

Introduction

The Council's/School's family friendly policies recognise the commitment staff have to other members of their family and have established a number of policies for family situations.

What is Covered

The policy considers maternity leave/pay, adoption leave/pay, maternity / adoption support (paternity) leave/pay, shared parental leave/pay, unpaid parental leave, unpaid time off for dependants, Carers' Leave and Bereavement Leave.

Aims of Policy

To provide a clear process for employees and managers which is in line with approved Council procedures and relevant legislation.

Scope

This policy applies to all employees with the exception of those employees working in maintained schools under the direct control of a School Governing Body.

School Based Employees

Newport City Council commend this policy to individual Governing Bodies for adoption. If adopted by a Governing Body, the policy will apply to all employees under the direct control of that Governing Body.

To be read in conjunction with

[Leave of Absence Policy](#) [Wellness at Work Policy](#)
[Flexible Working Policy](#)
[Job Security Policy](#) / [Job Security Policy \(Schools\)](#)
[Shared Parental Leave Policy](#)
[Carers' Policy](#)

All Council HR Policies are available via [Policy Directory](#).

CONTENTS

1. [MATERNITY LEAVE/PAY](#)
2. [ADOPTION LEAVE/PAY](#)
3. [PATERNITY LEAVE/PAY \(MATERNITY/ADOPTION SUPPORT\)](#)
4. [NEO NATAL LEAVE](#)
5. [FERTILITY TREATMENT](#)
6. [FOSTER CARER LEAVE](#)
7. [SPECIAL GUARDIANSHIP](#)
8. [UNPAID PARENTAL LEAVE](#)
9. [TIME OFF FOR DEPENDENTS](#)
10. [CHILD BEREAVEMENT LEAVE/PAY](#)
11. [CARERS LEAVE](#)

[APPENDIX A: USEFUL INFORMATION & SUPPORT](#)**POLICY****1. MATERNITY LEAVE/PAY****Entitlement**

All employees are entitled to 26 weeks ordinary maternity leave and 26 weeks additional maternity leave, regardless of the length of local government service.

All employees are legally required to take at least 2 weeks compulsory maternity leave after having given birth.

[Employees Quick Reference Guide](#)

Procedure

1. An employee should notify their Manager / Head Teacher as soon as possible that they are pregnant. This is especially important for Health and Safety reasons and should they be taken ill at work. This will be kept confidential if the employee wishes.
2. An employee should try to indicate to their Manager / Head Teacher when they wish their maternity leave to start as soon as possible; however, an employee must give written notice to their Manager / Head Teacher by the end of the 15th week before their Expected Week of Childbirth (EWC) detailing:
 - That they will be absent from work because of pregnancy,
 - When they are going to start their maternity leave and
 - The date of Expected Week of Childbirth.

An employee can do this by completing the Questionnaire under the 'Employment' section of their [ESS account](#) as soon as they receive their MAT B1 form (sometimes known as a Maternity Certificate) from their doctor or midwife. The employee will be informed of their expected date of return from their maternity leave within 28 days of their request being received.

If possible, an employee's Manager / Head Teacher would also appreciate an indication of whether the employee intends to return to work.

3. An employee should check their entitlement to maternity leave and pay. Entitlements will depend on their length of continuous local government service.

For further guidance on the procedure please follow the [Maternity Procedure Flow Chart](#)

Eligibility for Statutory Maternity Pay (SMP)

In order to qualify for SMP an employee must fulfil the following criteria:

1. Have been continuously employed for at least 26 weeks (irrespective of the number of hours worked) into the 15th week before the EWC.

2. Have average weekly earnings equal of not less than the lower earnings limit for National Insurance Contributions which is in force during the qualifying week.
3. Still be pregnant until the 24th week of pregnancy, or have given birth to a live baby at any point during the pregnancy.
4. Have stopped working for their employer wholly or partly because of pregnancy or childbirth.
5. Provide their Manager / Head Teacher with notice of their maternity absence.
6. Provide their Manager / Head Teacher with evidence of their EWC (MAT B1).

The first 6 weeks is payable at 90% of the employee's average weekly earnings. The remaining 33 weeks is payable at a rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate.

If an employee is not eligible for SMP then they may be eligible for Maternity Allowance (MA).

Eligibility for Maternity Allowance (MA)

In order to qualify for MA an employee must fulfil the following criteria:

1. Be pregnant until the 24th week of pregnancy, or have given birth to a live baby at any point during the pregnancy.
2. Have been an employed or self-employed earner for at least 26 weeks in the 66 weeks ending with the week before the EWC.
3. Not be entitled to statutory maternity pay for the same week in respect of the same pregnancy.

Occupational Maternity Pay (OMP)

1. An employee must have at least one year's continuous local government service to qualify for occupational maternity pay.
2. Length of continuous local government service is calculated at the beginning of the 11th week before an employee's Expected Week of Childbirth (EWC). Your service must be unbroken for 1 year prior to this date.
3. Occupational Maternity Pay (OMP) is paid on the understanding that the employee will return to local authority employment, therefore, an employee will be required to repay payments made in excess of Statutory Maternity Pay during the 12 weeks at 50% if they do not return to work.
4. Occupational Maternity Pay received during the 12 weeks at 50% will also have to be repaid if the employee leaves local authority employment within 3 months after their return.
5. Occupational Maternity Pay will not have to be repaid in cases of compulsory redundancy where the right to return to work has been removed. There may be a requirement to repay Occupational Maternity Pay in cases of voluntary redundancy. Any repayment will form part of the voluntary redundancy settlement achieved through agreement.
6. **For all employees except Teachers** - an employee with over one year's continuous local government service at the 11th week before EWC will have their Occupational Maternity Pay (OMP) entitlement offset against any Statutory Maternity Pay (SMP) paid in the first 6 weeks. During the next 12 weeks, they will be paid 50% of their pay plus SMP providing that combined it does not exceed their normal full pay. During the remaining 21 weeks, the employee shall receive SMP.
7. **For Teachers** - an employee with over one year's continuous local government service at the 11th week before EWC, they will receive full pay for the first 4 weeks. For the following 2 weeks their OMP entitlement will be offset against any SMP paid. During the next 12 weeks, they will be paid 50% of their pay plus SMP (providing that combined it does not exceed their normal full pay). During the remaining 21 weeks, the employee shall receive SMP.

