

LEEDS METROPOLITAN UNIVERSITY
MATERNITY AND ADOPTION LEAVE SCHEME
(INCLUDING DETAILS OF PATERNITY AND PARENTAL LEAVE)
LEEDS MET STAFF (excluding Harrogate College Academic Staff ¹)

¹ For Harrogate College Academic Staff, please see separate scheme

Contents

	page
Introduction	3
<u>Section 1 - Maternity Leave</u>	
1 When to tell your Manager you are Pregnant	4
2 Health and Safety	5
3 Time off for Ante-Natal Care	7
4 Maternity Schemes	8
5 Statutory Maternity Pay (SMP)	9
6 Summary of the University's Maternity Scheme and the Statutory Maternity Scheme	11
7 Notification Requirements	12
8 Illness	13
9 Maternity Checklist	14
<u>Section 2 - Adoption Leave</u>	
1 Adoption Schemes	16
2 Statutory Adoption Pay (SAP)	17
3 Summary of the University's Adoption Scheme (children under school age) and the Statutory Adoption Scheme	19
4 Notification Requirements	20
5 Adoption Checklist	22
<u>Section 3 - Other Terms and Conditions</u>	
1 Pay rises, holidays, continuous service	23
2 Pension	23
3 Returning to work on reduced or altered hours	23
<u>Section 4 – Other Family support</u>	
1 Paternity Leave – Birth	24
2 Paternity Leave – Adoption	25
3 Parental Leave	26
4 Childcare	26
Glossary	27
Maternity Leave Scheme Application Form	28

INTRODUCTION

The University's Maternity and Adoption Leave Scheme aims to ensure fair and consistent treatment of pregnant employees and those adopting children.

It is recommended that all pregnant employees and those adopting children arrange a meeting with a member of Human Resources to discuss the relevant scheme. If you have any comments on the contents of this booklet, you are welcome to give feedback to any member of Human Resources. An explanation of terms used within this booklet is given in the Glossary on page 27.

SECTION 1 - MATERNITY LEAVE

1. WHEN TO TELL YOUR MANAGER YOU ARE PREGNANT

Obviously the decision of when to tell your Manager about your pregnancy is up to you. However, for reasons of Health and Safety you are strongly advised to inform your Line Manager as soon as possible, in order that arrangements can be made for a Health and Safety risk assessment to be undertaken.

If you are concerned about the nature of the job you are doing, and its effect upon you or your unborn child, you should have a word with one or more of the following people who may be able to advise and reassure you:

- ⊞ **Your doctor**
- ⊞ **The University's Health Centre**
- ⊞ **Your Manager**
- ⊞ **A member of Human Resources**
- ⊞ **A Union/Health and Safety representative**
- ⊞ **A member of the Health and Safety Office**

Please note that the very latest you must formally notify your Manager and Human Resources, in writing, of the date you wish to commence maternity leave, for maternity pay and leave reasons, in most situations is 28 days before you intend to start your maternity leave.

2. HEALTH AND SAFETY

2.1 Risk Assessment

Leeds Metropolitan University is required by law to carry out a Health & Safety risk assessment for employees at work who are pregnant, have given birth within the previous six months or who are breast-feeding. As soon as you know you are pregnant or returning to work inform the Health Centre so that arrangements can be made for a risk assessment to be undertaken. The University can then consider any health and safety implications and take appropriate measures to remedy any risks found. Further guidance can be sought from the University's Health Centre and Health and Safety Office.

The outcome of the risk assessment may be that there is no likelihood of risk. However the new or expectant or nursing mother will be expected to follow the general advice as given in part 2.3 below.

If a risk is identified, your Line Manager in conjunction with Human Resources will consider if changes to work practices or hours of work are possible so that you can continue in your post. If changes are not possible and suitable alternative work is available, you will be offered this work for the period concerned. If you refuse any such suitable alternative work you will lose your entitlement to pay.

Where night work is undertaken and you have a medical certificate stating that night work could affect your health or safety it may be possible for the University to offer you suitable alternative daytime work. However, if you refuse suitable alternative daytime work you will lose your entitlement to pay.

Where as a result of a risk assessment you should be offered a suitable alternative and there is no such alternative you will be suspended with pay until a suitable alternative becomes available.

Examples of work activities which will be taken into account for a risk assessment are:

- 1 Heavy manual work involving lifting and carrying heavy loads;
- 2 Long periods of standing;
- 3 Excessively long working hours;
- 4 Prolonged exposure to high levels of noise;
- 5 Contact with harmful chemicals.

If you are worried that your current job may affect either your own or your baby's health, please discuss this with the Health Centre or the Health and Safety Office. In some instances it may be possible to offer alternative work for the remainder of your pregnancy or whilst you are breast feeding.

2.2 Working with Display Screen Equipment (DSE) During Pregnancy

If you already work regularly with DSE you should be familiar with the University Code of Practice on Display Screen Equipment. The Code indicates that the Health and Safety Executive has concluded that there is insufficient evidence to substantiate claims that working with DSE may be harmful to the unborn child. The University accepts the Health and Safety Executive conclusion i.e. that working with DSE is not harmful to the unborn child.

