

Glasgow Life

Maternity, Adoption, Maternity/ Paternity
Support and Shared Parental Leave
Conditions of Service

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1. Introduction

Our Maternity, Adoption, Paternity, Shared Parental Leave and Maternity/Paternity Support Leave and Pay Provisions are available to eligible employees who are having a baby or adopting a child. This includes intended parents of surrogacy arrangements who apply for and obtain a Parental Order. Our provisions go beyond current legislative statutory requirements, which shows our commitment to ensure that all employees receive support in the early days of parenthood.

Further information and practical guidance is available on both the Employee's Guide to Maternity and Adoption, which can be found on the colleague information pages and the Manager's Guide to Maternity and Adoption which can be found on the Colleague information pages.

1.1 Definitions

Mother: the person who gives birth to a child.

Adopter: the person who is eligible for adoption leave and/or pay, regardless of gender.

Childbirth: The birth of a living child or after 24 weeks of pregnancy, the birth of a child whether living or lost.

Continuous service: When determining entitlement to Maternity/Adoption Pay continuous previous service with any public authority to which the Redundancy Payments Modification Order (Local Government) 1983 (as amended) will be included.

A week: A period of 7 days beginning at 00:00 am on Sunday and ending at 11:59 pm on Saturday with midnight on Saturday/Sunday. This definition does not apply to the calculation of a period of continuous employment.

Expected Week of Childbirth (EWC): Means the period of 7 days, beginning with midnight on Saturday/Sunday, in which the childbirth is expected to take place.

2. Maternity and Adoption Leave & Pay

	Maternity	Adoption
Leave	Available to an employee who is Pregnant (including surrogates)	Available to an employee who: - Is newly matched with a child (up to the age of 18) for adoption by an approved Adoption Agency; or - Is one of the intended parents in a surrogacy arrangement where they have either obtained; have applied for; or intend to apply for a Parental Order.

Pay	Available to employees with at least 26 weeks' continuous service by the qualifying week (15 th week before they are due to give birth)	Available to employees with at least 26 weeks' continuous service by: - The week you were matched with a child (UK Adoptions) - Prior to the week they receive official notification that they are allowed to adopt a child from overseas (Overseas adoption). - By the 15th week before the baby is due (Surrogacy).
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Only one member of a parent, where they jointly adopt, will be entitled to Adoption Leave/Pay. Employees do not qualify for Statutory Adoption Leave or Pay if they:

- arrange a private adoption
- become a special guardian or kinship carer
- adopt a stepchild
- adopt a family member

2.1.1 Notification and Certification

When the employee has advised of their intention to take maternity leave, the manager will notify CBS Service HR who will respond to the employee within 28 days of receipt of the below notification (using letters MATAD4, MATAD5 or MATAD6), which sets out in writing the date on which the employee is expected to return to work if they take their full entitlement to Maternity/Adoption Leave.

Maternity

To establish entitlement to Maternity Leave and Pay, the employee must complete a MATAD2 Form on or before the 15th week before the baby is due (EWC) to advise of their intention to take Maternity Leave.

The employee must also provide the Maternity Certificate (MATB1) issued by a registered medical practitioner or midwife confirming the child's expected date of birth.

Employees will be able to change the date on which their maternity leave starts, providing they inform their manager at least 28 days in advance of the new date (unless this is not reasonably practicable).

In addition to the notification and certification conditions set out above, the employee must continue to be pregnant at the 24th week of pregnancy.

Risk Assessment

The requirements of the Management of Health and Safety at Work Regulations require employers to assess the risks to New and Expectant Mothers and to do what is reasonably practicable to control those risks within the workplace.

The general risk assessment will identify that a specific risk assessment e.g. New and Expectant Mothers at Work will be undertaken by the Manager/Supervisor.

Although hazards are likely to remain constant, the risk of damage to the unborn child as a result of a hazard will vary at different stages of a pregnancy. Dexterity, agility, coordination, speed of movement and reach may be impaired because of increasing size.

