



Maternity / Adoption Support Scheme

Introduction

1. The main aim of this policy is to support employees with young children in order to ensure that they do not suffer any detriment.
2. Maternity/adoption support leave (MASL) is therefore only granted for the purpose of caring for the child or supporting the mother/principle adopter.
3. This policy applies to the child's father, or the partner of, or nominated carer of an expectant mother.
4. This policy also applies to the second named adopter or partner of someone who is taking adoption leave.
5. Leave is provided based on the birth/adoption rather than the number of children born or adopted.

General Principles

6. Maternity support leave and pay is dependent upon 26 weeks service 15 weeks before the expected week of childbirth (EWC). Similarly, adoption support leave and pay is dependent upon 26 weeks service at the 15th week before the expected date of placement (EDP).
7. Staff must certify that they are eligible for maternity support leave and inform their line manager in writing of their intent to take maternity support leave and include the EWC and the planned date to start and end leave (see Appendix 1), at least 21 days prior to the EWC. Staff may be asked to provide further evidence e.g. a copy of the MATB1
8. Similarly staff must inform their line manager in writing of their intent to take adoption support leave no later than 7 days after the adoption agency has advised of the match (see Appendix 2).
9. If staff wish to change any details relating to their MASL a request must be made, in writing, at least 4 weeks in advance.



Section B4c

10. Eligible staff may take 2 weeks MASL which can be taken either as two whole weeks or two separate week long blocks.
11. MASL may be taken at any time from the time of birth or adoption, but all leave must be taken within 2 months.
12. The first weeks' MASL will be paid at normal pay and the following week at Statutory Paternity Pay (SPP). Staff whose average weekly earnings do not reach the minimum earnings for payment of National Insurance contributions do not qualify for SPP, but will receive 90% of their average weekly earnings.
13. Average weekly earnings for staff contracted to work for 52 weeks per year where contractual pay does not vary are based on employee's average hourly rate. If contractual pay does vary the average hourly rate will be calculated over the last 12 completed weeks immediately before the MASL begins.

Responsibilities

14. Line managers are responsible for authorising MASL in association with departmental HR and the Pay Office.

Monitoring

15. This policy will be monitored in line with the City's commitment to equal opportunities.