



WMAT

Our vision is to be stronger together, transforming lives and creating memories which are celebrated for a lifetime

FAMILY LEAVE (MATERNITY, ADOPTION & PATERNITY) POLICY

Introduction

A wide range of legislation governs maternity leave and pay and these guidelines cover both the statutory provisions and the contractual issues relating to maternity leave entitlement and maternity pay entitlement. In order to qualify for certain entitlements, employees must have complied with the conditions as set out in this policy. In addition, there are some general issues affecting employees during pregnancy, of which employers should take account.

Any pregnant employee is entitled to 52 weeks maternity leave provided they inform their employer by the end of the 11th week before the expected week of childbirth (EWC) that

- They are pregnant.
- The expected date of childbirth.
- The date they expect to start their maternity leave.

The two categories of maternity leave (ordinary maternity leave and additional maternity leave) are retained each for 26 weeks and must run consecutively. This entitlement is regardless of the length of service or the hours worked.

This policy is not applicable to the self-employed, casual workers or workers from agencies who are carrying out duties within the school.

The school reserves the right to vary the terms within this policy from time-to-time, subject to meeting the minimum statutory requirements and any national occupational schemes as adopted by the governing board.

Employees throughout their ordinary and additional maternity leave retain full contractual terms and benefits, with the exception of pay.

There are two types of maternity pay: statutory maternity pay and occupational maternity pay: each are addressed in these guidelines. Although there are provisions governing pay during the maternity leave, accumulated rights are not affected and consequently this has particular implications for pay progression and threshold application.

Rates for statutory maternity pay may vary from year-to-year. The rates will be applied in accordance with the relevant statute (Social Security Contributions and Benefits Act 1992, as amended from time-to-time). The standard rate for SMP is reviewed every April. The current rates can be located at www.gov.uk/employers-maternity-pay-leave.

Qualifying Service

To qualify, employees must continue in employment with WMAT up until the date on which they commence maternity leave. Qualifying Teacher's must also have completed at least nine months of continuous service (full or part time) at the beginning (the Sunday) of the expected week of childbirth (EWC). Qualifying Associate Staff must also have completed at least twelve months of continuous service (full or part time) at the beginning (the Sunday) of the expected week of childbirth (EWC).

WMAT does not have an automatic policy of recognising service in maintained schools or other academy trusts for these purposes though the Trustees have the discretion to do so.

Employees with less than the qualifying service who therefore do not qualify for the occupational maternity scheme will be entitled to receive statutory maternity benefits where they meet the qualifying conditions for either SMP or MA.

It is possible for an employee to meet the qualifying service conditions to receive occupational maternity pay but not be eligible for SMP. (You must have been paid at least the Lower Earning Limit on average in the two months up to the last payday before the end of the qualifying week.) Where this is the case, this will affect the underlying entitlement in accordance with the arrangements described under the relevant options below.

Maternity Pay Scheme

Different maternity benefits are payable depending on whether or not the employee intends to return to work following maternity leave:

A. Returning to Work for Teachers

18 weeks	Full Pay (offset against entitlement to Statutory Maternity Pay or Maternity Allowance)
21 weeks	Lower rate of SMP (if eligible for SMP)

B. Not Returning to Work for Teachers

4 weeks	Full Pay (offset against entitlement to Statutory Maternity Pay or Maternity Allowance)
2 weeks	90% of salary (offset against entitlement to Statutory Maternity Pay or Maternity Allowance)
33 weeks	Lower rate of SMP (if eligible for SMP)

C. Returning to Work for Associate Staff

6 weeks	90% Pay (offset against entitlement to Statutory Maternity Pay or Maternity Allowance)
20 weeks	50% pay plus SMP, where eligible, without deduction except by the extent to which the combined pay and SMP (or MA and any dependant's allowances if the employee is not entitled to SMP) exceeds full pay. Alternatively, the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution.
13 weeks	SMP, up to a total of 39 weeks in total, where eligible

D. Not Returning to Work for Associate Staff

6 weeks	90% pay (offset against entitlement to Statutory Maternity Pay or Maternity Allowance)
33 weeks	SMP, up to a total of 39 weeks in total, where eligible

E. Undecided about Returning to Work

Employees who are unsure whether or not they intend to return to work can opt to receive payments in accordance with Option B or D above and then have the enhanced entitlement of maternity pay paid as a lump sum if and when they return to work for the requisite qualifying period (see page 4). Notice provisions apply both for returning early and for resigning, as outlined below under 'Giving Notice'.

Employees on Fixed Term Contracts

Employees on a contract of fixed duration, where the contract expires without renewal before or during maternity leave, cannot opt to receive payment under A ('Returning to Work') above because she will be unable to make a declaration that she will be returning to work for her employer.

Return to Work Provisions

An employee returning at any stage during their maternity leave, or at its end, has the right to return to their contractual job, being treated as if the absence had never taken place.

An employee returning to work at any time after the 26 weeks of additional maternity leave, that is, between weeks 27 and 52, will be entitled to return either to her contractual post or, if that is not reasonably practicable, to a post which is both suitable and appropriate and, by law, affording the employee similar terms and conditions, pension and other rights, and level of seniority.

Employees who have opted to take the enhanced maternity pay scheme (Option A or C above) must return to their original post for at least 13 weeks of service. For teachers and full time Associate Staff (those on 52 week contracts) this period can include school closure periods and therefore does not have to be served exclusively in term time; however, employees must still give their contractual notice (for teachers, expiring at the end of an academic term) if they intend to leave WMAT after serving this period. For Teachers there is no automatic right to leave after serving 13 weeks and any agreement to leave at a point other than the end of term is by negotiation only. Employees engaged on a term-time only basis are expected, upon resignation, to work their notice in equivalent working weeks. Employees who do not return for at least this period are liable to repay the equivalent of the enhanced element already paid (i.e. Teachers 18 weeks of full pay, minus the individual's entitlement under Option B, Associate Staff 20 weeks of half pay minus the individual's entitlement under Option D). SMP is not reclaimable.

Payment of normal salary will be resumed from the date of return to service, except in the case of teachers; a return to service on the first day of a school term when payment of salary will be made for 1 January (for the Spring term), 1 May (for the Summer Term, or the first actual day of term if this is earlier) or 1 September (for the Autumn Term). Payroll officers should notify payroll via the service return.

Employees who return to work on reduced hours with the agreement of the school will still have to serve their 13 weeks on their return. The 13-week period is not increased proportionately to replace the reduction in hours. There is not an automatic statutory right to return on a part-time basis following maternity leave. However, the employee may explore the feasibility of such arrangements with the employer and they have a right to be considered for flexible working in accordance with the school's flexible working policy.

Giving Notice

Employees in receipt of enhanced benefits are required to give at least 8 weeks' notice of their intention to return to work early from maternity leave. Employees who are, however, contemplating making a request for flexible working to take effect from the date of their return are strongly encouraged to do so at the earliest opportunity.