If an employee becomes eligible for a pay rise between the start of the original calculation period and the

end of their maternity leave (whether ordinary maternity leave or additional maternity leave), the higher or standard rate of statutory maternity pay will be recalculated to take account of the pay rise, regardless of whether statutory maternity pay has already been paid. This means that statutory maternity pay will be recalculated and increased retrospectively, or that an employee may qualify for statutory maternity pay where they did not previously. The employee will be paid a lump sum to make up any difference between statutory maternity pay already paid and the amount payable as a result of the pay rise.

Maternity Pay Table

Length of local government continuous service	Pay entitlement
All employees continuously employed for at least 26 weeks into the 15 th week before the EWC	39 weeks SMP or MA
All employees except teachers - More than 1 year's continuous local government service at the 11 th week before the EWC	18 weeks OMP, i.e. 6 weeks at $\frac{9}{10}$ of pay, 12 weeks at 50% pay plus SMP and then 21 weeks at SMP
Teachers - More than 1 year's continuous local government service at the 11 th week before the EWC	18 weeks OMP, i.e. 4 weeks full pay, 2 weeks at $\frac{9}{10}$ pay, 12 weeks at 50% pay plus SMP and then 21 weeks at SMP

Time Off for Antenatal Care

Once an employee has advised their Manager / Head Teacher that they are pregnant, they will be entitled not to be unreasonably refused paid time off work to attend antenatal appointments as advised by her doctor, registered midwife or registered health visitor.

In order to be entitled to take time off for antenatal care, an employee is required to produce a certificate from their doctor, registered midwife or registered health visitor, stating that they are pregnant. Except in the case of the first appointment, an employee should also produce evidence of the appointment, such as a medical certificate or appointment card, if requested to do so.

Antenatal care may include relaxation and parent craft classes that the employee's doctor, midwife or health visitor has advised them to attend, in addition to medical examinations.

Fathers and partners are able to take time off to attend two antenatal appointments that are advised by a GP, registered midwife or registered health visitor. As above, evidence should be produced, unless it is the first appointment, if requested to do so.

All employees should endeavor to give their Manager / Head Teacher as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day.

Health and Safety

Use the link below for information in relation to risk assessments for new and expectant mothers:

<http://www.newport.gov.uk/documents/Policies/HS-New-and-Expectant-Mothers-Guidance-and-Risk-Assessment.pdf>

Deciding When to Leave Work

1. An employee can start their maternity leave on any day of the week.
2. An employee cannot start their maternity leave prior to 11 weeks before their EWC, unless the baby is born prematurely before that date or is stillborn after 24 weeks of pregnancy.
3. An employee can change their leave date as long as they notify their Manager / Head Teacher of the new start date by whichever is the earlier of:
 - 28 days before the date they originally intended to start their leave (21 days in the case of a teacher);
 - 28 days before the new date they want to start their leave (21 days in the case of a teacher).
4. If an employee is absent for a maternity related illness during the 4 weeks before the start of their EWC, their maternity leave automatically begins.
5. An employee should also decide whether they would like to receive all of their maternity pay as it falls due or whether they would prefer Employment Services to withhold the part of OMP that is repayable if the employee does not return to work.
6. If an employee wishes to resign from work under the SMP scheme, they can do so up to 14 weeks before their EWC, however, they will not receive SMP until the 11th week.

Contact During Maternity Leave

Before the start of an employee's maternity leave their Manager / Head Teacher will discuss ways in which to keep in touch during their leave. This could involve keeping an employee updated on developments at work, information about job vacancies and discussing an employee's plans for returning to work.

If there are any major changes proposed to an employee's job or department whilst they are on maternity leave, they will be consulted on these changes in the same way as all other staff, and may attend consultation meetings whilst on maternity leave. Managers should ensure they have appropriate contact information as employees on leave may not regularly access their work email.

All current job vacancies are displayed on the website www.newport.gov.uk/jobs. However, if an employee wishes to have details of suitable vacancies sent to them whilst on maternity leave they should indicate this on the form and they should discuss the definition of suitable vacancies with their Manager / Head Teacher before beginning their leave.

Keeping-in-touch Days

With the exception of the first 2 weeks of maternity leave, an employee may agree to "work" for up to 10 days without bringing their maternity leave to an end and without the loss of SMP / OMP. These 'keeping-in-touch' days can be taken during ordinary maternity leave and/or additional maternity leave.

'Work' is defined as any work done under an employee's contract of employment and may include attending training days or any other activity e.g. staff meetings undertaken for the purpose of keeping in touch with the workplace.

A Manager / Head Teacher has no right to require an employee to carry out any work during maternity leave and an employee has no obligation to undertake any work. Any work that is agreed will be paid for at the employee's normal rate (for teachers, this is based on one full day's work being 1/195th of full-time equivalent salary). The money earned is offset against the payment received in respect of SMP / OMP. If an employee does agree to undertake keeping-in-touch days this will not extend the maternity leave period by those days. If an employee goes over the 10 keeping-in-touch days, they will lose a week's SMP / OMP for any week in which a day is worked.

Once a keeping-in-touch day has been worked, the relevant sections of the [Maternity / Adoption Recording form](#) must be completed.

Returning to Work After Maternity Leave

All employees who take maternity leave have the right to return to work at any time during either ordinary or additional leave, except during the first 2 weeks from the day of childbirth, subject to following the notification procedures set out below.

If an employee decides to return to work at the end of their additional maternity leave they are not required to give any notice of their return date. However, if an employee wishes to return early they must give at least 8 weeks' notice (21 days for teachers) of their intended return date in writing. If they do not give the required notice period to return early, their Manager / Head Teacher can postpone an employee's return to work to such a date as will provide 8 weeks' notice (21 days for teachers) or until the end of their maternity leave period if this occurs first.

If an employee has indicated the date that they wish to return to work and thereafter decides to postpone that date, they must give 8 weeks' notice (21 days for teachers) that they intend to postpone their return to work.

An employee must inform their Manager / Head Teacher if they are unable to return to work after the end of their maternity leave due to ill health by following their Section's/School's agreed procedure for reporting absence. An employee's absence, if they postpone their return to work because of ill health, will be covered by the occupational sickness scheme and the Council's/School's [Wellness at Work Policy](#) will apply.

Following maternity leave, the employee has a right to return to work in which they were employed under their original contract of employment unless it is not reasonably practicable, in which case the employee will be offered a suitable alternative on terms and conditions not less favourable than those that would have been applicable if they had not been absent.

Wherever possible, the employee is entitled to be offered a suitable alternative vacancy if, because of redundancy, it is not possible or practical for them to return to their job. There may also be circumstances of general reorganisation (which would have occurred if they had not been absent) that would necessitate a change in their original job. In such cases the employee will be subject to the provision of the Council's [Job Security Policy](#).

