

MATERNITY or ADOPTION SUPPORT LEAVE

1. Introduction

Hackney supports employees in achieving a balance between their lives at work and their lives away from work. This forms part of the Council's commitment to improving services and increasing opportunities for all. **Maternity Support Leave** is one of the family leave options available to Council employees.

2. Qualifying criteria

All employees qualify for Maternity Support Leave regardless of their length of service.

3. The Purpose of Maternity Support Leave

Maternity Support leave enables the father or a nominated carer to provide support to the expectant mother at or around the time of the birth.

4. Maternity Support Leave and Pay

4.1 Employees who are nominated as the carer to a new-born baby are entitled to 5 days full paid leave and 1 extra paid day in addition to attend the birth of the child.

4.2 The leave:

- Can be taken in half day multiples
- Must be taken within 3 months either side of the date of birth of the baby.

5. Supporting Evidence

Managers may request written evidence to support requests for Maternity Support leave by obtaining: -

- A letter from the mother of the baby
- A copy of the MAT B1 form in order to be satisfied that the employee is the principal carer.

6. Adopting Parents and Partners

A parent or partner (including same sex partners) in an adoption, who is not taking Adoption Leave may take 6 days paid leave in line with the provision for Maternity Support Leave, regardless of the age of the child.