However, if you are still concerned about working with DSE read through the Code of Practice on Display Screen Equipment and discuss your specific worries with your Line Manager, a Health and Safety Officer, the Health Centre Manager or Human Resources.

2.3 Working Comfortably

Under the Health and Safety at Work Act 1974 and other Health and Safety Regulations, everyone is responsible for ensuring their working environment is safe. This may need a little extra thought when you are pregnant.

As far as possible, rearrange your workplace:

- ⊆ don't store things out of reach so you have to bend or stretch unduly;
- ⊆ keep the area free from obstructions such as boxes or trailing wires that you could trip over or bump into;
- ⊆ make sure correspondence, keyboard and other working materials are within easy reach.

Ensure you are sitting comfortably (see guidance in the Code of Practice on Display Screen Equipment):

- ⊆ keep your feet on the floor or a footrest;
- ⊆ keep your back vertical and supported by the chair-back or a cushion in the small of your back;
- ⊆ keep hands in line with the forearms when using the keyboard, not bent sharply at the wrists.

Don't overload your body. Where possible:

- ⊆ change your position frequently get up and walk around periodically;
- ⊆ organise your work so there is variety in your tasks - some sitting, some standing, some walking;
- ⊆ if your job means being on your feet all day, sit down whenever you can;
- ⊆ during lunch breaks try to sit with your feet in a raised position using the facilities at one of the Health Centres, one of the University dining

areas or a local provision. Nursing mothers facilities are also available in the Health Centres;

- ⌋ pace yourself, don't work to the point of pain or exhaustion; change your position or your task **before** problems occur.

And finally, you may wish to consider how you dress e.g.:-

- ⌋ wear loose-fitting clothing that doesn't restrict your movements;
- ⌋ if you wear a uniform in your job, ask your Line Manager for alternative clothing where necessary;
- ⌋ wear low-heeled shoes and support tights.

3. TIME OFF FOR ANTE-NATAL CARE

You are entitled to reasonable time off with pay for ante-natal care, irrespective of your length of service.

If your ante-natal appointment and travelling time to and from the appointment falls within your normal working hours, you will be paid for the time you take off. You can exercise this right however long you have worked for the University.

If you work part-time or shifts, provided the ante-natal appointments fall in your normal working hours, you are entitled to any necessary time off, including travelling time, without loss of pay. You are not required to make up any working time lost through attendance at ante-natal appointments.

If you need more frequent ante-natal appointments than usual for whatever reason discuss your circumstances with your Line Manager to ensure they are accommodated.

After the first visit, your Line Manager has the right to see written evidence from your doctor, midwife or health visitor, of your pregnancy and/or evidence of your actual medical appointments.

You need to inform your Line Manager as soon as possible about any intended absences from the workplace for ante-natal care so that your absence can be covered if necessary.

Ante-natal care can include not only medical examinations, but also relaxation and parentcraft classes. Where there is a choice, classes should be arranged in your own time.

4. MATERNITY SCHEMES

4.1 Maternity Leave

Entitlement:

All employees regardless of length of service are entitled to: 26 weeks ordinary maternity leave and 26 weeks additional maternity leave. Individuals may also be eligible for a further 11 weeks maternity leave dependent on length of service. Additional leave and pay which is over and above statutory entitlement is dependant upon the individual's continued employment by the end of the 15th week before the expected week of confinement (EWC). Up to 11 weeks of this leave can be taken prior to the beginning of the week of the expected birth.

If you have less than 26 weeks service (regardless of hours of work) by the end of the 15th week before the expected week of confinement, (EWC) you have the right to normal contractual terms and conditions of employment, **with the exception of remuneration.**

The MLP commences from the date that you notify the University that you intend to begin your leave. However, if you are absent on sick leave with an illness which is wholly or partly pregnancy related on or after the start of the 4th week before your baby is due, your maternity leave will automatically start from the day following the first complete day of absence.

Pay:

If you have 26 weeks service (regardless of hours of work) by the end of the 15th week before your baby is due, you will be entitled to SMP and contractual maternity pay during the period of Maternity Leave.

If you do not qualify for Statutory Maternity Pay (SMP), you may be eligible to claim Maternity Allowance from the Department for Work and Pensions, providing you meet certain qualifying criteria. Human Resources will send you a completed form SMP1 explaining why the University cannot pay you SMP. If you take this form to a Social Security/Jobcentre Plus office, they will discuss your entitlements with you. Further information on Maternity Allowance is available from Human Resources

Entitlement to Maternity Pay can be broken down as follows:

- i) 6 weeks statutory maternity pay which equates to 9/10ths of average weekly pay
- ii) 4 weeks at 9/10ths of weekly pay
- iii) 20 further weeks at 1/2 of weekly pay in addition to the standard rate of statutory maternity pay
- iv) 9 weeks at the standard rate of SMP

Entitlements i) and ii) are inclusive of Statutory Maternity Pay (SMP). SMP is paid in addition to entitlement iii) for 16 weeks, up to a maximum of full weekly pay. A summary of contractual and statutory maternity payments is given on page 11.

These payments are due provided you return to duty for at least 3 full working months following maternity leave. If you do not resume duty, or complete the required length of service following maternity leave, all the maternity payments at ii) and iii) are fully recoverable. These will be off-set against any SMP to which you may be entitled.