If there is a significant risk at work to the health and safety of a new or expectant mother, which goes beyond the level of risk found outside the workplace, there are a number of interventions:

- Temporarily adjust their working conditions and/or hours of work
- Offer suitable alternative work at the same rate of pay
- Suspend them from work on paid leave for as long as necessary to protect their health and that of their child

Adoption

To establish entitlement to Adoption Leave and Pay, the below documents need to be completed. The employee must:

UK Adoption	- Complete a MATAD2 Form within 7 days of being notified by their Adoption Agency that they have been matched with a child. - Provide the Matching Certificate issued by the adoption agency.
Overseas Adoption	- Complete and submit the MATAD2 form within 28 days of receiving official notification that the adoption has been approved by the relevant UK authority and the estimated date that the child will arrive in the UK. - Submit this no later than 28 days before they want their leave to start. - Provide the official notification that they're permitted to adopt from overseas and evidence of the child's entry into the UK (e.g. plane ticket, or entry clearance document).

Surrogacy	- Complete and submit the MATAD2 form by the 15th week before the baby is due. - Provide the birth parent's Maternity Certificate (MATB1); and a statutory declaration confirming that they have applied for/or intend to apply for a Parental Order within 6 months of the birth and expect that order to be made.
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Employees will be able to change the date on which their adoption leave starts, providing they inform their manager at least 28 days in advance of the new date (unless this is not reasonably practicable).

2.2 Leave entitlement and arrangements

Maternity

All employees, regardless of continuous service, are entitled to 52 weeks Maternity Leave. The employee must take a minimum of two weeks maternity leave immediately following the birth of their child.

The employee may start their maternity leave on any day of the week from:

- A chosen date after the 11th week before their baby is due; or
- The first day after the beginning of the fourth week before the baby is due (if the employee is absent due to sickness whether wholly or partly relating to their pregnancy); Or
- The day on which the child is born

(Whichever is earlier)

If the employee sadly has a stillborn child, they'll still be entitled to maternity leave provisions if the birth was after 24 weeks of pregnancy.

An employee on maternity leave, who experiences the loss of their child, whether through stillbirth or neonatal loss, will not need to reduce the period of their leave in such circumstances. The usual return to work provisions apply.

Adoption

Eligible employees are entitled to up to 52 weeks adoption leave.

UK Adoption	The employee may start their adoption leave on any day of the week from: - The date of the child's placement; or - A fixed date, which can be up to 14 days before the expected date of placement
Overseas Adoption	The employee may start their adoption leave: - When the child arrives in the UK; or - No later than 28 days of this date
Surrogacy	The employee may start their leave: - On the date the baby is born; or - The day after

Only one period of leave will be available irrespective of whether more than one child is placed

for adoption as adoption as part of the same arrangements.

If the child's placement ends during the Adoption Leave period, the employee will be able to continue Adoption Leave for up to eight weeks after the end of the placement but not exceeding the end of the Adoption Leave Period.

Adoption Leave cannot continue beyond the week of the child's 18th birthday.

2.3 Pay entitlement and arrangements

Maternity

Qualifying condition	Entitlement
Less than 26 weeks' continuous service at the beginning of the 15 th week before the EWC	Maternity Allowance (MA) only. In such cases, the manager will provide the employee with a completed SMP1 form within 7 days of the decision. The employee can use the SMP1 form to support a claim for Maternity Allowance through Job Centre Plus.
26 weeks' continuous service at the beginning of the 15th week before the EWC	Statutory Maternity Pay (SMP) at 90% of a week's average pay for the first 6 weeks leave; - Occupational Maternity Pay (OMP) at 50% of a week's average pay + SMP, or Maternity Allowance (MA) where appropriate for 33 weeks. - The remaining 13 weeks are unpaid

Adoption

Qualifying condition	Entitlement
Less than 26 weeks continuous service by the qualifying week	Not entitled to adoption pay but qualify for alternative support from Job Centre Plus. In such cases, the manager will provide the employee with a completed SAP1 form within 7 days of the decision. The employee can use the SAP1 form to support a claim for alternative financial support from Job Centre Plus.
26 weeks' continuous service by the qualifying week	Statutory Adoption Pay (SAP) at 90% of a week's average pay for the first 6 weeks leave; - Occupational Adoption Pay (OAP) at 50% of a week's average pay + SAP for 33 weeks. - The remaining 13 weeks are unpaid.