The alternative post offered in both these circumstances should be suitable to the employee, appropriate to the circumstances and in the same capacity. The terms and conditions of employment should not be substantially less favourable to the employee than if they had been able to return to their original job.

Interruptions to work (due to industrial action or other reasons), where it is unreasonable to expect the employee to return on the notified day, may result in their return being postponed until work resumes or it is reasonably practical for them to return.

An employee must give the normal notice period required under their terms and conditions if they do not intend to return to work after their maternity leave period, unless they have already done so prior to commencing their maternity leave.

Breastfeeding Mothers

There are a variety of health benefits to continuing breastfeeding and where an employee is returning to work this does not mean that they should feel that they must stop. If an employee wishes to express during work time a suitable venue and storage facility will be provided; the Civic Centre now hosts a breastfeeding room. If an employee wishes for this to occur, then they will need to contact their manager within 1 month of return to ensure the facilities are available. For more information on continuing to breastfeed while at work visit the NHS choices website ([breastfeeding and returning to work](#)).

Annual Leave/Bank Holidays

Arrangements for All Employees Except Teachers:

An employee will still receive their annual leave entitlement whilst they are on maternity leave and they may choose to use it to extend the time they have off after their paid maternity period ends or to take it before the start of their paid maternity leave. Employees are encouraged, where possible, to take any annual leave prior to commencing maternity leave. Should it not be possible to take all annual leave prior to commencing maternity leave then any carried over leave would need to be taken before the employee returns to work, i.e. immediately following the end of their maternity leave. This question is not relevant if the employee is a member of school support staff, where annual leave entitlement is automatically taken during times of school closure.

An employee will be entitled to time off in lieu for any bank holidays that occur on the days that they are contracted to work whilst they are on maternity leave.

Arrangements for Teachers

N.B. In this section, the term “teacher” means employees who are employed in accordance with the *School Teachers’ Pay and Conditions Document (the “Blue Book”)*.

Whilst teachers do not have a ‘contractual’ entitlement to annual leave, they do have a ‘Statutory’ right under the Working Time Regulations (WTR). With effect 1 April 2009, this entitlement is 28 days (5.6 weeks). **(Please note that this is not an additional entitlement to annual leave on top of the current school closure arrangements).**

Under the requirements of the WTR, a teacher who takes maternity leave will be able to accommodate the 28 days statutory annual leave within school closure periods at a time outside of her maternity leave.

The Council will not treat any part of the maternity leave period as statutory annual leave. The statutory annual leave entitlement can be offset by any period of school closure that has taken place in the leave year in question; i.e. both before and after the maternity leave period. For the purposes of managing statutory annual leave in relation to maternity leave, the leave year for teachers **only** is defined as 1 September in a given year to 31 August in the following year.

Teachers will be required to accommodate their statutory entitlement to annual leave, during school closure periods, either before or after the maternity leave period. Where there is sufficient time to accommodate the statutory leave in the current leave year during school closure periods, no carry over of outstanding leave will be permitted.

If there are insufficient school closure periods to accommodate statutory annual leave in that leave year, or the return from maternity leave is so close to the end of the leave year that there is not enough time to accommodate all the statutory annual leave entitlement, the teacher will be permitted to take any outstanding leave forward to the next leave year. This outstanding leave entitlement will then be offset during the remaining periods of school closure after the 28 days' statutory annual leave for that leave year has been accommodated. Additional guidance can be found on [Accrual of Statutory Leave during Maternity Leave](#).

It will not be possible for a teacher to obtain payment in lieu of untaken statutory annual leave instead of taking leave during the leave year except where employment terminates.

Transfer of Maternity Leave

Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date. (See [Shared Parental Leave policy](#)).

2. ADOPTION LEAVE/PAY

Entitlement

Adoption leave is available to all employees who adopt through a UK or overseas approved adoption agency. [Overseas Adoption Guidance](#)

Surrogate parents are also eligible for adoption leave. The leave will be available to employees who are, or expect to be, the parents of a child under a parental order, where the child's expected week of birth begins on or after 5 April 2015. Surrogate parents should discuss and notify their Manager / Head Teacher if they will take the primary role or secondary parental role. As part of this policy for adoption, please also read surrogacy.

All employees are entitled to 26 weeks ordinary adoption leave and 26 weeks' additional adoption leave, regardless of the length of local government service.

Procedure

An employee can start their adoption leave either:

1. From the date of the child's placement (whether this is earlier or later than expected).
2. From a fixed date which can be up to 14 days before the expected date of placement.

The leave can begin on any day of the week.

Employees are required to inform their Manager / Head Teacher of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption, unless this is not reasonably practical. An employee can do this by completing the Maternity/Adoption Leave Request under the requests and surveys section of their ESS account.

Employees should endeavour to keep their Manager / Head Teacher up to date with the adoption process to minimise operational disruption, as notice given to the adoptive parent is often very short.

Employees will be required to give the Council/School documentary evidence – a 'matching certificate' or a letter – from their adoption agency as evidence of their entitlement to Statutory Adoption Pay. The matching certificate or letter **must** include the following information:

1. The name and address of the adoption agency.
2. The name and address of the employee.
3. The date the child is expected to be placed for adoption or the date the child was placed for adoption.
4. The date the employee was told by the adoption agency that they had been matched with a child.

An employee will be notified within 28 days of receipt of the Maternity / Adoption recording form to confirm the date they would be required to return to work following adoption leave.

Adopters will be able to change their mind about the date on which they want their leave to start providing they tell their Manager / Head Teacher at least 28 days in advance (unless this is not reasonably practicable).

[Adoption Procedure Flow Chart](#)

Where a couple jointly adopts a child, only one of them will be entitled to take adoption leave (the couple can choose which). The other adoptive parent may be entitled to take Maternity / Adoption Support (Paternity) Leave or Shared Parental Leave provided that he or she meets the relevant statutory criteria.

If Adoption Leave is Disrupted

A disruption to Adoption leave can occur if:

1. The employee is notified that the placement will not take place.
2. The child is returned to the adoption agency after placement.
3. The child passes away during adoption leave.

Where disruption takes place the entitlement to adoption leave and pay (if applicable) will continue for a further 8 weeks from the end of the week in which disruption occurred, unless the entitlement to leave and/or pay would have ended earlier in the normal course of events.