Maternity payments ii) and iii) can either be paid in the same way as you receive your salary at present or postponed until you have completed 3 full working months of qualifying service, (in which case only SMP, if applicable, would be paid during the maternity leave period). If you choose to have them paid during your maternity leave, you are required to give a written guarantee that you will be prepared to repay any overpayment in full.

5. STATUTORY MATERNITY PAY (SMP)

Payment of SMP may begin 11 weeks before the EWC. There is nothing to stop you from working up to the beginning of the EWC without the loss of entitlement to SMP. If you are eligible for SMP, it will be payable for a total of 39 weeks.

5.1 Qualifying for SMP

To qualify for SMP, you must meet the following conditions:

- ⌚ You must have been continuously employed by the University for at least 26 weeks by the end of the 15th week before the EWC.
- ⌚ You must have average weekly earnings of not less than the lower earnings limit for payment of National Insurance contributions. As a general rule, earnings are added together over the last 8 weeks up to and including the last pay day before the end of the qualifying week.
- ⌚ You must still be pregnant at the 16th week before the EWC, or have been confined by that time.
- ⌚ You must have stopped working for the University and not be receiving any other payment, such as holiday or sick pay.
- ⌚ You must give the Human Resources Division at least 28 days notice of your absence plus your MAT.B1 form confirming the expected date of confinement. You should get this form from your Doctor or midwife approximately 20 weeks before the baby is expected.

SMP is payable for a period of up to 39 weeks, known as the Maternity Pay Period (MPP), which may not commence earlier than the 11th week before the expected week of childbirth.

SMP is paid at the following rates:

- ⌚ 6 weeks at 9/10ths of average weekly pay
- ⌚ 20 weeks at the lesser of SMP standard rate or 9/10ths of your average weekly pay.

- ⌋ 13 weeks at the standard rate of SMP

You will still be entitled to SMP even if you don't return to work after your baby is born.

5.2 Exclusions from SMP

You may not qualify for SMP if any of the following apply:

- ⌋ You are not employed during the qualifying week (the 15th week) before the week your baby is due.
- ⌋ You fail to satisfy the 26 weeks continuous employment rule.
- ⌋ Your average earnings are less than the minimum at which National Insurance contributions become payable. (Note that SMP isn't dependent on paying full National Insurance. If you meet the service requirements and these conditions, you will be entitled to SMP even if you pay reduced rates of National Insurance).
- ⌋ You fail to notify the University of your maternity leave within 28 days of the EWC or as soon as is practicable.
- ⌋ You fail to supply medical evidence (Form MAT.B1) of your expected week of childbirth.
- ⌋ You are abroad, outside the EEA, at any time during your maternity pay period (MPP).
- ⌋ You are in legal custody at any time during your MPP.
- ⌋ You return to work in any capacity during your MPP, either before or after the baby is born. One week's SMP for each week or part week worked in the MPP will be lost.
- ⌋ You work for a new employer after the birth of your baby. It will be your responsibility to inform the University if you work for another employer after the baby's birth.

If you are excluded from SMP at the start of your MPP, you will remain excluded for the whole period. Human Resources will send you a completed form SMP1 explaining why the University cannot pay you SMP. The form will enable you to pursue your claim for Maternity Allowance through a Social Security/Jobcentre Plus office.

How will SMP be paid?

As with your normal salary, SMP will be paid through the University's Payroll. You will have to pay income tax, National Insurance and, if a member, pension contributions.

6. SUMMARY OF THE UNIVERSITY'S MATERNITY SCHEME AND THE STATUTORY MATERNITY SCHEME

Detailed below is a summary of the University's maternity payments, following a qualifying period of service of 6 months or more (regardless of hours of work), alongside the Statutory Maternity Scheme.

Maternity Leave	Maternity Scheme	Statutory Maternity Scheme
Week No. 1		
2.	Statutory maternity pay	Statutory maternity pay equating to 9/10ths of average weekly pay
3.	equating to 9/10ths of	Incorporated into
4.	weekly pay	University Scheme
5.		
6.		
7.		Lesser of SMP standard rate
8.	9/10ths of	or 9/10ths of average weekly
9.	weekly pay	pay - Incorporated into
10.		University Scheme
11.		
12.		Lesser of SMP standard rate
13.		or 9/10ths of average weekly
14.		pay
15.	Half pay	Paid in addition to
16.		University Scheme
17.		(except where half pay
18.		and SMP exceed full
19.		pay)
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
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39.		

REMAINING LEAVE UNPAID

NB *Human Resources will issue all employees with an individual summary once they have confirmed their individual dates.*

You are entitled to all maternity payments provided that you return to duty for three working months following maternity leave. If you do not return to duty; you are not entitled to the University payments from Week 7, however you will be entitled to all Statutory Maternity Payments (if eligible).

7. NOTIFICATION REQUIREMENTS

In order to secure your entitlement to maternity leave, you must inform your manager and Human Resources in writing at least 28 days before you wish to begin your maternity leave. An application form for the Additional Maternity Leave Scheme is included at the back of this booklet. You should also enclose your maternity certificate (MAT.B1) which is normally issued approximately 20 weeks before your EWC. If you do not obtain your MAT.B1 in time to enclose it with your official notification letter, you should submit it as soon as you are able.