To receive OMP/OAP as detailed above, the employee must sign an undertaking stating that they will return to work for a period of at least 3 months following the end of the Maternity/Adoption Leave period.

In the event of the employee not returning to work for at least 3 months following the end of the Maternity/Adoption Leave period, they will be required to refund the organisation with the appropriate amount of OMP/OAP paid (up to 33 weeks).

An employee who is unsure of their intention to return to work, may choose to defer payment of the 33 weeks at 50% pay until they return to work. In these circumstances there is no requirement for the employee to declare their intention to return to work. Upon their return to work, an employee will normally return to the post held prior to their Maternity/Adoption Leave period.

No deduction will be made except when the combined pay and SMP/SAP or MA and any dependents' allowances (if the employee is not eligible for SMP) exceeds full pay.

SMP/SAP/MA are statutory payments governed by legislation and are based on criteria, which include length of continuous service and earnings. SMP/SAP is payable by the employer whereas MA is paid by the Department of Work and Pensions.

In determining the "average pay" of an employee the manager will include:

- Overtime payments made to employees whose terms of employment require them to work in excess of the normal hours, and
- Regular agreed payments for Non-standard working hours (eg weekend working, shifts, short-notice additional hours etc).
- Pay increases due to the employee.

An employee's average pay is calculated by:

- counting back 15 weeks before the date the baby is due/or the child's placement for adoption;
- finding the nearest pay day on or before this date (DATE A);
- then counting back a further 8 weeks (DATE B); and
- Working out the average amount earned between DATE A and B.

Where an employee is awarded a pay increase, or would have been had they not been absent on statutory maternity or adoption leave:

- For the purposes of SMP/SAP, average pay will be recalculated in accordance with the
- Statutory Maternity Pay (General) (Amendment) Regulations 2005 with the pay increase being applied to the average pay calculated between Date A & B above.
- For the purposes of OMP/OAP their average pay will be recalculated from the effective date of the pay increase.

2.4 Leave to attend antenatal care and adoption appointments

Maternity	A pregnant employee is entitled to reasonable time off without loss of pay to attend antenatal care which includes medical examinations, dental appointments, relaxation and parent craft classes. The father, or the partner of the mother can take reasonable paid leave off to attend up to two antenatal appointments. Partners are expected to confirm their relationship with the mother.
Adoption	The main adopter is entitled to time off without loss of pay to attend 5 adoption appointments at up to 6.5 hours each. These include visits with the child and any other purpose connected with the adoption. An employee who is second adopter or the partner of the main adopter is entitled to take reasonable paid leave to attend up to two adoption

	appointments.
Surrogacy	An employee who is the intended parent of a child in a surrogacy arrangement (who qualifies for a Parental Order in respect of the child) is entitled to take reasonable paid leave to attend up to two antenatal appointments with the mother.

Employees should try to arrange antenatal/adoption appointments out with working hours if at all possible. If an appointment is during working hours, the employee must provide information about the appointment to their manager as soon as possible.

2.5 Keeping in Touch

All employees, with agreement with their manager, can work up to 10 day's whilst on Maternity/Adoption Leave (pro-rata for part time employees), without bringing their leave to an end. The Keeping in Touch (KIT) days may be undertaken at any stage during Maternity/Adoption Leave excluding the first two weeks after a baby is born.

The employee will receive payment for each KIT day. This will be discussed and agreed between the employee and their manager prior to the work taking place.

