26 weeks or less continuous NHS service <i>either</i> at 15 th week prior to EWC <i>or</i> at time of adoption notification
Intending to return to work following maternity/adoption leave	39 weeks paid leave comprising: 8 weeks @ full pay 18 weeks @ half pay plus SMP/SAP 13 weeks of SMP/SAP Plus up to 13 weeks unpaid leave	39 weeks paid leave comprising: 6 weeks @ 90% of full pay 33 weeks @ SMP/SAP Plus up to 13 weeks unpaid leave	52 weeks unpaid leave
Not intending to return to work following maternity/adoption leave	39 weeks paid leave comprising: 6 weeks at 90% of full pay 33 weeks @ SMP/SAP Plus up to 13 weeks unpaid leave	39 weeks paid leave comprising: 6 weeks @ 90% of full pay 33 weeks @ SMP/SAP Plus up to 13 weeks unpaid leave	52 weeks unpaid leave
Undecided whether or not to return to work following maternity/adoption leave	Employee's indicating that they are undecided whether or not to return to work following maternity/adoption leave will be paid in the first instance as if they were not returning. Should they then decide to return to work, any further monies owed will be paid, less the amount which has already been paid.		

The payment of Statutory Maternity/Adoption Pay (SMP/SAP) is dependent on the employee's National Insurance Contributions.

53 Appendix D - Q & A for new and expectant mothers

Q What maternity pay am I entitled to?

A

Length of service:	Entitled to:	Comprising of:
Up to 26 weeks continuous NHS service at 15th week prior to EWC	No Trust payment, may be entitled to Maternity Allowance	52 weeks unpaid leave
Over 26 weeks continuous NHS service at 15th week prior to EWC	Statutory payments	39 weeks paid leave: 6 weeks @ 90% of full pay 33 weeks SMP plus up to 13 weeks unpaid leave
More than 12 months continuous service at 11th week prior to EWC	Full Trust allowance	39 weeks paid leave: 8 weeks full pay 18 weeks half pay + SMP 13 weeks just SMP plus up to 13 weeks unpaid leave

Q Can I have my occupational maternity pay divided equally throughout my maternity leave?

A Yes, the pay can be equalised over the paid leave period (39 weeks). The amount paid by the Trust (8 weeks full pay and 18 weeks half pay) is divided amongst the nine-month period; you will then receive SMP on top of that pay from month three to month nine.

Q Do I still accrue annual leave and bank holidays whilst on maternity leave?

A Yes, you accrue annual leave and bank holidays as normal.

Q What if I decide I didn't want to return to work after my maternity leave?

A You would owe the Trust the difference between the occupational maternity pay that you received and statutory maternity pay (outlined above). Providing you return to the NHS for at least a three-month period you won't owe anything.

Q Can I apply for another job whilst on maternity leave?

A Yes, however if the job is outside of the NHS then you would owe the difference between the occupational maternity pay that you received and statutory maternity pay. As long as the new job is within the NHS you wouldn't owe anything.

Q When can I start my maternity leave?

A You can start your maternity leave anywhere from 11 weeks before your expected week of childbirth (EWC).

Q Does my maternity leave have to start on any particular day?

A No, although the preferred day from a payroll perspective is a Sunday. If a different day is chosen then maternity leave will start on that date.

Q What period of time will my maternity pay be based on?

A You pay will be based on 15 weeks before your EWC, the eight-week period before that.

Q I am due an annual increment whilst on maternity leave, will I still receive that?

A Yes, you would be eligible in line with the Agenda for Change Incremental Progression criteria.

Q Being pregnant is making me feel poorly and I have been off sick, does that count towards my attendance record?

A Yes, any absence forms part of your attendance record although if your absence is pregnancy related it would not form part of normal monitoring processes. However, attendance record works on a 12-month rolling period so it is likely that absence will have dropped off by the time you return from maternity leave. If you have any pregnancy related absence past your 36th week of pregnancy your maternity leave would automatically commence your maternity leave.