Ordinary maternity leave

The governing board requires that notification of the intention to take maternity leave be given by the end of 11th week before the expected week of childbirth (EWC). Such notification shall be in writing to the Headteacher/Principal/CEO and shall state:

- That the employee is pregnant.
- The expected week of childbirth.
- When the employee wishes to start her maternity leave.

The Headteacher/Principal/CEO shall respond to the employee's notification of her maternity leave plans within 28 days setting out the date on which the employee is expected to return to work if she takes her full maternity entitlement.

While the right to maternity leave applies regardless of the employee's length of service, the length of service will affect pay entitlements as described in these terms.

The employee can start maternity leave at any time from 11 weeks before the baby is due (unless there is a premature birth) and can work up until the week of childbirth if fit and deemed appropriate/safe to do so. The latest date maternity leave may start is the day of childbirth. The employee will be able to change her mind about when she wants her leave to start provided she gives the employer at least 28 days' notice, unless this is not reasonably practicable.

A period of two weeks' compulsory maternity leave from the date of childbirth must be taken, in accordance with legal requirements.

If requested by the school, the employee will be required to provide medical evidence of the EWC.

Employees are not required to give notice of their return to work unless it is earlier than their maximum entitlement (26 weeks for ordinary maternity leave, plus 26 weeks for additional maternity leave – see below), in which case they should give **eight weeks** written notice.

An employee's maternity leave will start automatically if she is absent from work for a pregnancy related illness during the four weeks before the start of the EWC, regardless of when she said she actually wants maternity leave to start.

Additional maternity leave

All employees are entitled to a further 26 weeks' additional maternity leave. During the initial 13 weeks of this period, employees will normally continue to receive statutory maternity pay (SMP). Leave may be passed in total, or in part, to the father or partner of the mother, provided they have secondary care responsibility. Parents who meet the eligibility criteria have the option to take shared parental leave instead of maternity leave.

The employee should provide notice in writing and comply with all other conditions as set out in the ordinary maternity leave section of this policy. This includes the requirement to provide the employer with at least **eight weeks for teachers'** written notice of the date of return to work if the employee wishes to return to work before the end of the maximum period of maternity leave to which she is entitled, that is, 52 weeks.

The employee should return within a period of 52 weeks of the start of the maternity leave, unless taking up entitlement to any other statutory or contractual benefit.

Maternity allowance (in the event of non-qualification for SMP)

In any circumstances where an employee does not qualify for SMP, they should be referred to the Department for Work and Pensions to determine any entitlement to maternity allowance payments www.gov.uk/maternity-allowance. Alternatively, the employee can be directed to the Department for Work and Pensions technical website at www.dwp.gov.uk/publications/specialist-guides/technical-guidance/ni17a-a-guide-to-maternity/maternity-allowance-ma.

Adoption Leave

Ordinary Adoption Leave and Additional Adoption leave mirror those of maternity leave. However, employees must still meet the following criteria to qualify:

- Be matched with a child for adoption by an approved adoption agency
- Have at least 26 weeks of continuous service prior to the week they are being notified of being matched with a child for adoption ('Matching Week')
- Be the only partner taking adoption leave.

An adoptive parent may be asked to provide documental evidence of their entitlement to adoption leave.

No notice is required if they intend to return to work at the end of their full entitlement.

One parent only may take adoption leave. (Please see Shared Parental Leave for transfer of rights). The entitlement to adoption leave applies to partners of the same sex. An employee must be able to demonstrate that they will have responsibility for the upbringing of a child; there is no requirement for the partners to be married.

In addition, an employee who is the secondary carer for the child, as opposed to the primary adopter, is entitled to take either one or two consecutive weeks' paid leave during the period of 56 days beginning with the date on which the child is placed for adoption. (See Paternity/Secondary Carer Leave on page 14).

If an employee already lives with a partner and their partner's child(ren) and the employee decides to adopt their partner's child(ren), they will not be entitled to adoption leave as they are not 'newly-matched' as specified in the legislation.

Premature Births

In the event of a premature birth, maternity leave will commence on the day following the actual date of birth. In these circumstances, the employee must inform her employer, as soon as reasonably practicable after the birth, of the fact that she has given birth prematurely and the date on which it took place.

A premature birth is considered to be a birth before the start of the 37th week of pregnancy. If a child is born prematurely, mothers can claim an additional week's maternity leave for every week their baby remains in neonatal care, up to a maximum of 12 weeks. During this time, parents will be able to claim statutory paid leave at around £160 per week. If earnings exceed £160 per week, the MAT/academy will top up their pay to their normal basic pay, so they are not financially disadvantaged.

An employee who has a stillbirth after 24 weeks of pregnancy will still be entitled to maternity leave.

Keeping in touch (KIT) with the school during maternity/adoption leave

The MAT or academy has the right to make reasonable contact with the employee while she is on maternity leave. However, this right does not extend to the two weeks' compulsory maternity leave following the birth of the child. Such contact should be for the purposes of keeping the employee informed and to agree plans for the return to work.

Normally the school will make contact with the employee shortly before she is due to return to work after her maternity leave to discuss the arrangements for managing her return to work.

Any employee, including fathers and partners sharing the additional maternity leave may, by mutual agreement, take advantage of the keeping in touch (KIT) days provision which allows the employee to work for up to 10 days during maternity leave, without impacting on the arrangements in place for maternity leave or pay. KIT days are optional and are arranged by mutual agreement between the school and the employee. To benefit from this provision, the employee should contact the Headteacher/Principal/CEO to discuss the possibilities and to make any necessary arrangements. KIT days are agreed on an individual basis, and whilst not an automatic right / expectation for individuals to take advantage of 10 KIT days, the Trust recognises the value these days hold in supporting the return to work. The work can be in a block or blocks or on individual days.

Payment for KIT days will be determined in advance and be appropriate to any work undertaken. It is recommended that the individual's equivalent hourly/daily rate of pay should be paid for the time worked.

Additional general information

Pay Progression

If a pay award falls during a period of maternity leave, it will be awarded to the employee in the same way as if she were at work. Additionally, increases will be taken into account for the purposes of calculating SMP entitlement and any enhanced maternity pay entitlement.

Protection from dismissal

It is automatically unfair to dismiss an employee or select them for redundancy for a reason connected with pregnancy or maternity/adoption leave. An employee will not be dismissed for reasons connected with their pregnancy or maternity/adoption leave in any way. [Does this also not apply to a man taking adoption leave? In which case the term 'female' is not appropriate.](#)

Suitable alternative employment

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

Antenatal care

The governing board will agree to reasonable leave of absence for any employee who is pregnant to attend antenatal care/classes. The employee must produce the associated appointment card.

Pregnancy related sickness absence

A separate record of any periods of pregnancy-related sickness absence will be maintained. Such absence will not be included within the record of other sickness absence and it will be disregarded in relation to any future employment-related decisions. If the employee is absent from work with a pregnancy-related illness during the last four weeks before the expected week of childbirth, maternity leave will automatically be triggered.