Managers should ensure that they discuss with the employee if breastfeeding/chestfeeding facilities are required during the KIT day. See section 6 for more information about breastfeeding/chestfeeding and expressing milk.

Payment

As KIT days are contractual, the employee is entitled to payment for that work without it having any affect on SMP/SAP if agreement is reached with their manager.

Other contact during Maternity/Adoption Leave

The manager should maintain contact with the employee (and vice versa) to discuss the employee's plans to return to work, provide updates on important developments at work, and to inform the employee of relevant promotional opportunities or job vacancies that arise during Maternity/Adoption leave.

2.6 Maternity/Adoption Leave and Pay Provisions – General

If an employee gives birth after the beginning of the 15th week before the EWC but before their Maternity Leave has started, they must ensure someone notifies their manager, within 28 days of childbirth, the date on which they gave birth. In such circumstances, their maternity leave and pay (if applicable) will start from the day after the birth.

Maternity Leave and Pay (if applicable) is unaffected if the employee gives birth after the EWC, or if they give birth before their EWC but after their Maternity Leave has started.

If an employee is on pregnancy related sick leave within 4 weeks of their EWC, they will be deemed to have started their Maternity Leave and will be entitled to Maternity Pay as appropriate.

Maternity/Adoption Pay will finish when an employee returns to work before exhausting their full entitlement to Maternity Pay, unless the work undertaken is part of the agreed KIT days arrangement.

An employee on Maternity Leave, who experiences the loss of their child, whether through stillbirth or neonatal loss, does not need to reduce the period of their Maternity Leave in these circumstances. The usual return to work provisions apply.

An employee who resigns from employment in or after the 15th week before the EWC will not be entitled to OMP. However, they may still be eligible for SMP.

An employee who cannot carry out their normal duties due to being pregnant, recently having given birth, or is breastfeeding/chestfeeding has the right to be offered suitable alternative work, or if such work is not available, to be suspended on normal pay.

2.7 Application of other scheme provisions to Maternity/Adoption Leave

Maternity/Adoption leave shall not be treated as sick leave nor taken into account in calculating an employee's sick leave entitlement under the Sick Pay Scheme.

Absence due to pregnancy or childbirth, which occurs out with the period of Maternity Leave (whether before or after the period of Maternity Leave), will be treated in accordance with the provisions of the Annual Leave, Parental Leave or Sick Pay Scheme.

Employees who have not started their Maternity/Adoption Leave are entitled to Statutory Sick Pay and Occupational Sick Pay up until the baby is born, unless the manager considers the employee to be on Maternity/Adoption Leave.

Where an employee has been absent on Maternity/Adoption Leave in accordance with these provisions, that period of leave shall be taken into account when calculating the employee's period of notice or further Maternity/Adoption Leave.

Adoption Leave cannot be taken in conjunction with paid Maternity Support Leave.

Annual leave entitlement will not be reduced in accordance with The Conditions of Service Part.

Any unused annual leave entitlement during maternity leave/adoption leave will be carried over into the next annual leave year and used at the earliest opportunity

The manager should agree with the employee prior to the start of Maternity/Adoption Leave the proportionate period of annual leave entitlement to be taken prior to the start of Maternity/Adoption Leave. Similarly, the manager should advise the employee of the opportunity to consider using leave before their return to work.

An employee may want to extend their overall leave period by combining Annual Leave, Parental Leave etc. and taking this before the start and/or at the end of the Maternity/Adoption Leave Period. The employee should request all of the leave at the same time if possible, whilst taking into account the notification requirements detailed under each of the separate provisions.

When a designated Public Holiday occurs during the paid period of Maternity or Adoption Leave, the employee upon their return to work, and at the convenience of the Service, will be granted a day in lieu.

2.8 Return To Work

Maternity/Adoption Leave will normally continue for no longer than 52 weeks. However, the employee may postpone their return to work for a further period by using Annual Leave and/or Parental Leave.