Eligibility for Statutory Adoption Pay (SAP)

1. Employees are entitled to SAP if they have been continuously employed for at least 26 weeks at the point of receiving the matching certificate; are still employed by the Council/School during that week and their average weekly earnings during the eight weeks ending with the Qualifying Week (the **Relevant Period**) are not less than the lower earnings limit set by the Government.
2. Statutory adoption pay (**SAP**) is payable for up to 39 weeks. It stops being payable if an employee returns to work sooner or if the placement is disrupted.
3. SAP accrues with each complete week of absence, but payments shall be made on the next normal payroll date. Income Tax, National Insurance and pension contributions shall be deducted as appropriate.
4. If an employee leaves employment for any reason (for example, if they resign or are made redundant) they shall still be eligible for SAP if they have already been notified by an agency that they have been matched with a child. In such cases, SAP shall start 14 days before the Expected Placement Date, or the day after their employment ends, whichever is the later.
5. Where an employee has indicated that they do not intend to return to work, they will be entitled to 39 weeks Statutory Maternity Pay (SAP).

Occupational Adoption Pay (OAP)

1. An employee must have at least one year's continuous local government service to qualify for occupational adoption pay.
2. Length of continuous local government service is calculated at the beginning of the 11th week before the date an employee is matched with a child. Your service must be unbroken for 1 year prior to this date
3. Occupational Adoption Pay (OAP) is paid on the understanding that the employee will return to local authority employment, therefore, an employee will be required to repay payments made in excess of Statutory Adoption Pay during the 12 weeks at 50% if they do not return to work.
4. Occupational Adoption Pay will also have to be repaid if the employee leaves local authority employment within 3 months after their return.
5. Occupational Adoption Pay will not have to be repaid in cases of compulsory redundancy where the right to return to work has been removed. There may be a requirement to repay Occupational Adoption Pay in cases of voluntary redundancy. Any repayment will form part of the voluntary redundancy settlement achieved through agreement
6. **For all employees except Teachers** - an employee with over one year's continuous local government service at the 11th week will have their Occupational Adoption Pay (OAP) entitlement offset against any Statutory Adoption Pay (SAP) paid in the first 6 weeks. During the next 12 weeks, they will be paid 50% of their pay plus SAP providing that combined it does not exceed their normal full pay. During the remaining 21 weeks, the employee shall receive SAP.
7. **For Teachers** - an employee with over one year's continuous local government service at the 11th week will receive full pay for the first 4 weeks. For the following 2 weeks their OAP entitlement will be offset against any SAP paid. During the next 12 weeks, they will be paid 50% of their pay plus SAP (providing that combined it does not exceed their normal full pay). During the remaining 21 weeks, the employee shall receive SAP.

If an employee becomes eligible for a pay rise between the start of the original calculation period and the end of their adoption leave (whether ordinary adoption leave or additional adoption leave), the higher or standard rate of statutory adoption pay will be recalculated to take account of the pay rise, regardless of whether statutory adoption pay has already been paid. This means that statutory adoption pay will be recalculated and increased retrospectively, or that an employee may qualify for statutory adoption pay where they did not previously. The employee will be paid a lump sum to make up any difference between statutory adoption pay already paid and the amount payable as a result of the pay rise.

Adoption Pay Table

Length of local government continuous service	Pay entitlement
All employees continuously employed for at least 26 weeks into the 15 th week before the EWC	39 weeks SAP
All employees except teachers - More than 1 year's continuous local government service at the 11 th week before the EWC	18 weeks OAP, i.e. 6 weeks at $\frac{9}{10}$ of pay, 12 weeks at 50% pay plus SAP and then 21 weeks at SAP
Teachers - More than 1 year's continuous local government service at the 11 th week before the EWC	18 weeks OAP, i.e. 4 weeks full pay, 2 weeks at $\frac{9}{10}$ pay, 12 weeks at 50% pay plus SAP and then 21 weeks at SAP

Time Off to Attend Adoption Appointments

Upon notifying their Manager/Head Teacher of their intention to adopt, all employees have the right to reasonable approval for paid time off to attend adoption appointments. This entitlement extends to up to 5 days of paid leave for attending any adoption related appointments or training sessions. Employees must provide evidence of the appointment, such as a letter from the adoption agency. To be booked via ESS special leave.

It is encouraged that employees inform their Manager/Head Teacher of adoption appointments as soon as reasonably practicable and, whenever feasible, schedule them to coincide with the beginning or end of the workday.

Contact & Keeping-in-touch During Adoption Leave

The same principles apply for maintaining contact and Keeping-in-touch Days during periods of Adoption Leave as with Maternity Leave. Please read the guidance provided in the Maternity Leave/Pay section.

Returning to Work After Adoption Leave

The same principles apply for employees returning to work after periods of Adoption Leave as with Maternity Leave. Please read the guidance provided in the Maternity Leave/Pay section.

Annual Leave and Bank Holidays

The same principles apply for annual leave and bank holidays for employees on Adoption Leave as with Maternity Leave. Please read the guidance provided in the Maternity Leave/Pay section.

Transfer of adoption leave

Shared parental leave enables adopters to commit to ending their adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from adoption leave and opt in to shared parental leave and pay at a later date. (See [Shared Parental Leave policy](#)).

3. MATERNITY / ADOPTION SUPPORT (PATERNITY) LEAVE / PAY

Introduction

The child's fathers, and partners of new mothers have the right to leave and pay, following the birth of their child or Adoption Placement commencing. The law refers to this as "Paternity" leave and pay, but as same sex partners are also eligible, this will subsequently be referred to as Maternity / Adoption Support Leave. Where the child's father or partner of the mother / adoptive parent is not available, a nominated carer may be entitled to leave and pay.

Support leave provided under this policy will be used for caring for a newborn child and supporting the mother, or caring for a child newly placed for adoption and supporting the parent.

Ordinary Maternity/Adoption Support Leave/Pay Entitlements

An employee satisfying the eligibility criteria is entitled to the following:

1. The child's father, or partner of the mother / adoptive parent, may apply to take up to two weeks paid leave. This can be taken in either a single period of leave of either one week or two weeks, or two non-consecutive periods of leave of one week each. The pay for this leave will be paid at two weeks full pay (pro rata).
2. A nominated carer is entitled to take up to one weeks paid leave and this must be taken in one block of a week. The pay for this leave is one week at full pay.
3. In the case of multiple births, the individual will be entitled to only one application for Support Leave under this policy.
4. If the child is stillborn after a pregnancy lasting 24 weeks, the individual will remain eligible for Support Leave.