Pension contributions

During ordinary maternity leave and additional maternity leave, the school will continue to make the employer's pension contributions based on the pay the employee actually receives during this period. The employee may wish to make additional contributions to make up any shortfall and in accordance with normal salary. Such arrangements should be discussed with the relevant pensions administering body. Any periods of unpaid maternity leave will not count towards membership of a pension scheme, and employer's contributions will not be made, and any alternative arrangements should be discussed and agreed between the employee and the relevant pensions administering body.

Annual Leave

Annual leave entitlement continues to accrue during maternity leave. For employees who are engaged on full-year contracts, outstanding annual leave entitlement will be carried over from one year to the next, although employees should be encouraged to use up remaining accrued leave before commencing maternity leave.

Teaching staff have no specified contractual leave entitlement. However, they are entitled to statutory minimum entitlement (5.6 weeks per annum, inclusive of Bank Holidays) which can be offset by any periods of school closure that have taken place in the leave year in question, i.e. both before and after the maternity leave period. Where the return from maternity leave is so close to the end of the leave year that there is not enough time to take any remaining entitlement, the remainder will be carried over to the next leave year and taken during the school closure periods of that leave year. However, where a teacher returns to work and there are insufficient school closures to accommodate her outstanding leave entitlement within the leave year, she must be allowed to take any outstanding leave during term time during that leave year and should not be required to carry it over. The leave year for teaching staff for these purposes is deemed to commence on 1 September.

Transfer of maternity rights/ Shared Parental Leave

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

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

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

- A parent seeking to take shared parental leave must have been in continuous employment for at least 26 weeks at the end of the 15th week before the week in which the child is due (or at the week in which an adopter was notified of having been matched with a child or adoption) and be still employed in the first week that shared parental leave is to be taken.
- The other parent must have worked for 26 weeks in the 66 weeks leading up to the due date and have earned above the maternity allowance threshold of £30 a week in 13 of the 66 weeks.
- That the employee must be the secondary carer/child's father or, if not, is married to or is the partner or civil partner of the child's mother and expects to have, other than the mother/primary adopter, main responsibility for the upbringing of the child.

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

Before leave can begin, the employee must give the employer at least eight weeks' notice and satisfy evidential requirements in support of the request.

Within 28 days, the employer can ask for additional evidence in accordance with the relevant statute and the regulations that apply at that time.

Notice requirements

To book a period of shared parental leave you must complete and provide to your line manager the following written notices:

- Notice 1 – **notice of intention** to take shared parental leave at least eight weeks before the start of the shared parental leave to be taken.
- Notice 2 – **booking notice** providing details of the start and end dates of each period of shared parental leave you wish to take at least eight weeks before the start date of parental leave to be taken.

Notice 1 - Notifying the school of the intention to take shared parental leave

The employee shall be required to satisfy the Local Governing Body as to their entitlement to shared parental leave, as identified in the above paragraphs, and he or she must give at least the required statutory notice. This notice of intention must be given in writing at least eight weeks (term time) in advance of the period of shared parental leave requested. The employee must complete the pro forma eligibility form (Appendix G Notification of Shared Parental Leave & Pay Form & H Ending Maternity Leave Early (Curtailed Notice) – Birth)

The employee may provide notice to vary any notice of intention with regards to shared parental leave. There is no limit on the number of times an employee may vary their notice of intention to take parental leave.

A notice by a mother/primary adopter to end maternity/adoption leave is usually binding and is unable to be revoked. A mother/primary adopter is only entitled to revoke her curtailment of maternity/adoption leave if one of the following applies:

- If the employee realises that they or their partner is not in fact eligible for shared parental leave or shared parental pay, the employee can revoke the curtailment of maternity/adoption leave in writing up to eight weeks after it was given.
- If the employee gave curtailment notice before birth, she can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later.
- If the other parent has died.

Notice 2 – Notifying the school of periods of parental leave

The employee must complete the pro forma form (Appendix I Notice of Dates for Shared Parental Leave – Birth) setting out the start date and end dates of each period of shared parental leave requested. This notice can be provided at the same time as notice 1 but must be provided at least eight weeks before the start date of the period of shared parental leave to be taken.

The notice must specify whether the employee wishes to take shared parental leave in one continuous period or discontinuous periods. Discontinuous periods may be refused by the employer. If a period of discontinuous leave is refused, the employee will be entitled to take the full amount of shared parental leave requested as one continuous block, starting on the start date given in the notice.

The employee will receive confirmation of whether any discontinuous period of leave is refused within 14 days of receipt of notice 2 being provided by the employee. As well as refusal, the employer has the option to suggest alternative dates for the periods of shared parental leave.

The employee can give up to three booking notices, unless additional notices are expressly agreed by the employer. This may enable an employee to take up to three separate blocks of shared parental leave. A withdrawal of a refused discontinuous block will be discounted for these purposes.

Changing/cancelling/ending your shared parental leave

The employee can cancel a period of leave providing notice is given in writing at least eight weeks before the start date of the period of leave.

The employee can also change a period of leave by giving at least eight weeks' notice before the original start date and the new start date.

A notice to cancel or change a period of leave counts towards one of the employee's three period of leave notices, unless:

- The variation is as a result of the child being born earlier or later than the expected week of birth.
- The variation is at the employer's request.

- The employer agrees otherwise.

If an employee wishes to end a period of shared parental leave early, they must give eight weeks prior written notice of the return date.

Keeping in touch

The employee may be asked to work (including attending training) on up to 20 shared parental leave keeping in touch days (SPLIT days) during their period of shared parental leave. This is in addition to any KIT days that the employee may have taken during maternity leave. SPLIT days are not compulsory and must be discussed and agreed with the employee.

An employee will be paid at their normal basic rate of pay for time spent working on a SPLIT day.

Conditions

- The employee must, where requested, provide their employer with a copy of the birth certificate, (or the date of the birth if not issued) and the name and address of their partner's employer within 14 days of the request being made.
- Any period of parental leave or pay must be taken between the date of birth and the child's first birthday (or within one year of adoption).
- The earliest start date for any shared parental leave will be two weeks after the child's birth (with the exception of adoption). The maximum amount of shared parental leave available is 50 weeks.
- The partner is entitled to take shared parental leave immediately following the birth/placement of the child. The mother/primary adopter must have given notice to curtail their maternity/adoption leave, although the partner can take leave while the mother/primary adopter is still using their maternity/adoption entitlements.
- Shared parental pay (ShPP) will be paid up to 39 weeks in total at the same rate as statutory maternity pay. A calculator for the purpose of calculating recovery of statutory paternity pay is available on the HMRC website.
- Periods of parental leave must be taken in complete weeks. The minimum period of parental leave is one week.
- For the duration of the shared parental leave, the employee's normal terms and conditions, with the exception of pay, will apply.
- The employee shall be entitled to return to their job following shared parental leave on the same conditions as if they had not been absent.
- The employee holds similar rights to mothers on returning from maternity leave, including the right to return to the same job, and the right to be offered suitable available vacancies where a redundancy situation has occurred during the period of shared parental leave.
- Any employee unable to return to work after shared parental leave due to illness should follow the school's normal sickness procedures.