Employees intending to return to work before exhausting their full entitlement to Maternity/Adoption Leave are required to notify their manager, preferably in writing at least 28 days in advance of their return. They should include confirmation that they are fit to return to work.

If an employee does not provide the appropriate notice, their manager may postpone their return to a date that will secure the full period of notice. This postponement cannot extend beyond the end of the employee's full Maternity/Adoption Leave entitlement.

In the case of redundancy where it is not practicable for the employee to return to their post, they will be offered a suitable alternative where one exists.

Suitable alternative employment may also be offered in exceptional circumstances other than redundancy (e.g. a general re-organisation), result in a change in the post held prior to their Leave.

An employee who is unable to return to work due to sickness can receive sickness allowance if the Maternity/Adoption Leave has ended and the provisions of the Sick Pay Scheme are satisfied.

Return to work when Employee terminates employment

Where an employee terminates their employment due to pregnancy or childbirth experiences the loss of their child, whether through stillbirth or neonatal loss, they will be entitled to return to work. They will not however, be entitled to return to the same post at the same grade and salary as applied immediately prior to the termination of employment, unless the organisation determines that this is practicable.

An employee shall not be entitled to return to employment with the organisation in accordance with this paragraph unless a suitable vacancy exists; and the employee submit in writing a self certificate declaring that they are fit to return to work.

3.0 Neonatal Care Leave & Pay

3.1 Eligibility

Neonatal Care is the type of medical care that a baby needs when they are born prematurely (before 37 weeks of pregnancy) or full term (after 37 weeks) but are sick and in receipt of medical care in a hospital, palliative or end-of-life care, or outreach care provided under the direction of a consultant doctor including ongoing monitoring and visits from healthcare professionals arranged by the hospital.

Our Neonatal Care Leave and Pay provisions are in place to support employees who have a baby who is receiving or has received neonatal care:

- within the first 28 days after the day of their birth; and
- for a continuous period of at least seven days

Neonatal Care Leave is a day one right with no qualifying period or continuous service requirement.

Neonatal Care Leave is available to employees who are eligible for:

- Maternity and Adoption Leave.
- Maternity/Adoption Support Leave.

Neonatal Care Pay is available to employees who are eligible for:

- Maternity/Adoption Pay
- Maternity/Adoption Support Pay.

To qualify for Neonatal Care Pay, employees need at least 26 weeks of continuous service. If eligible, employees will receive pay at their usual contractual rate for up to 16 weeks.

3.2 Notification

There are different statutory notification requirements depending on whether the leave falls under Tier 1 or Tier 2.

- Tier 1 refers to the period during which the baby receives neonatal care, including up to a week after neonatal care ends.
- Tier 2 refers to the period of leave taken outside Tier 1.

Employees taking Neonatal Care Leave during the Tier 1 period must notify their manager before the first day of absence, or as soon as is reasonably practicable. The Neonatal Care - Notification to Take Leave Form can be completed with the appropriate details. If required a birth certificate will be requested.

Employees taking Neonatal Care Pay during the Tier 1 period must give notice to claim this within 28 days following the start of their leave.

Employees taking Neonatal Care Leave during the Tier 2 period must provide written notice at least 15 days before the start of a one-week leave period, or at least 28 days before for a two week or longer leave period. However, notice requirements and ongoing contact will be agreed between the manager and employee.

3.3 Entitlement and application

Eligible employees who have a premature or sick baby in neonatal care will be entitled to take one week of Neonatal Care Leave for each week of uninterrupted neonatal care their baby receives, paid at their usual contractual rate of pay for up to a maximum of 16 weeks.

For employees with premature babies, this leave may comprise of the time the baby remains in neonatal care and include the period following the baby's discharge from neonatal care up to the baby's actual due date as detailed on the MATB1 Form.

Tier 1 Neonatal Care Leave can be taken in non-continuous blocks of a minimum of one week at a time.

Tier 2 Neonatal Care Leave will be required to be taken in a single continuous block of one or more weeks.