If your baby is born before the date you have notified the University for starting your maternity leave, your maternity leave will automatically start from the day after the date of birth. Please inform your manager and Human Resources as soon as is reasonably practicable of the date of birth.

7.1 Returning to Work

You may not return to work within 2 weeks of childbirth, for health and safety reasons. If you work in an area where the nature of the work is equivalent to industrial conditions, you will not legally be able to return to work within 4 weeks of having given birth.

If you wish to return to work earlier or later than agreed during either your ordinary or additional maternity leave you should provide 8 weeks notice in writing unless otherwise agreed with your manager. If you do not provide such notice, the University is entitled to postpone your return date so that 8 weeks notice has been given.

7.1.1 Contact during Maternity Leave

During your maternity leave period, you and your manager may make reasonable contact with one another. The frequency and nature of the contact will depend on a number of factors, such as: the nature of the work and the post, any agreement that you and your manager might have reached before maternity leave began as to contact; and whether there is a need to communicate important information to each other, such as for example, news of changes at the workplace that might affect you on your return.

The contact between you and your manager can be made in any way that best suits either of you. For example, it could be by telephone, by email, by letter, a visit to the workplace, or in other ways. What constitutes 'reasonable' contact will vary according to the circumstances and personal preference.

7.1.2 Keeping In Touch Days

You may, by agreement with your manager, do up to ten days' work, known as 'Keeping in Touch Days' under your contract of employment during the maternity leave period. Such days are different to the reasonable contact described above. During 'Keeping in Touch Days', you can carry out work for the University, for which you will be paid.

The type of work that you undertake on Keeping in Touch Days is a matter for agreement between you and your manager. They may be used for any activity which would ordinarily be classed as work under your contract, for which you would be paid, but could be particularly useful in enabling for example, attendance at a conference, undertaking a training activity or attending a team meeting.

Work during maternity leave may only take place by agreement between you and your manager. The University may not require an employee to work during maternity leave if she does not wish to, nor does an employee have the right to work Keeping in Touch Days if the University does not agree to them.

It is unlawful for an employee to suffer detriment or to be dismissed for not agreeing to work a Keeping in Touch Day, or for working or considering such work.

Up to ten days' work under your contract of employment may be undertaken at any stage during the maternity leave period, by agreement with your manager, with the exception of during the first two weeks after your baby is born.

Because Keeping in Touch Days allow work to be done under your contract of employment, you are entitled to be paid for that work as set out in the employment contract. If you are receiving statutory maternity pay, you will continue to be paid SMP for the week in which any Keeping in Touch work is undertaken.

It will be presumed that, unless you notify Human Resources and your Manager to the contrary, you will take your full 63 weeks entitlement.

Whether or not you are taking your full 63 weeks entitlement, it is helpful for planning purposes if you maintain regular contact with your manager during your maternity leave.

8. Illness

8.1 During Pregnancy

If you are ill during your pregnancy, you should submit doctor's certificates to your line manager in the usual way.

8.1.1 Non Pregnancy Related

If you are absent on sick leave with an illness which is not pregnancy related, the maternity pay period will start as notified or from the day following the date of birth, whichever is the earlier.

8.1.2 Pregnancy Related

If you are absent on sick leave with an illness which is wholly or partly pregnancy related, your maternity leave will automatically start on the Sunday of the 4th week before the Expected Week of Confinement (EWC).

If you are absent from work due to a pregnancy related illness on or after the start of the 4th week before your baby is due, your maternity leave will automatically start from the day following the first complete day of absence.

8.2 Immediately Following Your Maternity Leave

On the day you are due to resume your duties normal sickness reporting procedures and entitlements will apply. Therefore if, on the day you are due to return to work, you are incapable of doing so because of illness, you must inform the University of your absence. Failure to follow the University's normal sickness procedure may result in the appropriate disciplinary action being taken.

9. MATERNITY CHECK LIST

This list tells you what you should do to make sure you get all your benefits and comply with the University's requirements for giving notice of certain key dates during your pregnancy and after your baby is born.

WHEN	WHAT TO DO	WHY
As soon as you know you are pregnant	Visit the Health Centre and Human Resources	<ul style="list-style-type: none">• To assess any Health and Safety implications during your pregnancy so that a risk assessment can be completed• To enable you to organise time off for ante-natal care.• To discuss maternity leave and benefits with Human Resources.
At least 4 weeks before you intend to stop work	Inform your Line Manager/ Human Resources in writing of your intentions regarding taking maternity leave and returning to	To ensure you receive the correct maternity payments during your period of maternity leave.

	work (an application form is given on page 28).	
20 weeks before you baby is due	Provide Human Resources with your MAT B1 certificate	Required as medical evidence to obtain either SMP or Maternity Allowance.
11 weeks before your baby is due	This is the earliest date from which your maternity leave can start and from which SMP can be paid	
During your maternity leave	Maintain regular contact with your manager.	Required for planning purposes.
At least eight weeks before the end of your maternity leave period	If you wish to return to work before your planned maternity leave period ends inform your Manager/Human Resources at least eight weeks before you intend to return	If you fail to provide the required notice, the University is entitled to postpone your return so that eight weeks notice has been given
3 months before you intend to return to work	If you wish to apply to return on a different working basis (e.g. job share/reduced hours etc), you will need to contact your Manager and Human Resources now.	To allow your manager time to make any necessary practical arrangements (e.g. recruitment of a job-share partner)

SECTION 2 - ADOPTION LEAVE

1 ADOPTION SCHEME

These provisions only apply where the child is newly placed for adoption and so do not apply to those staff formally adopting a child of a partner or to adoptions by a child's existing foster carers. The entitlement to leave and pay is the same whether it is a single or a multiple adoption. The scheme differs slightly for children adopted from overseas for practical reasons. Advice should be sought from Human Resources.