Changes to circumstances

Should there be a change in circumstances, either in relation to the employee's responsibilities for the child, or in relation to his or her relationship with the mother/primary adopter, the employee should notify the school in writing as soon as possible. This would also apply should there be a change to the statutory entitlements of the mother/primary adopter.

Shared parental leave entitlement is additional to any paternity leave entitlement.

Health and safety issues

Risk assessment

Upon notification of *the employee's* pregnancy, the Headteacher/Principal/CEO will arrange for a risk assessment to be conducted. Wherever possible, the risk assessment will be conducted within ten days of notification. Where an unacceptable risk is identified, protective or preventative measures will be taken to eliminate it. Should this not be possible, the employee will be offered suitable alternative work, where this is available. If there is no suitable alternative work available, the Headteacher/Principal/CEO may suspend the employee on full pay for as long as the risk exists or until maternity leave starts, whichever happens first. If an offer of suitable alternative employment is made and unreasonably refused, the employee may be suspended on no pay.

Protection from exposure to hazards

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

Infectious diseases

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

Redundancy during maternity/adoption leave

If an employee is dismissed by reason of redundancy during maternity or adoption leave, they will be entitled to a redundancy payment in the same way as they would have been had they not been absent, that is, based on their full salary. They will also continue to be entitled to statutory maternity/adoption pay.

An employee who is made redundant while on maternity/adoption leave is entitled to be offered a suitable alternative vacancy before it is offered to any other employee and before the end of their employment under their existing contract.

Protection from detriment

Female employees have the right not to be treated unlawfully because of maternity-related matters.

Compulsory maternity leave

No employee may return to work during the two weeks after childbirth. To allow or require such return is a criminal offence.

Parental leave

An employee taking maternity leave, subject to statutory entitlement, can choose whether to take unpaid parental leave immediately following maternity leave or later. Entitlements regarding parental leave are addressed in the Transfer of Maternity Rights section of this policy.

Data Protection

We process personal data relating to your pregnancy and maternity leave in accordance with our data protection policy. This information is retained securely and only disclosed to those who require access to it in order to process your maternity pay or entitlements, to manage your pregnancy whilst you are at work, to address your health and safety needs before and after your return to work and to manage your period of absence.

Paternity/Secondary Carer Leave

Employees with two years continuous service can choose to take either one week or two consecutive weeks' leave, with full pay. The amount of time is the same even if they have more than one child (for example twins).

Leave cannot start before the birth. The start date must be one of the following:

- the actual date of birth
- an agreed number of days after the birth
- an agreed number of days after the expected week of childbirth
- at least eight weeks' notice before the due date must be given

Leave must finish within 56 days of the birth (or due date if the baby is early). The start and end dates are different if the employee is adopting.

Statutory Paternity Pay

Statutory Paternity Pay (SPP) for eligible employees with less than two years continuous service is either £151.20 a week or 90% of their average weekly earnings (whichever is lower). Tax and National Insurance need to be deducted. To be eligible for SPP you must:

- be an employee
- give the correct notice
- have been continuously employed by WMAT for at least 26 weeks up to any day in the 'qualifying week'. (for adoptions by the 'matching week')

The 'qualifying week' is the 15th week before the baby is due.

The Matching week is either:

- the end of the week you're matched with the child (UK adoptions)
- the date the child enters the UK

Calculate an employee's paternity leave and pay using the [maternity and paternity calculator](#).

Leave for antenatal appointments

Employees are deemed to be in a qualifying relationship with a pregnant woman if they are:

- the baby's father;
- the expectant mother's spouse or civil partner;
- in a long term relationship with the expectant mother or;
- the intended parent (if they're having a baby through a surrogacy arrangement)

Employees who are in a qualifying relationship with a pregnant woman will have the right to attend a reasonable amount of antenatal appointments on the advice of a registered medical practitioner, midwife or nurse.

Paid time off is at the discretion of the Principal/Headteacher, who may authorise payment, usually for up to two occasions, or time off in lieu may be agreed. There is no right to be paid for attending a partner's antenatal appointments.

Appendix A – Notification of Maternity Leave & Pay Form

Appendix B – Maternity Letter Enhanced

Appendix C - Maternity Letter SMP

Appendix D - New & Expectant Mothers Risk Assessment Template

Appendix E – Notification of intention to take paternity/secondary carers leave form

Appendix F – Notification of intention to take adoption leave form

Appendix G - G Notification of Shared Parental Leave & Pay Form

Appendix H - Ending Maternity Leave Early (Curtailment Notice) – Birth

Appendix I - Notice of Dates for Shared Parental Leave – Birth

NOTIFICATION OF MATERNITY LEAVE & PAY FORM

To be completed by employee

Before completing this form, check that you have read the information about entitlements relevant to your particular maternity scheme. This is available from your Operations/HR Manager at your school who should also be able to assist you with the completion of this form (e.g. continuous service dates).

Full Name (block capitals)			
Address			
Place of Employment			
Post Held			
Hours per week (or % FTE for teaching staff)		Payroll Number	

For the purposes of calculating entitlement to maternity pay the date from which my continuous service is counted is: This is the date you commenced employment with WMAT	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;">DD</td> <td style="width: 33%;">MM</td> <td style="width: 33%;">YY</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>	DD	MM	YY			
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My expected date of childbirth is:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;">DD</td> <td style="width: 33%;">MM</td> <td style="width: 33%;">YY</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>	DD	MM	YY			
DD	MM	YY					
My MAT B1 certificate is attached:	YES / NO						
My maternity leave and pay will start on (date): (this can be any time from the beginning of the 11 th week before the EWC and the date of birth. You may change this date at a later stage but must give at least 28 days' notice of the revised date, or the old date, whichever is sooner)	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 33%;">DD</td> <td style="width: 33%;">MM</td> <td style="width: 33%;">YY</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>	DD	MM	YY			
DD	MM	YY					
I am eligible for Statutory Maternity Pay: This means I am: <ul style="list-style-type: none"> An employee, earning on average at least the lower earnings limit ('LEL') for national insurance purposes; <u>and</u> Have been continuously employed for 26 weeks into my "Qualifying Week" (15th week before the EWC) 	YES (Your school/college will be able to confirm your eligibility if you are unsure)						

Now complete the following page according to which maternity scheme is applicable to you. This information will be on the scheme summary you have been given or as advised by your school. Then return both pages (along with your MAT B1 certificate, if you have received this) to your Operations Manager/HR Officer (as appropriate) who will check the information provided, countersign it and forward it to Payroll for processing.

