

Maternity & Paternity Support Leave

1. Introduction

1.1 Maternity & Paternity Support Leave is a Glasgow Life provision allowing employees to support a mother or adoptive parent with the care of a newborn child or a newly adopted child.

1.2 Glasgow Life provisions exceed the statutory requirements of the Employment Act 2002, Work and Families Act 2006, and the Equality Act 2010 and apply to all employees regardless of the number of hours worked per week.

2. Conditions

2.1 In order to qualify for Maternity & Paternity Support Leave the employee must: Have completed at least 26 weeks continuous service:

- ☐ By the beginning of the 15th week before the Expected Week or Childbirth (EWC);
- ☐ In the case of adoption, by the end of the week in which the employee is notified that they have been matched with a child; or
- ☐ On the date the child enters the UK for the purposes of adoption (for overseas adoptions).
 - Be the biological father of the child or the mother's husband, partner or civil partner; or
 - Be married to, be the partner of, of civil partner of, the child's adopter; or
 - Be the nominated carer in circumstances where there is no father, husband or partner living with the mother or adoptive parent or taking responsibility for the upbringing of the child.

Note:

For example, the mother or adopter might nominate a grandparent as 'carer' in circumstances where there is no father.

3. Maternity & Paternity Support Leave - Entitlement

3.1 Maternity & Paternity Support Leave allows employees up to two weeks off to assist and support a mother or adoptive parent with the care of a newborn child or a child newly placed for adoption.

3.2 An employee's Maternity & Paternity Support Leave must be taken during the period of 56 days beginning with:

- The date on which the child is born or the first day of the EWC, whichever is the later; or
- The date on which the child is placed with the adoptive parent.
- An employee can choose to take either one week or two consecutive weeks. However, they cannot take two non-consecutive weeks of leave.

Note:

Leave may commence on any day of the week; and

Only one period of leave will be available to employees irrespective of whether more than one child is born, or more than one child is placed for adoption.

4. Pay

- 4.1 Pay for Maternity & Paternity Support Leave will amount to one or two weeks' full contractual pay (against which payments made of Statutory Paternity Pay or equivalent, if applicable, will be offset).

5. Notification

- 5.1 An employee should complete the MPSLP1 Form to notify of their intention to take Paternity Support Leave:

- In the case of birth, in or before the 15th week before the 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.

- 5.2 The form gathers this information which includes:

- The expected week of childbirth or the expected date of placement.
- The date the employee wishes their leave to start and the length of the period of leave.
- A statement declaring that they meet the qualifying conditions as to the relationship with the child and the child's mother.

- 5.3 Employees will be able to alter the date on which their leave starts, providing they inform their manager in writing at least 28 days before the new date, unless this is not reasonably practicable.

6. Certification

- 6.1 The employee should also submit a Maternity Certificate (Form Mat B1) from a registered medical practitioner or midwife stating the expected date of childbirth. 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 mother or adoptive parent.

7. Return to work

- 7.1 Maternity & Paternity Support Leave should last no longer than stated in the employee's original application. An employee who is unable to return to work due to sickness can receive sickness allowance if the Maternity & Paternity Support Leave has ended and the provisions of the Sick Pay Scheme are satisfied.

8. Application of Other Scheme Provisions to Paternity Support Leave

- 8.1 Maternity & Paternity Support Leave shall not be treated as sick leave to be taken into account in calculating an employee's sick leave entitlement under the Sick Pay Scheme.
- 8.2 Absence, which occurs out with the period of Maternity & Paternity Support Leave (whether before or after the period of leave), will be treated in accordance with the provisions of the Annual Leave, Parental Leave or Sick Pay Scheme.

- 8.3 When a designated Public Holiday occurs during the period of Maternity & Paternity Support Leave, the employee, upon their return to work and at the convenience of the Service, will be granted a day in lieu.
- 8.4 An employee may extend their overall leave period by requesting to combine Annual Leave and Parental Leave and taking this before the start and/or at the end of the Maternity & Paternity Support 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.
- 8.5 Additional Paternity Leave (APL) can also be taken in addition to the two weeks' paid Maternity & Paternity Support Leave. This can be for a period of up to a maximum of 26 weeks.
- 8.6 Full details of Additional Paternity Leave (APL) can be found in Additional Paternity Leave & Pay Provisions. Further information on APL is available on Glasgow Life Intranet in the:
- Employee Guide to Additional Paternity Leave; and
 - Manager Guide to Additional Paternity Leave.

Note: A nominated carer is not entitled Additional Paternity Leave.