All employees who legally adopt a child, have a right to take reasonable time off, with pay, to attend pre-adoption interviews, visits, court appearances and child care clinics.

If you are adopting a child jointly with your partner, only one of you is eligible for adoption pay and leave. The other may be entitled to paternity leave (see Section 4).

Adoption Leave Scheme

Regardless of length of service, all employees are entitled to a total of 52 weeks adoption leave from 14 days before the expected date of placement.

If you have 26 weeks service or more (regardless of hours of work) ending with the week in which you are notified of having been matched with a child, you will be entitled to both statutory and contractual adoption pay. In relation to adoption of a child under age 5 or who has not started school, whichever is later (or the adoption of a disabled child under age 18), adoption pay entitlement is as follows:

- i) 10 weeks pay at 9/10th of weekly pay
- ii) 20 further weeks at 1/2 weekly pay
- iii) 9 further weeks at standard rate of statutory adoption pay only.

Entitlement i) is inclusive of Statutory Adoption Pay (SAP). SAP is paid in addition to entitlement ii) for 16 weeks, up to a maximum of full pay. A summary of contractual and statutory adoption payments is given on page 19.

These payments are due provided you return to duty for at least 3 full working months following adoption leave. If you do not resume duty, or complete the required length of service following adoption leave, all the University adoption payments are fully recoverable. These will be off-set against any SAP to which you may be entitled (see page 17)

Adoption payments can either be paid in the same way as you receive your salary at present or postponed until you have completed 3 full working months of qualifying service, (in which case only SAP, if applicable, would be paid during the adoption leave period). If you choose to have them paid during your adoption leave, you are required to give a written guarantee that you will be prepared to repay any overpayment in full.

Adoption of a child from age 5/school age to age 18:

- (i) 2 weeks full pay (inclusive of SAP)
- (ii) 37 weeks Statutory Adoption Pay only (see next page).

2 STATUTORY ADOPTION PAY (SAP)

Payment of SAP may begin 14 days before the expected date of placement. There is nothing to stop you from working up to the date of placement without the loss of entitlement to SAP. If you are eligible for SAP, it will be payable for a total of 39 weeks.

2.1 Qualifying for SAP

To qualify for SAP, you must meet the following conditions:

- ∪ You must have been continuously employed by the University for at least 26 weeks continuing into the date of matching with a child.
- ∪ You must have average weekly earnings of not less than the lower earnings limit for payment of National Insurance contributions. As a general rule, earnings are added together over the last 8 weeks up to and including the last pay day before the first day of the week after the week in which you are notified of having been matched with a child.
- ∪ You must have stopped working for the University and not be receiving any other payment, such as holiday or sick pay.
- ∪ You give Human Resources at least 28 days' notice of your absence plus your matching certificate confirming the expected date of placement. You should get this form from your adoption agency.

SAP is payable for a period of up to 39 weeks, which may not commence earlier than 14 days before the expected date of placement.

SAP is paid at the following rate:

- ∪ 39 weeks at the lesser of SAP standard rate or 90% of your average weekly earnings.

You will still be entitled to SAP even if you don't return to work following the adoption.

2.2 Exclusions from SAP

You may not qualify for SAP if any of the following apply:

- ∪ You fail to satisfy the 26 weeks continuous employment rule,
- ∪ Your average earnings are less than the minimum at which National Insurance contributions become payable. (Note that SAP isn't dependent on paying full National Insurance. If you meet the service requirements

and these conditions, you will be entitled to SAP even if you pay reduced rates of National Insurance).

- ⊞ You fail to notify the University of your adoption leave within 28 days of the expected date of placement or as soon as is practicable.
- ⊞ You fail to supply evidence (matching certificate) of your expected date of placement.
- ⊞ You are in legal custody at any time during your adoption pay period.
- ⊞ You return to work in any capacity during your adoption pay period, either before or after placement. One week's Statutory Adoption Pay for each week or part week worked in the adoption pay period will be lost.
- ⊞ You work for a new employer after the placement of your child. It will be your responsibility to inform the University if you work for another employer after the placement of your child.
- ⊞ The placement of your child is disrupted. SAP will usually come to an end 8 weeks after the disruption (or at the end of your 26 week SAP period if that is sooner).

If you are excluded from SAP at the start of your Adoption Pay Period, you will remain excluded for the whole period. Human Resources will send you a completed form SAP1 explaining why the University cannot pay you SAP. You should contact your adoption agency, who will be able to advise you about any financial support to which you may be entitled.

How will SAP be paid?