Maternity/Adoption Support Leave/Pay will be paid at two weeks full pay (pro rata). A week's full pay is calculated as the normal weekly wage, i.e. the amount payable to the individual under the current contract of employment.

Eligibility

All employees are entitled to one weeks paid maternity / adoption support leave irrespective of length of

service.

To be entitled to the second week of statutory maternity/adoption support pay (for fathers or partners of the mother / adoptive parent only), employees must have at least 26 weeks local government continuous service before the end of the 15th week prior to the expected week of confinement / the date notification of adoption placement is received.

The leave must be taken within 52 weeks of the birth date / adoption placement date.

The individual must be the biological father or the partner of the child's mother / adoptive parent, who will be responsible for the upbringing of the child. If not the child's biological father, they must be someone that lives with the mother / adoptive parent in an enduring family relationship, but is not an immediate relative, OR is a nominated carer, nominated by the mother (or adoptive parent) as their primary provider of support at this time.

Application for Maternity / Adoption Support Leave

At least 15 weeks before the baby is due or where reasonably practicable to do so, an employee should inform their manager of their intention to take maternity/adoption support leave and include the expected week of the confinement. With adoption, once the notification of placement has been received and when reasonably practicable to do so, an employee should inform their manager of their intention to take maternity/adoption support leave.

The employee should provide the manager with at least 28 days' notice of each occasion where they intend to take a period of maternity/adoption support leave. Should an employee wish to amend the dates of their leave, notice must be given either 28 days before the original start date, or the proposed new start date, whichever is earlier, or as soon as reasonably practicable.

This will give the manager sufficient time to prepare for an employee's time off work (i.e. to cover shifts etc.). An employee can do this verbally in the first instance but should be followed up with an application. An employee can submit an application by completing the Questionnaire under the 'Employment' section of their [ESS account](#). This must be made at least 28 days prior to the date of maternity/support leave commencing and on each occasion, should the employee wish to take two non-consecutive periods of leave of one week each.

It is accepted that the precise dates may not usually be known in advance. Therefore, the anticipated dates should be noted on the application. The employee must then notify their Manager / Head Teacher once the actual dates are known.

Transfer of Maternity or Adoption Leave

If an employee proposes to return to work by giving proper notification, their spouse, civil partner or partner may be eligible to take shared parental leave (and shared parental pay) once they have returned to work.

4. NEONATAL CARE LEAVE & PAY

Neonatal care is normally defined by a baby receiving a minimum of seven days of medical or palliative care within the first 28 days of birth.

Neonatal Care Leave (NCL) is intended to support employees with a parental or other personal relationship

with a baby who is receiving neonatal care. There is no minimum length of service to be entitled to up to 12 weeks of unpaid NCL. Employees are eligible to take one week's leave for each week that the baby receives neonatal care without interruption, however, this is then capped at a maximum of 12 weeks NCL.

This leave must be taken in the first 68 weeks of the baby's birth. NCL cannot be claimed twice by the same employee in respect of multiple births where the babies are receiving care at the same time. The maximum amount of leave for that employee remains at 12 weeks.

NCL can be taken while the child is still receiving neonatal care, or later, although it cannot start before the second week of neonatal care. Generally, employees will tag NCL onto the end of their family leave, given that they will likely be on some other form of family leave at the time their baby is in neonatal care (i.e. maternity, adoption or paternity leave). This then helps to compensate for the time the baby spent in neonatal care.

An employee will always take Neonatal Care Leave at the end of their other parental leave entitlement. For example, maternity leave cannot be curtailed to take neo-natal leave and then re-started. Instead, it will be taken at the end of maternity/paternity leave (or after the employee has returned to work provided it is within 68 weeks of birth).

Employees are required to provide reasonable notice in order to take Neonatal Care Leave, where possible employees should aim to give 8 weeks' notice that they intend to postpone their return to work particularly in 'Tier 2' periods. The table below details differences of 'Tier 1' and 'Tier 2' periods and minimum notice required:

Category of Neonatal Leave	Details & Minimum Notice Required
'Tier 1' Period	<p>The 'tier 1' is classified as the immediate period during which the child is receiving neonatal care or during the week following the end of neonatal care.</p> <p>In this period, employees are required to give their manager notice as of intention to take neonatal care leave as soon as reasonably practical. This reduced notice period requirement reflects the fact that, if leave is taken during the 'tier 1' period, it will often be taken in unforeseen and emergency circumstances.</p> <p>During the 'tier 1' period, NCL cannot be taken for the first week that a child is in neonatal care. It can be taken as consecutive or non-consecutive weeks. Any remaining entitlement to NCL may be taken in the 'tier 2' period.</p>
'Tier 2' Period	<p>The 'tier 2' is classified as any leave taken outside the 'tier 1' period and notice is required.</p>

	<p>In this period, employees must give 15 days' notice of one week's leave, or 28 days' notice of two or more weeks' leave. Additionally, leave in this period can only be taken consecutively.</p> <p>'Tier 2' leave is likely to be taken where someone on maternity or adoption leave tags on NCL to the end of their maternity or adoption leave, such that they can pre-empt the taking of leave and plan to give advance notice accordingly.</p>
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Statutory Neonatal Care Pay (SNCP):

Employees with 26 weeks' continuous service are entitled to Statutory Neonatal Care Pay, which is paid at a statutory rate set by the Government for the relevant tax year, or at 90% of the employee's average weekly earnings, if this figure is lower than the Government's set weekly rate.

The entitlement of SNCP will be dependent on the number of weeks the child received neonatal care without interruption. SNCP will be calculated as one week of pay for every period of 7 days of neonatal care. The maximum number of weeks in respect of which an employee is entitled to payments of statutory neonatal care pay is 12 weeks.

Employees may choose for SNCP to be paid for a single week or for a number of weeks (although these must be consecutive in a 'tier 2' period). The required length of notice differs depending on whether the pay is sought for leave during the 'tier 1' or 'tier 2' period as follows:

- where the statutory pay week begins in a 'tier 1' period, 28 days' notice must be given.
- where the statutory pay week begins in a 'tier 2' period 15 days' notice must be given for a single week of statutory pay, but 28 days' notice must be given for two or more consecutive weeks of statutory pay.

Where it is not reasonably practicable to give such notice, the employee must give notice as soon as reasonably practicable.

5. FERTILITY TREATMENT

Fertility treatment is defined as the application of various methods or procedures to a woman or man, to increase the woman's chances of conceiving a baby.

The Council/School recognises that fertility treatment can be stressful and a physically and emotionally demanding experience, and therefore wishes to support employees as much as possible when undergoing this treatment.