I claim maternity leave benefits under the provisions of the maternity leave scheme for WMAT. I confirm that:

A: I will have at least nine months' continuous service at the beginning (the Sunday) of the expected week of childbirth (<i>please tick</i>).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	<i>Now go to C</i>	<i>Now go to B</i>

B: <u>Employees not eligible for occupational maternity pay</u> You will be entitled to receive statutory maternity pay benefits where you meet the qualifying criteria outlined on page 1.	<i>Now go to section E</i>
---	----------------------------

C: Please select <u>either</u> option 1 or 2 below:	Please tick the relevant option:
--	----------------------------------

1) I am resigning from my post (or my contract will have expired) and therefore I do not intend to return to work following maternity leave. My entitlement will therefore be:	<input type="checkbox"/> <i>Now go to section E</i>						
<table border="1"> <tr> <td>4 weeks</td> <td>Full pay (offset against entitlement to SMP or MA)</td> </tr> <tr> <td>2 weeks</td> <td>90% of salary (offset against entitlement to SMP or MA)</td> </tr> <tr> <td>33 weeks</td> <td>Lower rate of SMP (if eligible for SMP)</td> </tr> </table>		4 weeks	Full pay (offset against entitlement to SMP or MA)	2 weeks	90% of salary (offset against entitlement to SMP or MA)	33 weeks	Lower rate of SMP (if eligible for SMP)
4 weeks		Full pay (offset against entitlement to SMP or MA)					
2 weeks		90% of salary (offset against entitlement to SMP or MA)					
33 weeks	Lower rate of SMP (if eligible for SMP)						

2) I currently intend to return to work following maternity leave. If I wish to return before the end of my full maternity leave entitlement I understand I must give <u>a minimum</u> of 8 weeks' notice of the date of my return. Provided I return to work for at least the set period, my entitlement will therefore be:	<input type="checkbox"/> <i>Now go to section D</i>				
<table border="1"> <tr> <td>18 weeks</td> <td>Full pay (offset against entitlement to SMP or MA)</td> </tr> <tr> <td>21 weeks</td> <td>Lower rate of SMP (if eligible for SMP)</td> </tr> </table>		18 weeks	Full pay (offset against entitlement to SMP or MA)	21 weeks	Lower rate of SMP (if eligible for SMP)
18 weeks		Full pay (offset against entitlement to SMP or MA)			
21 weeks		Lower rate of SMP (if eligible for SMP)			

D: Please choose one of the following two options:

Please tick the relevant option:

1) I wish to receive enhanced maternity pay on the basis that I am definitely returning. Should I subsequently not return to work for at least 13 weeks I will refund the amount of maternity pay overpaid.

☐

	<i>Now go to section E</i>
2) I wish to receive my maternity pay on the basis that I may not return to work (i.e. in accordance with the entitlement shown under C.1 above). If I do subsequently decide to return to work, and remain for at least 13 weeks, I understand that the balance of maternity pay will be paid to me at that stage.	<div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> <i>Now go to section E</i>

E: DECLARATION: To the best of my knowledge, the information provided on this form is correct and the person named is entitled to apply for the maternity scheme outlined.			
Employee		Date	
Headteacher /Principal		Date	

Appendix B – Maternity Letter Enhanced

PRIVATE AND CONFIDENTIAL

NAME

ADDRESS

DATE

Dear NAME,

Confirmation of Maternity Leave and Pay Entitlements

Expected Week of Childbirth
Maternity Leave to Start on
Expected Date of Return to Post
Your Maternity Scheme (WMAT)

I would like to offer my congratulations on your pregnancy and thank you for completing the Notification of Maternity Leave and Pay Form; I also have your MAT B1 Certificate/Please provide your MATB1 certificate as soon as it is available.

I am writing to confirm your maternity leave and pay entitlements based on the information you have given. I have enclosed a copy of your Notification of Maternity Leave and Pay Form, which forms the basis for this letter, and a copy of the Maternity Rights and Benefits guidance for your reference

Maternity Leave

Your maternity leave will commence on DATE.

If you wish to change the start date of your maternity leave at a later date you may do so but should notify us no later than 28 days before your intended new start date or 28 days before your original start date, whichever is sooner.

You are entitled to take up to 26 weeks' 'ordinary maternity leave' (OML) immediately followed by up to 26 weeks' 'additional maternity leave' (AML).

Assuming you decide to take all your maternity leave, your final day of additional maternity leave will be DATE.

Should you wish to return to work earlier than this date you must give written notice of the date on which you intend to return, to your line manager. In accordance with the terms of your maternity scheme, the minimum notice period is 8 weeks. Should you decide not to return to work following maternity leave, you should give notice in accordance with your contractual terms.

Maternity Pay

You are entitled to receive occupational maternity pay on the basis that you will be returning to work after maternity leave. You will therefore receive 18 weeks full pay (Offset against SMP) followed by 21 weeks of the lower rate of SMP. You are eligible to receive statutory maternity pay (SMP) which will be an underlying entitlement, not to exceed full pay.

This is paid for the first 6 weeks of your maternity leave at 90% of your average weekly earnings and for the remaining 33 weeks at £148.68 per week or 90% of your average weekly earnings (whichever is lower). SMP will be offset against, your occupational maternity pay as indicated on the maternity pay schedule.

Should you subsequently not return to work for at least 13 weeks you will need to refund the amount of maternity pay overpaid.

Keeping in Touch

Whilst on maternity leave you can take up to 10 'keeping-in-touch' days by mutual agreement.

These are days on which you can undertake work-related activities or training without ending your maternity leave. Any such days should be agreed in advance between you and your line manager and you are not obliged to use 'keeping-in-touch' days if you do not wish to.

Whilst on maternity leave we would like to stay in contact with you to bring you up to date with any relevant work developments, possible 'keeping-in-touch' days and to discuss your return to work plans in due course. Whilst we reserve the right to maintain a degree of contact it would be helpful if you could discuss with your line manager how much contact you are happy to receive so that we can respect your wishes as far as possible.

Shared Parental Leave

You may be aware that there is a relatively new right to take 'shared parental leave' in circumstances where you would like to relinquish some of your maternity leave to allow you and/or your partner to take time off in a more flexible way to care for your child. Further information is available on request if this is something you may be interested in.

Pension Contributions

If you are a member of Teachers' Pensions, your pensionable service will continue to increase whilst you are receiving contractual or statutory maternity pay. Contributions will be based on your pay at that time. A period of no pay does not count as pensionable employment. Visit www.teacherspensions.co.uk to view their maternity factsheet.

Benefits

I would like to take this opportunity to remind you that if you are in receipt of flexible benefits that you must make arrangements for contributions to be paid for if you have a period of unpaid leave. Please let me know if you believe this applies to you.

Please do not hesitate to contact me if you have any queries relating to your maternity either now or whilst you are on maternity leave.

Yours sincerely

Headteacher/Principal

Enc. Notification of Maternity Leave & Pay Form (copy)

Cc Payroll provider

Appendix C Maternity Letter SMP

Private and Confidential

NAME

ADDRESS

DATE

Dear NAME,

Re Maternity Leave and Pay Entitlements

Expected Week of Childbirth

Maternity Leave to Start on

Expected Date of Return to Post

Your Maternity Scheme

(Weydon Multi Academy Trust)

I would like to offer my congratulations on your pregnancy and thank you for completing the Notification of Maternity Leave and Pay Form; I also have your MAT B1 Certificate.