Employees will have 72 weeks to take their leave and pay entitlement beginning with the date of the child's birth.

Neonatal Care Leave can be taken in addition to other statutory family leave.

Neonatal Care Leave is added to the end of an employee's Maternity, Adoption, or Maternity/

Adoption Support Leave period after the Maternity, Adoption or Maternity/Adoption Support Leave has been exhausted.

If a week of Neonatal Care Leave overlaps with another pre-booked parental leave such as Shared Parental Leave, the employee can pause their Neonatal Care Leave to accommodate the other prebooked leave and then tag the remaining days of Neonatal Care Leave at the end of the interrupting leave.

Employees who take Neonatal Care Leave will be entitled to the same employment rights and protections as those afforded during maternity, adoption, and shared parental leave such as accrual of annual leave and public holidays.

Employees who do not return to work following Neonatal Care Leave will not be required to repay any Neonatal Care Pay received.

It is appreciated that there may be ongoing medical needs requiring regular hospital appointments and checkups after an employee has returned to work. There are various formal and informal flexible working options employees can consider and discuss with their manager to help them balance work commitments with the ongoing care of their baby.

4.0 Maternity/Adoption Support Leave and Pay Provisions

Maternity/Adoption Paternity Support Leave & Pay is available to enable eligible employees to take time off work to support their partner care for their newborn baby or newly adopted child.

4.1 Eligibility

To qualify for the Maternity/Adoption Support provisions, an employee must have:

Maternity	Completed at least 26 weeks continuous service at the beginning of the 15th week before the Expected Week of Childbirth (EWC).
Adoption	Completed at least 26 weeks continuous service by the end of the week in which the employee is notified that they have been matched with a child.

They must also be:

- The parent of the child;
- The parent of the expectant parent (or main adopter/perspective parent in surrogacy arrangement); or
- be the nominated carer in circumstances where there is no parent living with the expectant parent to share responsibility for the upbringing of the child.

4.2 Notification and Certification

In order to establish an entitlement to Maternity/Adoption Support Leave and Pay an employee shall inform their manager in writing (using the Maternity/Paternity Support Leave Application form) of their intention to take Maternity/Adoption Support Leave:

- In the case of birth in or before the 15th week before EWC or
- In the case of adoption no more than 7 days after the date on which the adoptive parent is notified of having been matched with a child (unless this is not reasonable practical).
- within 28 days of receiving official notification that the adoption has been approved by the relevant UK authority and the estimated date that the child will arrive in the UK, in overseas adoptions.

Employees will be able to alter the date on which their leave commences providing they inform their manager in writing at least 28 days in advance of the new date.

The employee shall also submit to the organisation a Maternity Certificate (Form Mat B1) from a registered medical practitioner or midwife stating the expected date of childbirth or in the case of adoption a Matching Certificate from the Adoption Agency and a declaration confirming the employee meets the conditions as to the relationship with the child and the child's parent/adoptive parent.

4.3 Leave/Pay Entitlement and Arrangements

Eligible employees are entitled to 2 weeks paid Maternity/Adoption Support Leave, paid at their full contractual rate (Against which payments made of Statutory Paternity Pay or equivalent, if applicable, will be offset).

The provisions are available to all employees regardless of the number of hours worked subject to satisfying the specified conditions detailed below.

If an employee is not eligible for Maternity/Adoption Paternity Support Pay, Glasgow Life will provide them with a completed SPP1 form within 7 days of the decision. This will enable the employee to pursue alternative financial support from Job Centre Plus.

Employees may start their Maternity/Adoption Paternity Support Leave on any day of the week as follows:

Maternity Support Leave	Adoption Support Leave
The child's date of birth; or an agreed date after the birth; or an agreed date after the week the baby is due.	UK Adoptions: - from the child's placement date; or - an agreed date after the placement
	Overseas Adoptions: - an agreed date after the placement within 28 days of the adoptive parent receiving official notification that they are allowed to adopt a child from overseas
	Surrogacy: - from the child's date of birth; or - from the day after (if the employee is working that day).