To support employees during this time, the Council/School will offer paid time off, as detailed below.

This policy is applicable to all employees who are undergoing any medical intervention / procedure in relation to fertility treatment, regardless of their length of service or whether their employment is fixed term, temporary, casual or permanent.

It is the responsibility of managers to provide appropriate support to employees undergoing fertility treatment.

It is the responsibility of employees to apply for fertility treatment leave, in accordance with this policy.

Employees undergoing fertility treatment will be entitled to up to five days leave (pro rata) per cycle of treatment. This leave is for the purpose of receiving and recovering from fertility treatment and to attend appointments specifically associated with the process. For example, consultant appointments, collection of eggs / sperm, monitoring tests, embryo transfer etc. Time off for fertility treatment also applies to men who may be undergoing assisted reproductive technologies (ART) including surgery and hormone therapy.

The days may be taken as a block or separately and may also be taken as half days or hours, as necessary around appointments.

Employees whose partner is undergoing fertility treatment will also be entitled to up to five days of fertility treatment leave (pro rata) per cycle. For the purposes of this policy, 'partner' refers to the partner of the person undergoing treatment and includes same sex partners. This time off is also available to employees who have a surrogate or co-parent undergoing fertility treatment.

Request for fertility treatment leave will be treated in the strictest confidence and will be recorded using the Fertility Treatment Related Illness.

Should the employee require time off as a result of side effects or impact of treatment and have exhausted the five days fertility treatment leave allowance, this will be subject to normal sickness absence provisions. In the event that an employee exhausts the time off allowed under this policy, they may take additional leave such as annual leave, or the Council/School may consider flexible working arrangements to facilitate further treatment, subject to the operational needs of the Council/School.

Employees should advise their manager that they require fertility treatment leave as soon as they are aware that they will be undergoing treatment and should try to provide as many details regarding treatment dates as possible so that arrangements can be made to support their treatment and meet the needs of the service.

Employees may be requested to provide their manager with confirmation of their treatment/appointments. As far as is reasonably practicable, appointments should be made at times that will cause the least disruption to service delivery.

6. FOSTER CARER LEAVE

Foster Carers provide a safe, stable, and caring home for children who are unable to live with their families. The Council/School recognises the importance of supporting employees applying to become a Foster Carer, or who are already Foster Carers, and the need for flexibility in their working arrangements. Employees may need Foster Carer leave to fulfil requirements such as;

- attend meetings

- assessment
- mandatory training
- home visits
- to meet the needs of a child

Foster Carer leave Entitlement

- An employee applying to become a Foster Carer will be entitled to up to 5 days of paid leave (pro rata for part time employees). The 5 days should be split and taken as: 2 days for assessment and 3 days following approval. Days can be taken as half days, if needed. Thereafter, on a rolling 12-month basis, the employee will be entitled the 5 days (pro rata for part time employees) as set out below.
- An employee who is already an approved foster carer will be entitled to up to 5 days per year, of paid leave (pro rata for part time employees). Days can be taken as half days, if needed.
- Leave entitlement will operate on a 'rolling' 12-month basis with leave not being allowed to be carried over to the following year.
- Where a couple are applying to become foster carers, and both are employees of the council, the leave entitlement will apply to each partner.

Eligibility

Paid Foster Carer leave is only available to employees who Foster for a Local Authority. Employees who Foster with a private fostering agency will not be eligible.

Procedure for Requesting Time Off

The employee should submit their request for time off using the 'Absence', then 'Other' section of their ESS account detailing their time off.

Employees wishing to take leave under this policy must produce evidence to their manager to show that they are an approved foster carer or actively applying to become a foster carer.

Where more than the maximum entitlement of fostering paid leave is requested, the line manager and the employee should discuss other options such as;

- annual leave
- flexi-leave
- special leave for emergencies
- unpaid leave
- carers leave, if applicable.

7. SPECIAL GUARDIANSHIP

The [Special Guardianship \(Wales\) \(Amendment\) Regulations 2018](#) allows courts to consider applications for special guardianship and to issue special guardianship orders. A special guardianship order made by a court that places a child or a young person to live with someone permanently and gives care for that child

or young person in a long-term secure placement. In many cases, this will be a family member or friend, avoiding the need to place a child in foster care or for adoption.

It may be necessary for an employee to take time off work prior to the court confirming them as a special guardian, and also when the child is first placed with them in order to settle the child or to ensure appropriate childcare arrangements can be put in place to allow the employee to continue to work.

An employee who is applying for special guardianship or has been granted special guardian by the court is entitled to the following:

- 5 days of paid leave in the first 12 months (split into 2 days for assessment stage and 3 days following the order being granted) (pro rata for part time employees). Thereafter, on a rolling 12- month basis, the employee will be entitled the 2.5 days (pro rata for part time employees) as set out below.
- 2.5 days of paid leave per year, on a 'rolling' 12-month basis (pro rata for part time employees).

Procedure for Requesting Time Off

The employee should submit their request for time off using the 'Absence', then 'Other' section of their ESS account detailing their time off.

Employees wishing to take leave under this policy must produce evidence to their manager to show that they are an applying to the court for special guardianship or have been assigned by the court as a special guardian.

8. UNPAID PARENTAL LEAVE

Entitlement

The entitlement allows those employees with parental responsibilities to take a maximum of 18 weeks unpaid leave after the birth or adoption of a child.

This leave can be taken:

- at any time up until the child's eighteenth birthday; or
- for 8 years following the placement for adoption or up to the age of 18, whichever is the sooner if an employee is an adoptive parent.

The entitlement to leave is per child, therefore multiple births or multiple adoptions allows for an additional entitlement to be taken.

The leave is pro-rata for part-time employees, and if an employee has a working week that varies, the hours/weeks that an employee is normally required to work are used for calculation purposes. Time taken as parental leave shall be treated as continuous service.

Employees who fall sick during a period of parental leave and who can provide the Council/School with a medical certificate to cover this period of sickness shall be entitled to pay under the sickness scheme, and this period shall not count towards their parental leave entitlement.

Eligibility

Eligible employees are those with parental responsibilities that have one year's continuous Local Government service; a parent of a child who is named on the child's birth certificate or someone who has acquired formal parental responsibility (i.e. via a court order). Also included are foster parents; adoptive parents prior to placement; grandparents with a significant parenting role and step parents.