I am writing to confirm your maternity leave and pay entitlements based on the information you have given. I have enclosed a copy of your Notification of Maternity Leave and Pay Form, which forms the basis for this letter, and a copy of the Maternity Rights and Benefits guidance for your reference

You are eligible for 26 weeks Ordinary Maternity plus 26 weeks Additional Maternity Leave.

Your maternity leave will begin on DATE.

If you wish to change this date you must notify your line manager 28 days before the new intended start date, or if that is not reasonably practicable, as soon as reasonably practicable and a new letter will be issued.

Given your chosen start date your maternity leave return date will be DATE.

Should you wish to return to work earlier than this date you must give written notice of the date on which you intend to return, to your line manager. In accordance with the terms of your maternity scheme, the minimum notice period is 8 weeks. Should you decide not to return to work following maternity leave, you should give notice in accordance with your contractual terms.

Maternity Pay

You have opted to receive your maternity pay on the basis that you may not return to work and receive statutory maternity pay (SMP). This is paid for the first 6 weeks of your maternity leave at

90% of your average weekly earnings and for the remaining 33 weeks at the standard flat rate of **£148.68** per week or 90% of your average weekly earnings (whichever is lower). If you do decide to return to work and remain for at least 13 weeks, the balance of your maternity pay will be paid to you on your return.

Keeping in Touch

Whilst on maternity leave you can take up to 10 'keeping-in-touch' days by mutual agreement. These are days on which you can undertake work-related activities or training without ending your maternity leave. Any such days should be agreed in advance between you and your line manager and you are not obliged to use 'keeping-in-touch' days if you do not wish to.

Whilst on maternity leave we would like to stay in contact with you to bring you up to date with any relevant work developments, possible 'keeping-in-touch' days and to discuss your return to work plans in due course. Whilst we reserve the right to maintain a degree of contact it would be helpful if you could discuss with your line manager how much contact you are happy to receive so that we can respect your wishes as far as possible.

Shared Parental Leave

You may be aware that there is a relatively new right to take 'shared parental leave' in circumstances where you would like to relinquish some of your maternity leave to allow you and/or your partner to take time off in a more flexible way to care for your child. Further information is available on request if this is something you may be interested in.

Pension Contributions

If you are a member of Teachers' Pensions, your pensionable service will continue to increase whilst you are receiving contractual or statutory maternity pay. Contributions will be based on your pay at that time. A period of no pay does not count as pensionable employment. Visit www.teacherspensions.co.uk to view their maternity factsheet.

Benefits

I would like to take this opportunity to remind you that if you are in receipt of flexible benefits that you must make arrangements for contributions to be paid for if you have a period of unpaid leave. Please let me know if you believe this applies to you.

Please do not hesitate to contact me if you have any queries relating to your maternity either now or whilst you are on maternity leave.

Yours sincerely

Headteacher/Principal

Enc. Notification of Maternity Leave & Pay Form (copy)

cc School Payroll Provider

Appendix D – Template Risk Assessment, for personalisation

RISK ASSESSMENT FORM FOR NEW AND EXPECTANT MOTHERS

The risk assessment is applicable for an employee who is pregnant, has given birth in the last six months or is breastfeeding.

School name	
Name of employee	
Department	
Section	
Job title	
Date of childbirth/ expected date of childbirth	
Date of risk assessment	
Name and job title of person carrying out risk assessment	
Review date	
PLEASE CONSIDER: _ Effects of pregnancy that may occur Individuals past history	<ul style="list-style-type: none">• Morning sickness• Nausea• Backache• Varicose veins• Haemorrhoids• Frequent visits to the toilet• Balance• Comfort• Tiredness • History of miscarriage• High blood pressure

Risks to new and expectant mothers What are the hazards?	Risk identified How might they cause harm?	Precautions already taken to reduce those risks	Further action necessary (including dates when action will be taken and name of person/people responsible for taking action)
Physical hazards: <ul style="list-style-type: none"> Awkward spaces and workstations. Lifting heavy loads. Sitting and/or standing for long periods. Vibration. Noise. Radiation. Slips & Trips 	<ul style="list-style-type: none"> Less physical capability whilst pregnant. Less physical capability whilst pregnant & possible risk to unborn child. Less physical capability whilst pregnant. Increased risk of premature birth or low birth weight Increased risk of affecting unborn child's hearing Increased risk of birth defects and cancer Slippery and wet floors, pregnant staff may be less able to adjust posture and may have increased consequences 	(consider duties)	

Risks to new and expectant mothers What are the hazards?	Risk identified How might they cause harm?	Precautions already taken to reduce those risks	Further action necessary (including dates when action will be taken and name of person/people responsible for taking action)
<p>Chemical hazards:</p> <ul style="list-style-type: none"> Working with hazardous substances. <p>Note: a COSHH assessment should already be in place and should be reviewed.</p>			

Risks to new and expectant mothers What are the hazards?	Risk identified How might they cause harm?	Precautions already taken to reduce those risks	Further action necessary (including dates when action will be taken and name of person/people responsible for taking action)
<p>Working conditions:</p> <ul style="list-style-type: none"> • Excessive working hours (including night work). • Unusually stressful work. • High or low temperatures. • Lone working. • Working at heights. • Exposure to violence. • Travelling. • Breast Feeding 	<ul style="list-style-type: none"> • Prolonged stress increases risk of health problems, like high blood pressure and heart disease. During pregnancy, stress can increase the chances of having a premature baby or a low-birthweight • Hormonal changes raise body temperature making heat more difficult to deal with • Increased risk of fainting • Increased consequences for pregnant woman and foetus. • New mothers who are breastfeeding 		

Risks to new and expectant mothers What are the hazards?	Risk identified How might they cause harm?	Precautions already taken to reduce those risks	Further action necessary (including dates when action will be taken and name of person/people responsible for taking action)
	may need to express milk privately and may need to refrigerate expressed milk		

Risks to new and expectant mothers What are the hazards?	Risk identified How might they cause harm?	Precautions already taken to reduce those risks	Further action necessary (including dates when action will be taken and name of person/people responsible for taking action)
Risks to new and expectant mothers What are the hazards?	Risks identified How might they cause harm?	Precautions already taken to reduce those risks	Further action necessary (including dates when action will be taken and name of person/people responsible for taking action)
Working with display screen equipment. Note: a DSE assessment should already be in place and should be reviewed	Less physical capability whilst pregnant/more likelihood of pulling tendons etc		
Infection/Disease	New/expectant mothers may be more susceptible to and at increased risks from specified infections/disease, including COVID 19		

Risks to new and expectant mothers What are the hazards?	Risk identified How might they cause harm?	Precautions already taken to reduce those risks	Further action necessary (including dates when action will be taken and name of person/people responsible for taking action)
Any other hazard.			
Details of any advice provided by the employee's GP or midwife.			
Employee's signature			
Date			
Signature of person carrying out risk assessment			
Date			
Review Date	Comments	Actions	