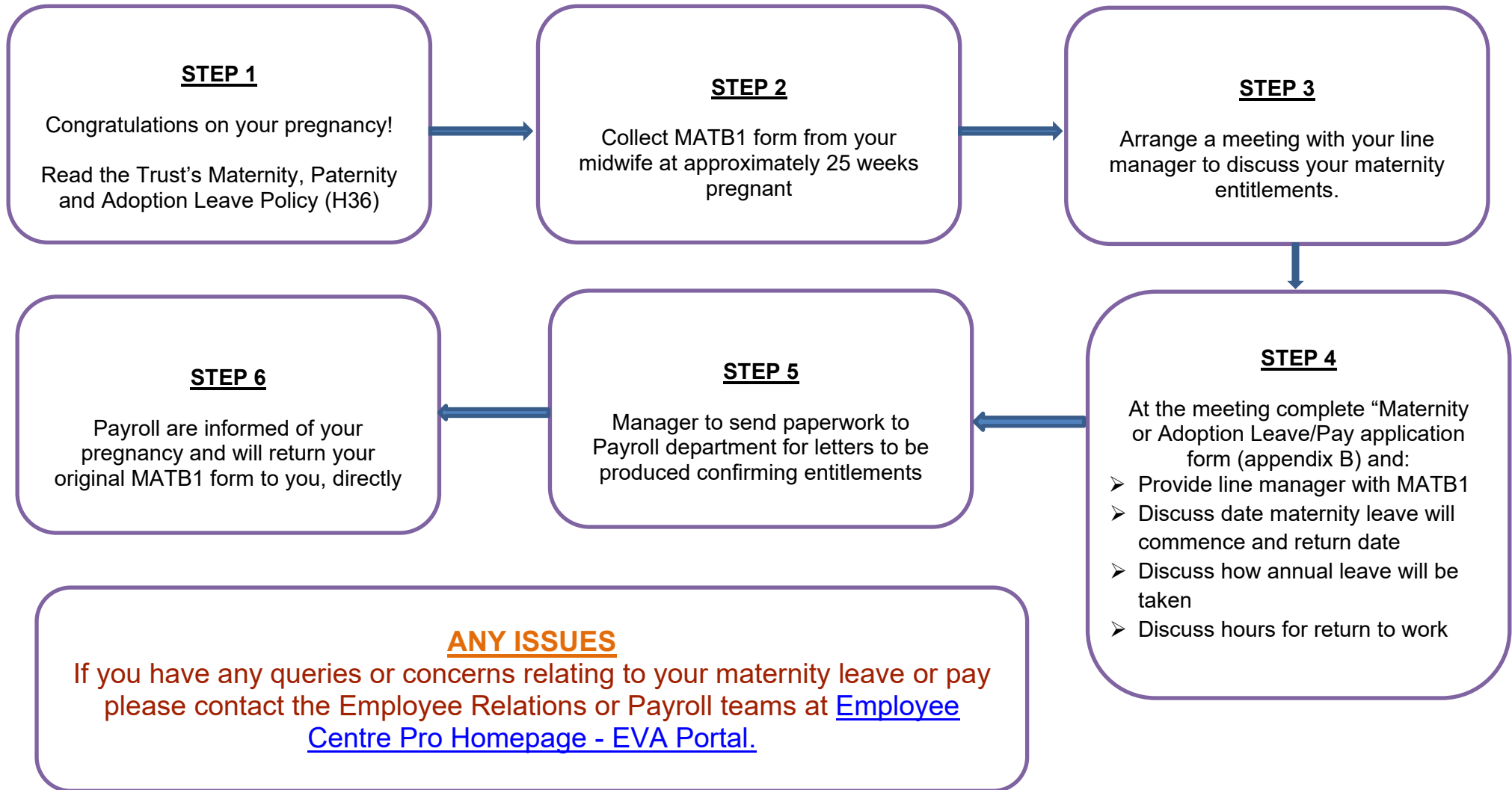
Q Do I lose annual leave from this financial year if I don't have time to take it before I start my maternity leave?

A No, annual leave can be carried forward to your return to work and the Trust would recommend that you take some of your annual leave when you return to work by returning on annual leave.

Q I want to reduce my hours when I return from maternity leave, how do I do that?

A You need to complete and submit a Flexible Working Request to your manager (this document can be found on ICON).

54 Appendix E – Flowchart for new and expectant mothers



55 Appendix F – New Parent Support Leave Request Form (PAT1)

Name of employee:	
Address:	
Home telephone: Mobile telephone:	
Job title and hours: Continuous start date:	
Base:	
Manager	

Your dates for pay and leave

The expected date of birth or placement is:

If the child has already been born or placed, the actual date of birth or placement was:

I want to be absent from work for:

 weeks

Two consecutive weeks

☐

(please tick)

Two blocks for one week*

☐

(please tick)

I would like my new parent support leave to start on:

*I would like my second week to start on:

Your declaration

You must be able to tick all five of the boxes below to get paid new parent support leave and pay:

I attach original/copy of the MATB1/Matching Certificate

☐

I am the child's father or adopter, or

☐

I am the spouse / partner of the child's mother / adopter

☐

I have responsibility for the child's upbringing

☐

I will take time off work to support my partner for child care

☐

Employee:
(Signed)

Date:

Office use only

Service:

Entitlement:

2 weeks leave @ full pay

☐

2 weeks leave @ SPP or 90%

☐

2 weeks unpaid leave

☐

Send a copy of this completed form to: Payroll Department, Regent House, Regent Close, Torquay, TQ2 7AN or email to tsdft.payrollteam@nhs.net