

Live Active Leisure

GUIDE TO ADOPTION/MATERNITY SUPPORT LEAVE PROVISIONS

A guide to:

1. Entitlement to Paid Adoption/Maternity Support Leave
2. Notification Procedures

SECTION 1 – ENTITLEMENT TO PAID ADOPTION/MATERNITY SUPPORT LEAVE

Eligibility for paid adoption/maternity support leave will only apply where there is no entitlement to paternity leave, i.e. adoption/maternity support leave and paternity leave cannot be claimed in respect of the same pregnancy or adoption.

You will be entitled to paid adoption/maternity support leave provided that you:

1. Are the mother's nominated carer; or
2. Are the biological father of the child or the mother's husband or partner with less than 26 weeks' continuous service by the 15th week before the Expected Week of Childbirth; or
3. Are the spouse or partner of an adopter with less than 26 weeks' continuous service by the week the adopter is notified of being matched with a child for adoption.

• **How Much Leave Am I Entitled To?**

One week's paid leave can be taken. Employees working part-time will be entitled to adoption/maternity support leave on a pro-rata basis. The leave can start on any day of the week.

• **When Can I Take Leave?**

Your leave should normally be taken during the period one month prior to the birth and one month after the birth.

In exceptional circumstances and at the discretion of Services, the leave may be taken outwith this period.

- **Will Adoption/Maternity Support Leave Impact on My Terms and Conditions of Service?**

There is no change to your terms and conditions of service during paid adoption/ maternity support leave.

- **Definition of Service**

Continuous Service is continuous service with the Company, or other employer deemed by the Company to be appropriate.

SECTION 2 – NOTIFICATION PROCEDURES

The following sets out the obligations on both the employee and the employer

Timescales	Employee Obligations	Employer Obligations
<p>Not later than 15th week before Expected Week of Childbirth, where reasonably practical</p> <p>Or</p> <p>Within 7 days of the adopter being notified of a match with a child by the adoption agency</p>	<p>Provide at least 28 days' written notification of your intention to take adoption/maternity support leave to your Line Manager/Staffing Contact, where reasonably practical by completing the Adoption/Maternity Support Leave Application Form confirming:</p> <ul style="list-style-type: none"> • The week the baby is due or the date of the child's placement • when you want your leave to start <p>By giving 28 days' notice where reasonably practical, you will be able to change your mind about the date on which you want your leave to start.</p> <p>The Adoption/Maternity Support Leave Application Form is available from the Administration Section at Company Head Office.</p>	<p>Respond to the employee in writing, confirming his/her leave and pay entitlements normally within 14 days where practical but, in any event, within 28 days.</p>