As with your normal salary, SAP will be paid through the University's Payroll. You will have to pay income tax, National Insurance and if a member, pension contributions.

3 SUMMARY OF THE UNIVERSITY'S ADOPTION SCHEME AND THE STATUTORY ADOPTION SCHEME FOR THE ADOPTION OF CHILDREN UNDER SCHOOL AGE

Detailed below is a summary of the University's adoption payments, following a qualifying period of service of 26 weeks or more (regardless of hours of work), alongside the Statutory Adoption Scheme.

Adoption Leave	University Adoption Scheme (children under school age)	Statutory Adoption Scheme
Week No. 1		
2		
3		
4	9/10ths of	SAP
5	weekly pay	Incorporated into
6		University Scheme
7		
8		
9		
10		
11		
12		
13		
14		SAP
15	Half pay	Paid in addition to
16		University Scheme
17		(except where pay
18		and SAP exceed full
19		pay)
20		
21		
22		
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24		
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REMAINING LEAVE UNPAID

NB Human Resources will issue all employees with an individual summary once they have confirmed their individual dates.

You are entitled to all adoption payments provided that you return to duty for three working months following adoption leave. If you do not return to duty; you are not entitled to the University payments, however you will be entitled to all Statutory Adoption Payments (if eligible).

4. NOTIFICATION REQUIREMENTS

In order to secure your entitlement to adoption leave, you must inform Human Resources in writing of your intention to take adoption leave within 7 days of being matched with a child. Unless not reasonably practicable, you must give Human Resources 28 days notice in writing of the date you wish your adoption leave to start and confirm when the child is expected to be placed and the age of the child. You should also enclose your matching certificate/letter issued by the adoption agency.

Adoption leave can start on any day of the week. The latest date you can commence your adoption leave is the date the child is placed.

4.1 Returning to Work

If you wish to return to work earlier or later than agreed during your adoption leave period, you must give your Manager and Human Resources 8 weeks notice in writing of your intention to do so. If you do not provide such notice, the University is entitled to postpone your return date so that 8 weeks notice has been given.

4.1.1 Contact during Adoption Leave

During your adoption leave period, you and your manager may make reasonable contact with one another. The frequency and nature of the contact will depend on a number of factors, such as: the nature of the work and the post, any agreement that you and your manager might have reached before adoption leave began as to contact; and whether there is a need to communicate important information to each other, such as for example, news of changes at the workplace that might affect you on your return.

The contact between you and your manager can be made in any way that best suits either of you. For example, it could be by telephone, by email, by letter, a visit to the workplace, or in other ways. What constitutes 'reasonable' contact will vary according to the circumstances and personal preference.

4.1.2 Keeping In Touch Days

You may, by agreement with your manager, do up to ten days' work, known as 'Keeping in Touch Days' under your contract of employment during the adoption leave period. Such days are different to the reasonable contact described above. During 'Keeping in Touch Days', you can carry out work for the University, for which you will be paid.

The type of work that you undertake on Keeping in Touch Days is a matter for agreement between you and your manager. They may be used for any activity which would ordinarily be classed as work under your contract, for which you would be paid, but could be particularly useful in enabling for example, attendance at a conference, undertaking a training activity or attending a team meeting.

Work during adoption leave may only take place by agreement between you and your manager. The University may not require an employee to work during adoption leave if she does not wish to, nor does an employee have the right to work Keeping in Touch Days if the University does not agree to them.

It is unlawful for an employee to suffer detriment or to be dismissed for not agreeing to work a Keeping in Touch Day, or for working or considering such work.

Up to ten days' work under your contract of employment may be undertaken at any stage during the adoption leave period, by agreement with your manager.

Because Keeping in Touch Days allow work to be done under your contract of employment, you are entitled to be paid for that work as set out in the employment contract. If you are receiving statutory adoption pay, you will continue to be paid SAP for the week in which any Keeping in Touch work is undertaken.

5. ADOPTION CHECK LIST

This list tells you what you should do to make sure you get all your benefits and comply with the University's requirements for giving notice of certain key dates during your adoption leave.

WHEN	WHAT TO DO	WHY
Within 7 days of being matched with a child	Inform your Line Manager/ Human Resources of your intention to take adoption leave.	Required for planning purposes
At least 4 weeks before you intend to stop work	Inform your Line Manager/ Human Resources in writing of your intentions regarding taking adoption leave. Enclose your matching certificate/letter from the adoption agency.	To ensure you receive the correct adoption payments during your period of adoption leave.
14 days before the expected date of placement	This is the earliest date from which your adoption leave can start and from which SAP can be paid	
During your adoption leave	Maintain regular contact with your manager.	Required for planning purposes.
At least eight weeks before the end of your adoption leave period	If you wish to return to work before your planned adoption leave period ends inform your Manager/Human Resources at least eight weeks before you intend to return	If you fail to provide the required notice, the University is entitled to postpone your return so that eight weeks notice has been given
3 months before you intend to return to work	If you wish to apply to return on a different working basis (e.g. job share/reduced hours etc), you will need to inform your Manager and Human Resources now.	To allow your manager time to make any necessary practical arrangements (e.g. recruitment of a job-share partner)

SECTION 3 - OTHER TERMS AND CONDITIONS

1. EFFECT OF MATERNITY/ADOPTION LEAVE ON PAY RISES, HOLIDAYS AND CONTINUOUS SERVICE

If you are on unpaid maternity/adoption leave and there are annual cost of living rises or incremental increases in pay, which you would have been due if you had not been absent, you are entitled to these from your date of return. If such pay rises come into effect during your maternity/adoption pay period your contractual maternity/adoption pay will include any additional amounts due to you. Time taken out for maternity/adoption leave counts as continuous service for service accrued rights. Maternity/adoption leave will not affect the accrual of leave on an annual basis. However you must arrange to take your entitlement within the current leave year as there is no automatic 'carry over' facility.