NOTIFICATION OF INTENTION TO TAKE PATERNITY/SECONDARY CARER LEAVE & PAY FORM

Full Name (block capitals)									
Address									
Place of Employment									
Post Held									
Hours per week (or % FTE for teaching staff)		Payroll Number							
<p>For the purposes of calculating entitlement to paternity pay the date from which my continuous service is counted is:</p> <p><i>(Employees must have two years continuous service for paid leave. For those with less than two years continuous service you may be eligible for SPP. Please see Family Leave Policy)</i></p>	<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			DD	MM	YY			
DD	MM	YY							
The date I started working for WMAT is:	<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			DD	MM	YY			
DD	MM	YY							
My expected date of childbirth is:	<table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			DD	MM	YY			
DD	MM	YY							
MAT B1 certificate from the child's mother is attached:	YES / NO								
<p>It is my intention to take *one/two weeks paid leave from the date of birth/or a specified date within 56 days of the birth (or due date if the baby is born early)</p> <p>*delete as applicable</p>	<p>From the date of birth or</p> <p>Number of days after the birth or</p> <p>Pre-arranged date</p>	<p>YES/NO</p> <p><input type="text"/> days</p> <table border="1"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		DD	MM	YY			
DD	MM	YY							
I don't have two years' consecutive service but I am eligible for Statutory Paternity Pay:	<p>YES/NO</p> <p><i>(Your school will be able to confirm your eligibility if you are unsure)</i></p>								
I agree to contact my Line Manager as soon as I know when my baby will be born and leave will commence.	YES/NO								
Signed _____	Date _____								

NOTIFICATION OF INTENTION TO TAKE ADOPTION LEAVE & PAY FORM

Full Name (block capitals)			
Address			
Place of Employment			
Post Held			
Hours per week (or % FTE for teaching staff)		Payroll Number	

<p>For the purposes of calculating entitlement to adoption pay the date from which my continuous service is counted is:</p> <p>This is the date you commenced employment with WMAT</p>	<table border="1" style="margin: auto;"> <tr> <td style="width: 33%;">DD</td> <td style="width: 33%;">MM</td> <td style="width: 33%;">YY</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>	DD	MM	YY			
DD	MM	YY					
<p>The date I started working for WMAT is:</p>	<table border="1" style="margin: auto;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>	DD	MM	YY			
DD	MM	YY					
<p>First Day of Adoptee Placement:</p>	<table border="1" style="margin: auto;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>	DD	MM	YY			
DD	MM	YY					
<p>Expected start date of adoption leave: <i>(please give at least 28 days' notice)</i></p>	<table border="1" style="margin: auto;"> <tr> <td>DD</td> <td>MM</td> <td>YY</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>	DD	MM	YY			
DD	MM	YY					
<p>Matching Certificate confirming the above details attached</p>	<p>YES / NO</p>						
<p>I am eligible for Statutory Adoption Pay:</p> <p><i>You must provide proof of adoption to qualify for Statutory Adoption Pay.</i></p> <p><i>The proof must show:</i></p> <ul style="list-style-type: none"> <i>your name and address and that of the agency</i> <i>the match date - for example the matching certificate</i> <i>the date of placement - for example a letter from the agency</i> <i>the relevant UK authority's 'official notification' confirming you're allowed to adopt (overseas adoptions only)</i> <i>the date the child arrived in the UK - for example a plane ticket (overseas adoptions only)</i> 	<p style="text-align: center;">YES</p> <p>(Your school/college will be able to confirm your eligibility if you are unsure)</p>						

Now complete the following page according to which adoption scheme is applicable to you (see Maternity Pay Scheme). Then return both pages (along with your Matching certificate, if you have received this) to your Operations Manager/HR Officer (as appropriate) who will check the information provided, countersign it and forward it to Payroll for processing.

I claim adoption leave benefits under the provisions of the maternity/adoption leave scheme for WMAT. I confirm that:

A: I will have at least nine months' continuous service at the beginning (the Sunday) of the expected week of childbirth (*please tick*).

YES ☐ NO ☐
Now go to **C** Now go to **B**

B: Employees not eligible for occupational maternity/adoption pay
You will be entitled to receive statutory adoption pay benefits.

Now go to section **E**

C: Please select either option 1 or 2 below:

Please tick the relevant option:

1) I am resigning from my post (or my contract will have expired) and therefore I do not intend to return to work following adoption leave. My entitlement will therefore be:

4 weeks	Full pay (offset against entitlement to SAP)
2 weeks	90% of salary (offset against entitlement to SAP)
33 weeks	Lower rate of SAP

☐

Now go to section **E**

2) I currently intend to return to work following adoption leave. If I wish to return before the end of my full adoption leave entitlement I understand I must give a minimum of 8 weeks' notice of the date of my return. Provided I return to work for at least the set period, my entitlement will therefore be:

18 weeks	Full pay (offset against entitlement to SAP)
21 weeks	Lower rate of SAP

☐

Now go to section **D**

D: Please choose one of the following two options:

Please tick the relevant option:

1) I wish to receive enhanced adoption pay on the basis that I am definitely returning. Should I subsequently not return to work for at least 13 weeks I will refund the amount of adoption pay overpaid.

☐

Now go to section **E**

<p>2) I wish to receive my adoption pay on the basis that I may not return to work (i.e. in accordance with the entitlement shown under C.1 above). If I do subsequently decide to return to work, and remain for at least 13 weeks, I understand that the balance of adoption pay will be paid to me at that stage.</p>	<div style="border: 1px solid black; width: 50px; height: 50px; margin: 0 auto;"></div> <p><i>Now go to section E</i></p>
--	---

<p>E: DECLARATION: To the best of my knowledge, the information provided on this form is correct and the person named is entitled to apply for the maternity scheme outlined.</p>			
Employee		Date	
Headteacher /Principal		Date	

APPENDIX G - NOTIFICATION OF SHARED PARENTAL LEAVE & PAY FORM

To be completed by employee

Use this form to opt in to the shared parental leave scheme following the birth of a child. A separate form is available for adoptive parents. Please see our Shared Parental Leave Procedure for more information.

If you are the child's mother, you must also submit a signed **Notice to End Maternity Leave Early (Curtailed Notice)** (Appendix H) to bring your maternity leave entitlement to an end. Please discuss this form, in particular the dates in sections B and C, with your line manager before completing it.

Section A: Basic Information

Full Name (block capitals)			
Address			
Place of Employment			
Post Held			
Hours per week (or % FTE for teaching staff)		Payroll Number	
Please state whether you are: the child's mother the child's father the mother's partner			
Child's expected week of birth:			
Child's actual date of birth (if known):			
Child's place of birth (if known):			

Section B: Maternity Leave, Statutory Maternity Pay or Maternity Allowance

Guidance notes. If you are the mother, please give your maternity leave (ML) dates below. If you are still on ML you must also submit an Ending Maternity Leave Early (curtailment notice) to bring your ML to an end. If you are the child's father or the mother's partner, please give the mother's ML dates. If she is not entitled to statutory ML (for example, because she is an agency worker, self-employed or unemployed), give the dates she started and ended (or will end) her statutory maternity pay (SMP) or maternity allowance (MA) period as applicable. She must give her employer notice to curtail her ML or SMP period, or give notice to the Department for Work and Pensions to curtail her MA period as appropriate.