An employee's Maternity/Adoption Support Leave must be taken during the first 52 weeks of the birth of the baby (or the expected due date), whichever is the later. In the case of adoption from date on which the child is placed with the adoptive parent or from the date the child arrives in the UK.

Employees can take their Maternity & Paternity Support Leave in one period of leave consisting of two continuous weeks; or they may choose to split their leave into two separate periods of one week each.

Only one period of leave will be available to employees irrespective of whether more than one child is born as a result of the same pregnancy or more than one child is placed for adoption as part of the same arrangements.

An employee's Maternity/Adoption Support Leave can't start before the child's birth, placement or arrival in the UK.

If employees are considering taking other leave in conjunction with Maternity/Adoption Support Leave e.g. Annual Leave, Parental Leave they should where reasonably practicable request this at the same time taking account of the notification requirements detailed under each of these provision.

5.0 Shared Parental Leave

Shared Parental Leave and pay provisions give eligible employees the option to share their maternity/adoption leave with their partner within the first year of the child's birth or adoption.

5.1 Eligibility

To be eligible for Shared Parental Leave (SPL):

- The employee or their partner must be eligible for maternity pay or leave, adoption pay or leave, or maternity allowance.
- The parent/main adopter must have curtailed, or given notice to curtail, their maternity/adoption leave and/or pay.
- The employee must have 26 weeks continuous service ending with the 15th week before the child's expected due date/matching date; and still be working with Glasgow Life at the start of each SPL period.
- The employee's partner must have earned at least £30 a week in any 13 of the 66 weeks leading up to the due birth date/matching date.

To be eligible for Shared Parental Pay (ShPP):

- The employee must meet the qualifying conditions of SPL; and
- Be entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP), or Statutory Paternity Pay (SPP).

5.2 Notification

Employees must notify their manager of their entitlement and intentions in relation to SPL by submitting the following:

Employee is Mother/Adopter	Employee is the partner	Timescales
SPL1: Notice to curtail maternity/adoption leave; and SPL2A: Notice of entitlement and intention to take SPL.	SPL2B: Notice of entitlement and intention to take SPL form.	At least 8 weeks before the date the employee wants their maternity/adoption leave to end.
SPL3: Notice to take SPL.		At least 8 weeks before the start of the SPL period.

There may be occasions when an employee may need to cancel or vary a period of booked leave. Where this is the case, the employee must give their manager 8 weeks' notice of this by submitting the **SPL4:** Notice to cancel or vary a period of Shared Parental Leave form. This will count towards the three periods of leave notice that an employee is permitted to submit.

5.3 Leave/Pay entitlements and arrangements

With the exception of the compulsory two weeks' maternity/adoption leave to be taken immediately after the birth or adoption, eligible employees may share the remainder of their entitlement as follows:

Shared Parental Leave	Shared Parental Pay
- Up to 50 weeks leave*. - Employees can request up to three separate blocks of SPL of a minimum of one full week at a time. *The amount of SPL available is calculated by reducing the maximum 50 weeks' maternity/adoption leave entitlement by the number of weeks already taken.	Up to 37 weeks' pay**: - 4 weeks at 90% full pay - 33 weeks at 50% full pay + ShPP - The remaining 13 weeks is unpaid. - **The amount of ShPP available is calculated by reducing the maximum 37 weeks' maternity/adoption pay entitlement by the number of weeks already taken.

Before SPL can be taken, the mother /main adopter must either have stopped maternity/ adoption leave or have already given notice to curtail their leave.

The minimum period of SPL is one continuous week.

The earliest that SPL can start is two weeks after the birth/placement of the child and end no later than 12 months after the date of birth/placement.

The employee sharing their leave does not have to return to work immediately as part of the shared arrangement and can be off at the same time as the other parent. (As long as the total shared time doesn't exceed 50 weeks).