2. PENSION – MATERNITY LEAVE

- ⊞ During maternity leave, employee pension contributions will be based on the pay you actually receive and not your salary prior to taking maternity leave. Contributions will be deducted from your pay (including Statutory Maternity Pay).
- ⊞ Employer pension contributions will be calculated as if you are working normally and receiving normal remuneration for doing so.
- ⊞ Once maternity pay ceases, no further pension contributions will be payable until you return to work. This period of leave will not be included as pensionable service. You may elect within 30 days of your return from maternity leave to pay contributions to cover the period of no pay. The contributions will be based on the pay you were receiving (including SMP) immediately before it stopped.
- ⊞ If you are a member of the pension fund you will continue to be covered for death in service benefits during the entire period of maternity leave.

Pension arrangements change from time to time, so you are strongly advised to contact Human Resources to discuss your individual situation.

PENSION – ADOPTION LEAVE

Please contact Human Resources to discuss your individual situation.

3. RETURNING TO WORK ON REDUCED OR ALTERED HOURS

You may wish to apply to return on a different working basis after your maternity/adoption leave, eg job share/reduced hours, change to times when you are required to work, change to working arrangements. You should put your request in writing to Human Resources and your Manager at least 3 months before you intend to return. You should think carefully about your desired working pattern when making your application, including any effect(s) the change will have within your team and how, in your opinion, such effect(s) might be dealt with. Further details are available from Human Resources.

SECTION 4 – OTHER FAMILY SUPPORT

1. PATERNITY LEAVE - BIRTH

Paternity leave is seen as leave which enables the mother's partner to give much needed practical and emotional support at or around the time of the birth.

- o Time off with pay will be granted to the partner to attend ante-natal and child care clinics up to a maximum of five half days per birth.
- o Time off with pay is permitted for the partner to attend the birth of the child, (where this falls during normal working hours) up to a maximum of 1 day.
- o Up to a maximum of 2 weeks leave with full pay is permitted for the partner to be taken within the period of 56 days beginning with the date on which the child is born. In the case of premature births, partners can delay their paternity leave to within the period of 56 days beginning on the first day of the expected week of the child's birth. This pay includes Statutory Paternity Pay (where applicable) and leave must be taken in a single block of one week or two consecutive weeks, at the choice of the partner. Leave cannot be taken as odd days or as two separate weeks. The entitlement to leave and pay is the same whether it is a single or a multiple birth.
- o Where both the mother and her partner work for the University, they are allowed to share the 63 weeks maternity leave provided arrangements can be made between the Managers concerned. When this occurs the partner will be granted authorised absence **without pay**. There is no facility to make payments to anyone other than the mother.

Whilst recognising that this leave may be taken at short notice, employees should give notice in writing of their intention to take paternity leave to their line manager and Human Resources on or before the fifteenth week before the due date.

On receipt of the employee's notification of his intention to take paternity leave, Human Resources will forward a self certificate of eligibility to the employee for completion. This includes details of the expected week of the baby's birth, when the employee expects to take paternity leave and the period of leave he is choosing to take. Leave can start from the date of birth, a date falling a specified number of days after the birth or a fixed date. If a fixed date is given, then 28 days notice is required to change this date.

The employee must complete and return this self certificate to Human Resources at least 28 days before he expects his paternity leave to start. **Leave cannot start until the birth of the baby. An employee can only take paternity leave in order to care for his new baby or support the mother of the baby.**

As soon as is reasonably practicable after the birth, the employee must inform his line manager and Human Resources of the date his baby was actually born and the actual dates of his paternity leave.

1.2 Birth Leave

The University recognises that support is not always available from the mother's partner at or around the time of the birth. In these cases, it may be possible for the person of the mother's choice to be granted paid leave of absence in order to care for the new baby or support the mother of the baby.

Further details are available from Human Resources .

2. PATERNITY LEAVE – ADOPTION

If you are adopting a child jointly with your partner, only one of you is eligible for adoption pay and leave (see section 2). The other is entitled to paternity leave, as follows:

- ◆ All employees who legally adopt a child, have a right to take reasonable time off, with pay, to attend pre-adoption interviews, visits, court appearances and child care clinics.
- ◆ Up to a maximum of 2 weeks leave with full pay is permitted for the partner not taking adoption leave, to be taken within the period of 56 days beginning with the date on which the child is placed. This pay includes Statutory Paternity Pay (where applicable) and leave must be taken in a single block of one week or two consecutive weeks, at the choice of the adopter. Leave cannot be taken as odd days or as two separate weeks. The entitlement to leave and pay is the same whether it is a single or a multiple adoption.