Parental Leave may be taken:

1. As a single block of up to 18 weeks.
2. As a number of shorter periods of a minimum of half a day.
3. In patterns which provide a part time working arrangement for a period of time equivalent to taking 18 weeks leave as a single block.

Notice and When to Take Leave

When intending to take less than one week's leave, a minimum of 7 days notice has to be given of the intention to take leave. An application for leave can be made using the Questionnaire under the 'Employment' section of the employee's [ESS account](#). If an employee is an expectant partner and is intending to take less than one week's parental leave at the time of the birth of their child they should give 7 days notice, where reasonably practical, prior to the Expected Week of Childbirth of the mother of the child. If an employee is to be an adoptive parent and they are intending to take less than one week's leave at the time of the adoption they should give 7 days notice, where reasonably practical, prior to the date of adoption.

In all other cases a minimum of 21 days notice has to be given of the intention to take leave. If an employee is an expectant partner and is intending to take parental leave at the time of the birth of their child they should give 21 days notice, where reasonably practical, prior to the Expected Week of Childbirth of the mother of the child. If an employee is to be an adoptive parent and they are intending to take leave at the time of the adoption they should give 21 days notice, where reasonably practical, prior to the date of adoption.

All applications must be made by completing the Questionnaire under the 'Employment' section of their [ESS account](#).

Parental Leave may be granted to employees who have not given the required notice in special circumstances at the discretion of the Head of Service / Head Teacher.

Parental leave must be taken to help with the child's welfare. The employee cannot use parental leave entitlement to take an extended holiday, and an employee is precluded from undertaking work for another employer whilst taking parental leave.

Evidence of parental responsibility and the age of the child should be supplied prior to leave being taken wherever possible i.e. original birth certificate, court order, adoption certificate etc. If an employee is unable to prove parental responsibility then the Council will consider the request for parental leave, however will reserve the right to refuse such a request.

The employee has a right to return to their existing job under the same terms and conditions. In exceptional

circumstances (e.g. general re-organisation), it may not be possible for the employee to return to their present job. In such cases the employee will be subject to the provision of the council's [Job Security Policy](#).

Parental leave can be postponed where the operation of a business would be unduly disrupted if the leave is taken, however, leave cannot be postponed for more than six months from the date of the original request.

An exception to this is if an employee wishes to take parental leave at the time of the birth or adoption of a child then they cannot be asked to postpone their leave.

If leave has to be postponed, managers must discuss this with their employee, and confirm in writing no later than 7 days after the original request the reasons for the postponements of the leave and confirm the dates when the leave may be taken. The leave must be granted for the same length of time as the employee's original request.

Pension Provision

If the employee is a Local Government Pension member and the period of approved unpaid absence is under 30 days, they will automatically continue to make contributions. However, if applying for leave in excess of 30 consecutive days, they will be asked on the application form if they wish to make contributions for the period of absence over 30 days.

If they are a member of the Teachers Pensions Scheme, pension contributions cannot be made during a period of unpaid leave.

How to Apply

An employee must complete the Questionnaire under the 'Employment' section of their [ESS account](#) and their application will be automatically forwarded it to their Manager / Head Teacher. The Manager / Head Teacher must receive the request at least 7 or 21 days prior to the date the employee wishes to commence their parental leave, dependent upon the amount of leave requested. The employee must ensure that proof of parental responsibility, i.e. birth or adoption certificate is provided on their first request of leave.

On receipt of an application for parental leave the Manager / Head Teacher should take a photocopy of the document that provides proof of the employee's entitlement to parental leave. The photocopy should be forwarded to Employment Services and the original returned to the employee.

Employment Services will be responsible for processing the salary deduction on the iTrent System. The calculation for the deduction of hours lost will be in line with any unpaid leave.

9. TIME OFF FOR DEPENDANTS

Time off for dependants allows employees to take a reasonable amount of time off work without pay to deal with certain unforeseen emergencies involving the employee's dependants and to make any necessary longer-term arrangements.

The right to time off work applies to all employees, regardless of their length of service or whether their employment is fixed term, temporary, casual or permanent.

If an employee has primary care responsibilities for another person, they are considered a dependant. This can include:

- A spouse, partner or civil partner.
- A child or grandchild.
- A parent.
- A person who lives in their household (not tenants, lodgers or employees).
- A person who would rely on them for help in the event of an accident, illness or injury, such as an elderly neighbour.
- A person who relies on them to make care arrangements.

Circumstances under which an employee can take time off (not exhaustive)

1. If a dependant falls ill, has been injured or has been assaulted - the illness or injury of the dependant needn't be serious or life threatening. As well as for an unforeseen illness or injury, the employee is permitted to take time off where an existing illness, injury or condition deteriorates.
2. When a dependant is having a baby, i.e. they go into labour unexpectedly.
3. To make long term care arrangements for a dependant who is ill or injured, i.e. arranging a carer.
4. To deal with the death of a dependant, including time off to attend a funeral or make funeral arrangements. The Council has also made additional provision for time off in certain circumstances; please see the [Leave of Absence Policy](#) document for further information.
5. To deal with the unforeseen disruption of care arrangements for a dependant. This may be where the usual carer of the dependant fails to turn up as arranged or a nursing home or nursery closes unexpectedly.
6. To deal with an unexpected incident involving an employee's child, during school hours, i.e. suspension from school.

Circumstances when the leave cannot be taken

The leave should not be used in circumstances where the need to take leave could have been foreseen. In these circumstances other types of leave should be used, in the normal way.

This leave is intended to be a short-term solution, to deal with an emergency situation, for the purpose of making immediate arrangements only. It is not in the spirit of the leave that it should be used for an extended period. It is expected that the time taken will be necessary and reasonable in the circumstances and the amount of time taken will depend on the situation.

To determine whether the amount of time taken is reasonable, the following can be considered:

- Is it the first time that time off for dependants has been requested? If not, how often has the request been made and for how long?
- What was the incident? How severe was it? Was it known about in advance of it happening?
- Is there anybody else that can help?
- Is there any other arrangement that is possible?

Should an extended period of time off be needed, employees should discuss alternative arrangements and other types of leave with their manager.

Procedure for applying

Employees are expected to follow the normal procedures that are in place within their Service Area/Section/School for the reporting of sickness absence and to report to their manager that it is their intention to take time off for dependants. This should be done as soon as possible/reasonably practical, and the amount of time needed and reason for the time off should be provided. Employees should also notify their manager, as soon as possible, if the situation changes.

A manager should record the employee's time off for dependants using their MSS account.