To receive enhanced ShPP, employees must first confirm that they will physically return to work for a period of at least three months after their SPL. In the event that they don't return to work for at least three months, they will be required to refund any enhanced ShPP received. If an employee is unsure of their intention to return to work, they may choose to defer payment of enhanced ShPP until they return to work. In such circumstances, there is no requirement for the employee to declare their intention to return to work.

Employees who have booked a period of SPL must tell their manager of any change in circumstances which mean they are no longer responsible for the care of a child and no longer eligible to take SPL.

The mother /main adopter can cancel their decision to end their maternity/adoption leave if the planned end date hasn't passed and they haven't already returned to work. One of the following must also apply:

- It's discovered during the 8 week's notice period that neither partner is eligible for either SPL or ShPP
- The employee's partner has died.
- It's less than 6 weeks after the birth (and the parent gave notice before the birth)
- If a child sadly dies within the first year, the employee will still be able to take SPL if already opted in.

5.4 Keeping in Touch during Shared Parental Leave (SPLIT days)

Employees who take shared parental leave can also, with agreement with their manager, work up to 20 days before they fully return to work. These are referred to 'SPLIT' days and operate in addition to the Maternity/Adoption leave Keeping in touch (KIT) days.

KIT and SPLIT days are optional and may be used for the purpose of keeping employees up to date with what's happening in their team and Service. They can also be used to attend training opportunities or to help ease the employee's return to work.

The employee will receive full pay during the SPLIT day.

6.0 Breastfeeding

All our venues are part of the Breastfeeding Friendly Scotland scheme, which extends to employees of Glasgow Life as well as visitors. We understand that employees who are returning from maternity leave may continue to breastfeed/chestfeed or express milk upon their return to work, and we will put arrangements in place to support this.

6.1 Roles and responsibilities

The manager should ensure that employees are aware of this policy and facilities available to them for breastfeeding, expressing milk and storing milk. The manager should also ensure that supportive and flexible arrangements are put in place to support the employee where needed as well as regularly reviewing these arrangements.

6.2 New and Expectant Mothers Risk Assessment

On the employee's return to work, the manager should review the New and expectant mothers risk assessment for the individual. A risk assessment should also be completed for any new employees who are breastfeeding and/or expressing milk. The risk assessment should include a section for employees currently breastfeeding and expressing milk. It should also provide information on the location of breastfeeding facilities and other health and safety considerations. For example, lone working and night work.

If the employee's risk assessment or an appropriate health professional confirms that the employee's normal duties would prevent them from safely breastfeeding or expressing milk, the manager should first consider:

- making reasonable alterations to the employee's working conditions, including hours, to remove the relevant risk
- if changes cannot be reasonably made, then temporary redeployment, with the consent of the employee, should be considered

Where temporary redeployment is not possible, the employee should be placed on leave and paid as if at work for as long as is necessary to avoid the risks to the employee's health and safety.

6.3 Time and facilities

The manager and employee should discuss and agree on a plan for the time required for breastfeeding facilities or expressing milk during working hours. There may be occasions when additional time is needed. The manager and employee should be flexible when creating the plan to make sure it meets both the individual's needs and the needs of the service.

The following facilities for breastfeeding parents and birthing parents are recommended by the Health and Safety Executive. Areas for rest and expressing milk should be clean and warm with the following:

- a low, comfortable chair and the facility to lie down
- a lock or an arrangement to ensure privacy
- handwashing facilities nearby
- an electric point for an electric pump

Facilities for storing express milk must provide the following:

- a clean area to store sterilising equipment
- a dedicated and secure space for storing expressed milk at 2–4°C until the employee takes it home

Toilets are not considered appropriate facilities for breastfeeding and expressing milk.

6.4 Other information

This policy also applies to employees who express milk in the workplace, that is to be donated.

We recognize that not all employees who breastfeed or express milk consider themselves as women, in which case the term chestfeeding may be more appropriate to use.