Whilst recognising this leave may be taken at short notice, employees should give notice in writing to their line manager and Human Resources of their intention to take paternity leave within 7 days of being matched with a child.

On receipt of the employee's notification of his/her intention to take paternity leave, Human Resources will forward a self certificate of eligibility to the employee for completion. This includes details of the expected date of placement, when the employee expects to take paternity leave and the period of leave he/she is choosing to take. Leave can start from the date of placement, a date falling a specified number of days after the date of placement or a fixed date. If a fixed date is given, then 28 days notice is required to change this date.

The employee must complete and return this self certificate to Human Resources at least 28 days before he/she wants the paternity leave to start.

Leave cannot start until the placement of the child. An employee can only take paternity leave in order to care for his/her new child

3. PARENTAL LEAVE

Parental leave allows parents (including long term foster parents) to take unpaid time off work to look after their children, to make arrangements for their children's welfare or to spend more time with their children.

The University has extended the statutory entitlement to enable employees to take parental leave up to their child's 18th birthday. Subject to one year's continuous service, each parent can take up to 13 weeks unpaid parental leave for each child (18 weeks for disabled children).

Leave can be taken in blocks of one week or more, up to a maximum of four weeks in a year for each child. Parents whose child is entitled to a disability living allowance can take the leave in days. Employees should give at least 21 days' notice of taking parental leave.

For further details please contact Human Resources .

4. CHILDCARE

Leeds

The University's Childcare Co-ordinator is available for help with locating childcare (including establishing vacancies/suitability), and information and advice on all aspects of childcare.

A playscheme operates during the Leeds school holidays (except Christmas) for 4 to 12 year olds from Brunswick Terrace.

For more information please contact the University's Childcare Co-ordinator, Room D211, Civic Quarter, telephone extension 3818 or 4110.

During the Easter and Summer holidays, Camp Carnegie is available for 8 to 14 year olds. Children take part in a range of activities at the non residential camp, including sports and arts and crafts. For more information, contact University Sport.

Harrogate

Harrogate College Day Nursery has been established to provide quality nursery provision for children aged 2 – 5 years. The nursery is open for 50 weeks a year for members of the general public and term time for students at the College, providing sessional and full day care. The nursery is situated in the main building of Harrogate College and is safe, clean and secure, being only accessible to parents/carers, children and the nursery team. There is a specially designed outdoor play area with easy access to the playing fields. The nursery team consists of qualified, experienced early years practitioners and assistants who all provide a happy, secure and caring environment, in which the children can play and learn. The nursery is registered with Ofsted and has received excellent reports.

For more information, please contact Julie Hornsby, Childcare Co-ordinator, on 01423 873275

GLOSSARY

Explanation of terms used:

Ante natal care	- Medical or advisory care provided by your doctor, health centre or hospital prior to your baby being born
Average Weekly Pay (for SMP calculations)	- This is calculated by averaging your pay over a period of not less than 8 weeks up to and including the last pay day before the end of the Qualifying week. The Qualifying week is the 15 th week before the start of the EWC.
EEA	- European Economic Area
EWC	- Expected week of confinement
MAT.B1	- The reference number of a form issued by your doctor or midwife which states the expected date your baby will be born
Maternity Allowance	- A payment made by the Department for Work and Pensions to which some women are entitled if they are not entitled to SMP
MAP	- Maternity Allowance Period
MPP	- Maternity Pay Period
MLP	- Maternity Leave Period
SAP	- Statutory Adoption Pay
SMP	- Statutory Maternity Pay
SPP	- Statutory Paternity Pay
SSP	- Statutory Sick Pay

MATERNITY LEAVE SCHEME

NAME: _____ LINE MANAGER: _____

FACULTY/THE MET OFFICE: _____

1. You may work up until the date that your baby is due. The earliest date from which you can choose to commence your maternity leave is 11 weeks before your expected week of confinement. You may commence your maternity leave on any day of the week.

I wish to start my maternity leave on _____

2. I enclose my MAT.B1 form which states that my expected date of childbirth is _____

OR

I confirm that my expected date of childbirth is _____. I will forward my MAT.B1 form to Human Resources as soon as possible.

3. You will be allowed 39 weeks with pay **provided that you return to duty for 3 working months following maternity leave.** The leave is made up as follows:

- a. 6 weeks statutory pay at 9/10ths of normal salary;
- b. 4 weeks pay at 9/10ths of normal salary (includes standard rate SMP if applicable);
- c. 20 weeks at half salary, plus standard rate SMP (if applicable);
- d. 9 weeks at the standard rate of SMP (if applicable)

If you do not return to duty for at least 3 months following your maternity leave you are only entitled to the SMP elements of payments b, c and d above.

I would like to be paid payments b, c and d in full during my maternity leave. I confirm that I will be prepared to repay any overpayment in full.

Signed _____

OR

I wish to postpone payments b, c and d until I have resumed duty and completed the required 3 months qualifying service. Therefore only SMP will be paid during my maternity pay period.

Signed _____

Please ensure you have completed all 3 sections. Please do not hesitate to contact Human Resources for guidance and advice.

Please return your completed form (and MAT.B1 form) to the Faculty/Met Office Human Resources.