Misuse of the entitlement

Any misuse of this policy may be dealt with under the Council's/School's [Disciplinary Policy](#). The following are examples of misuse:

1. Taking parental leave for purposes other than for caring for a child.
2. Making a false statement as to entitlement to parental leave, for example the age of the child, the relationship with the child or the amount of parental leave taken with a previous employer.
3. Knowingly giving false information to obtain leave.

A manager may want to discuss with an employee if they think time off is affecting the employee's work.

10. PARENTAL BEREAVEMENT LEAVE

In the unfortunate event of the loss of a child under the age of 18, employees are entitled to two weeks of statutory bereavement leave. During this period the Council will provide full pay to support the employee through this difficult time.

The definition of the 'parent' includes biological parents, adoptive parents (including those with whom a child has been placed for adoption, provided the adoption, provided the adoption process is ongoing), intended parents, individuals who have lived with and cared for the child continuously for at least four weeks prior to the child's passing, or partners of any of the aforementioned.

The leave is available to any parent who experiences the loss of a child under 18 or a stillbirth occurring after the 24th week of pregnancy, regardless of their length of service with the Council. Parental Bereavement Leave is paid at £172.48 a week or 90% of weekly earning (whichever is lower).

Employees have the flexibility to take the leave as a single block of two weeks or as two separate one week blocks within 56 weeks following the child's passing.

It is encouraged that employees provide notice as soon as reasonably possible if they intend to take Parental Bereavement Leave, ideally before their scheduled start time on the first day of leave. If opting for two separate blocks, at least one week's notice is required for the second week.

To request time off, employees should use the 'Absence' section, followed by the 'Other' category in their ESS account, providing details of their absence.

11. Carers' Leave

Carers' leave allows employees the opportunity to take time off work when they are caring for a loved one and the responsibility for providing that care means that the carer needs reasonable time off work. Time off may be paid (up to 22 hours pro rata) or unpaid.

The right to time off applies to all employees regardless of their length of service or whether their appointment is fixed term, temporary, casual or permanent.

Full details can be found in the [Carers' Policy](#). As with any entitlement to time off, any misuse of this policy may be dealt with under the Council's/School's [Disciplinary Policy](#).

The employee should submit their request for time off using the 'Absence', then 'Other' section of their [ESS account](#) detailing their time off.

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Document Control

Version	Date	Author	Notes/Changes
V1	08/04/2011	Human Resources	Corporate Review and New Template
V1.1	04/05/2011	Human Resources	Inserted linked forms
V2.0	23/05/2012	Human Resources	Inclusion of extended paternity leave and full review
V2.1	22/01/2013	Human Resources	Slight amendment due to statutory change. Service Area to People & Transformation, schools reference included and Template change
V2.2	01/03/2013	Human Resources	Re-establishment of links
V2.3	03/07/2013	Human Resources	Clarification of breastfeeding support
V3.0	05/06/2015	Human Resources	Legislation changes - right to attend adoption appointments, parental leave extended, qualifying period for adoption leave removed, statutory adoption pay increased, surrogate parents also able to take adoption/shared parental leave. Some minor re-wording of policy.
V3.1	16/12/2016	Human Resources	Changes to OMP eligibility
V3.2	19/05/2015	Human Resources	Changes to OMP eligibility
V3.3	22/09/2017	Human Resources	Version Control Added

V3.4	09/04/2018	Human Resources	Amendments of OMP/OAP
V3.5	07/08/2018	Human Resources	Leave for Unpaid Parental Leave
V3.6		Human Resources	Human Resources
V3.7	02/07/2019	Human Resources	Carers' Leave added, new policy template and changes to notice to return early from maternity leave/postpone returning from maternity leave
V3.8	25/07/2019	Human Resources	Change of wording for pension provisions for Non-Teaching staff/LGPS members.
V3.9	18/06/2020	Human Resources	Legislation change – Introduction of Parental Bereavement (Leave and Pay) Act 2018
V3.10	16/09/20/20	Human Resources	Re-establish missing links
V3.11	17/02/2021	Human Resources	Re-establish missing links
V3.12	19/03/2021	Human Resources	Remove links to time off forms and replace with links to ESS account.
V3.13	22/12/2021	Human Resources	Re-establishment of links and brought in line with Wellness at Work 2022 policy
V3.14	02/08/2023	Human Resources	KIT days for teachers
V4	09/04/2025	Human Resources	<p>Maternity/Adoption Support Leave (Paternity): two weeks full pay, can be taken nonconsecutively within 52 weeks of birth/adoption.</p> <p>Adoption Leave: the adopting partner is entitled to up to paid leave for up to five appointments (the same as the 'legal' adopter).</p> <p>Neonatal Care Leave and Pay: introduction of neonatal care leave and pay in line with new statutory entitlement coming into effect from 6th April 2025.</p> <p>Fertility Treatment Leave: introduction of 5 days leave (pro rata) per fertility cycle for medical appointments.</p> <p>Special Guardianship: 5 days leave (pro rata) in first year of acting as a SG, 2.5 days leave (pro rata) per annum thereafter.</p> <p>Foster Carer Leave: introduction of 5 days leave (pro rata) per annum to support Foster Carers (who foster for a Local Authority).</p> <p>Changes to notice period required for Teachers to return from maternity/adoption leave to 21 days' in accordance with the Condition of Service for School Teachers in England & Wales.</p>

For support and information, the following organisations are available. **Employee Assistance**

Programme

Care first provides confidential, impartial advice and support 24 hours a day, 365 days a year. The service is free for you to access whenever you need.

<https://carefirst-lifestyle.co.uk/> 0800 174319

NHS

<https://www.nhs.uk/conditions/infertility/treatment/>

Fertility Network UK

Provide free and impartial support, advice, information and understanding for anyone affected by fertility issues.

Information available at www.fertilitynetwork.uk/org

Information line: 01424 732361 Support line: 0121 3235025

Fertility Friends

An online forum community dedicated to fertility support www.fertilityfreinds.co.uk

Human Fertilisation and Embryology Authority (HEFA)

The UK's independent regulator of fertility treatment and research using human embryos. More information can be found at www.HEFA.gov.uk

Child Bereavement UK

Free, confidential bereavement support for individuals, couples, children, young people, and families, by telephone, video or instant messenger, wherever you live in the UK. We also offer face-to-face support from a number of locations. <https://www.childbereavementuk.org/>

0800 02 888 40 helpline@childbereavementuk.org

Cruse Bereavement Support

Free and confidential support services, and are open to all, no matter when a death occurred.

<https://www.cruse.org.uk/> 0808 808 1677