ML / SMP / MA start date:	
ML / SMP / MA end date:	
Total ML / SMP / MA (weeks):	

Section C: Shared Parental Leave

Guidance notes. The total shared parental leave (SPL) available is 52 weeks minus the mother's compulsory ML, SMP, or MA period (see B3).

The first period of shared parental leave cannot start until at least two weeks after the child is born and at least eight weeks after you submit this opt-in notice.

Total SPL available (whole weeks):	
Number of whole weeks SPL intended to be taken by you:	
Number of whole weeks SPL intended to be taken by the person you will share SPL with:	
Indication of dates you would like to take shared parental leave:	
The dates in C4 will be treated as a non-binding until a period of leave notice is given:	

Section D: Statutory Shared Parental Pay (ShPP)

Guidance notes. The total statutory shared parental pay (ShPP) available is 39 weeks minus the mother's SMP or MA period (see B3), over a period of 52 weeks following the birth.

Total ShPP available (whole weeks):	
Number of whole weeks ShPP intended to be taken by child's mother:	
Number of whole weeks ShPP intended to be taken by child's father/mother's partner:	
Indication of dates you would like to take ShPP:	
<p>The dates in D4 will be treated as non-binding until a notice to take ShPP is given (Appendix A - Birth).</p> <p>If you want to treat this notice as a notice to take ShPP on the dates given in D4 tick here.</p>	

Section E: Employee's Declaration

Guidance notes. "Child" means the child referred to in Section A. "Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.

Please tick as appropriate

	I am the child's mother and I am entitled to statutory ML. I have submitted an Ending Maternity Leave Early (Curtailment Notice) (Appendix B – Birth) (or will submit it before the person I am sharing SPL with takes SPL and at least eight weeks before the first date on which I intend to take SPL).
	Or I am the child's father or the child's mother's partner.
	I had at least 26 weeks' continuous employment at the end of the 15th week before the expected week of childbirth (EWC) and have remained continuously employed since then.
	My normal weekly earnings in the eight-week period ending with the 15th week before the EWC were not less than the lower earnings limit as indicated in the regulations.
	I expect to share the main responsibility for the care of the child with the person who has completed Section F.
	I intend to care for the child during each week that I am on shared parental leave and receiving ShPP.
	I will immediately inform my line manager if I cease to care for the child, or to otherwise satisfy the conditions for entitlement to shared parental leave or ShPP.
The information I have given in this notice is accurate.	
Signed:	
Print name:	
Date:	

Section F: Declaration by Person Taking Shared Parental Leave with Employee

Guidance notes. "The employee" and "the child" are the employee and child referred to in Section A. If the employee is the child's mother, you must be the child's father or the mother's partner. If the employee is not the child's mother, you must be the child's mother. "Partner" means spouse, civil partner, or other person living with you in an enduring family relationship, but not a sibling, parent, child, grandparent, grandchild, aunt, uncle, niece or nephew.

Name:			
Address:			
National Insurance number:			
Your employer's name and address (if employed) or your business address if self-employed.			
Please tick as appropriate			
	I am the mother of the child and I am (or was) entitled to ML, SMP or MA. I have curtailed my ML, SMP or MA, or will have done so by the time your employee starts shared parental leave.		
	Or I am the child's father.		
	Or I am the partner of the child's mother.		
	I expect to share the main responsibility for the care of the child with your employee.		
	I have worked in an employed or self-employed capacity in at least 26 of the 66 weeks immediately before the EWC.		
	My average weekly earnings are at least the current regulatory amount, taking the 13 highest-earning weeks in the 66 weeks immediately before the EWC.		
	I consent to your employee taking shared parental leave and claiming ShPP as set out in this notice and will immediately inform them if I cease to satisfy any of the conditions in this declaration.		
I consent to the information in this declaration being used for the purposes of administering shared parental leave and pay.			
Signed:		Date:	

<p align="center">Appendix H: Ending Maternity Leave Early (Curtailment Notice) – Birth</p>
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<p>I wish my ordinary/additional maternity leave period to end early on: Date:Click or tap to enter a date. ('the Maternity Leave Curtailment Date'). I confirm that the above date is (please tick):</p>	
At least 1 day after the end of the compulsory maternity leave period (2 weeks after the birth of my child);	
At least 8 weeks after the date on which I signed and dated this Ending Maternity Leave Early (Curtailment Notice) and provided a copy to my Employer;	
I confirm that the Maternity Leave Curtailment Date is at least 1 week before the last day of my additional maternity leave period.	
I understand that if this Ending Maternity Leave Early (Curtailment Notice) is submitted to my line manager after the birth of my child/children it is binding (see paragraph 6.4 of the Shared Parental Leave procedure).	
I understand that if this Ending Maternity Leave Early (Curtailment Notice) is binding and cannot be revoked (subject to limited circumstances as outlined in paragraph 6.4 of the Shared Parental Leave procedure).	

I confirm that a copy of this Ending Maternity Leave Early (Curtailment Notice) has been provided to my line manager:

Line Manager:	
Signed:	
Print Name:	
Date:	

Appendix I : Notice of Dates for Shared Parental Leave – Birth

1. I understand that I may not request SPL with a start or end date which is outside the period in which SPL may be taken. This is within the period which begins on the date my child is born and ends the day before my child's first birthday. (If dates are requested prior to the birth of your child then you may include a start date which is expressed to be on the day on which your child is born, or a number of days following your child's birth, or the form may contain an end date expressed as a number of days following the date of the child's birth).

I understand that SPL must be taken in multiples of complete weeks, as one continuous period or up to three discontinuous periods. The minimum period of SPL which may be taken is one week.

I understand that I may give a total of three Notice of Dates for Shared Parental Leave, (including variation notices). The following notices do not count towards the three permitted notices:

- a. A Notice of Dates for Shared Parental Leave requesting discontinuous period for SPL which is withdrawn by me on or before fifteenth day after the notice was given.
- b. A variation notice given as the result of my child being born earlier or later than the expected week of confinement.
- c. A variation notice given in response to a request from the school that I vary a period of leave.
- d. Where we agree otherwise

I confirm that I would like to take shared parental leave (SPL) and the date(s) requested are:

Start Date	End Date

Please tick A or B

- ☐ A I intend to claim shared parental leave pay for these dates.
- ☐ B I do not intend to claim shared parental leave pay for these dates.

Start Date	End Date

Please tick A or B

- ☐ A I intend to claim shared parental leave pay for these dates.
- ☐ B I do not intend to claim shared parental leave pay for these dates.

Start Date	End Date

Please tick A or B

- ☐ A I intend to claim shared parental leave pay for these dates.
- ☐ B I do not intend to claim shared parental leave pay for these dates.

Start Date	End Date

Please tick A or B

- ☐ A I intend to claim shared parental leave pay for these dates.
- ☐ B I do not intend to claim shared parental leave pay for these dates.

Signed:	
Print Name:	
Date:	

School use only

Received By:	
Name:	
Job Title:	
Date:	

Appendix J: Shared Parental Leave - The Process

