

Family Leave & Pay



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Version	Date	Detail	Author
V.01	30/04/26	Policy version tabled at SJCC	Jay Price

1. Foreword

This policy has been the subject of formal negotiation and consultation with the recognised Trade Unions and Professional Associations. I am pleased to confirm that it was agreed by the Schools' Joint Consultative Committee following its meeting in April 2026.

The policy has been updated to reflect the statutory entitlement introduced / amended in April 2026.

The document is recommended to the Governing Boards of all Maintained Schools where the Local Authority is the employer for adoption, as well as to the Governing Boards of those Academies, Aided and Foundation Schools which purchase the Schools' HR Advisory Service from Derbyshire County Council.

Additionally, model letters, and supporting guidance relating specifically to Shared Parental Leave, are available to subscribing schools and should be read alongside this policy to support effective and consistent implementation.

April 2026

2. Purpose

The purpose of this document is to set out the school's statutory and contractual provisions for family-related leave and pay. It brings together all relevant entitlements - including maternity, paternity, adoption, fostering, surrogacy, neonatal care, parental bereavement, unpaid parental leave, bereaved partner's paternity leave and shared parental leave - into one clear and accessible policy. The document ensures that employees understand their rights, responsibilities and available support when starting or extending their family. Carer's leave and time off for dependents is covered in the separate 'Authorised Leave of Absence and Flexible Working' policy available in school.

This policy also aims to provide consistency, fairness and compliance with current employment legislation and Local Authority guidance. It supports Headteachers, managers and Governing Boards in making informed and equitable decisions while ensuring that employees are treated sensitively, lawfully and in line with best practice throughout periods of family leave.

3. Context

This policy sits within the wider framework of UK employment legislation governing family-related leave and pay, including statutory provisions for maternity, paternity, adoption, neonatal care, parental bereavement, bereaved partner's paternity leave and shared parental leave. It reflects the statutory changes introduced in April 2026 and incorporates the Local Authority's agreed practices to ensure compliance, clarity and consistency across schools.

For ease of reference, Appendix B sets out a clear comparison between statutory entitlements and the enhanced provisions offered by Derbyshire County Council. These enhancements reflect our commitment to being an employer of choice and to providing family-friendly support that goes beyond the legal minimum.

It also recognises the school's duty of care to support employees during significant life events while maintaining effective service delivery. By outlining entitlements and processes in one place, the policy provides both managers and employees with a clear reference point for decision-making, planning and communication.

Further operational guidance, including what evidence is required for each type of leave and which documents must be submitted to HR Services, is provided in Appendix C.

4. Aims

The aim of this policy is to ensure that all employees receive fair, equitable and transparent access to family leave and pay arrangements. It seeks to help employees balance work and family responsibilities by providing clear guidance on rights, procedures and support available throughout different types of family-related leave.

In addition, the policy aims to support leaders and Governing Boards in applying statutory and contractual requirements consistently, enabling them to manage workforce needs effectively while promoting employee wellbeing, inclusion and positive employee relations.

5. Principles

- **Fairness and consistency:** All employees will be treated equitably, in accordance with statutory entitlements, Local Authority guidance and the school's contractual commitments.

- **Clarity and transparency:** Information on rights, processes and responsibilities will be communicated clearly to ensure employees and managers understand the steps involved in applying for and managing family leave.
 - **Sensitivity and support:** The School acknowledges that family circumstances can be emotionally complex and will respond with empathy, professionalism and respect for confidentiality.
 - **Compliance:** All decisions and actions must comply with current employment legislation, including protections against detriment or discrimination related to pregnancy, parental responsibilities or statutory leave.
 - **Flexibility where possible:** The School will consider reasonable requests where operationally appropriate and in line with policy.
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6. Maternity

6.1 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 requires risk assessments to be undertaken for all pregnant employees to identify if any hazards exist within the workplace that could affect them or their baby. As the Employer, Derbyshire County Council retains legal responsibility under the Management of Health & Safety at Work Regulations 1999. Governing Boards and Headteachers act on behalf of the employer and can seek support from Health & Safety, HR, and Occupational Health.

Where unacceptable hazards are found, corrective action will be taken wherever possible to protect the pregnant employee. If this is not possible, further or other measures may be required. Where multiple concurrent adjustments are required, schools should seek HR/H&S advice to prioritise and balance operational feasibility. All pregnant employees should receive a copy of the Risk Assessment form within 14 days of notification to the Headteacher of the impending birth. Schools purchasing the traded service can obtain a risk assessment form from the Health, Safety & Wellbeing section of S4S. It is important that employees inform the Headteacher as soon as they become aware that they are pregnant so that a risk assessment can be carried out for them. Any concerns regarding their routine should be discussed immediately with their Headteacher.

Upon notification of an employee being pregnant they should be informed of the flexible working application form in the Leave of Absence policy. Full guidance on applying for flexible working can be found in the 'Authorised Leave of Absence' Policy.

The Risk Assessment form can be found on the Health, Safety & Wellbeing section the of S4S website.

- Provision should be made to allow the pregnant employee to take rest periods when possible.
- Follow any advice given to the pregnant employee by their GP, midwife, or any other appropriate medical adviser.
- The pregnant employee should keep school management informed of any changes to their condition or that of their unborn child.
- Review the risk assessment periodically throughout the pregnancy and for six months after the birth, in particular, if there is a significant change in the health and condition of the pregnant worker or their unborn child.
- The risk assessment should remain in place for six months following the birth.

6.2 Maternity Leave

All employees, regardless of hours of work or length of service are entitled to 52 weeks' statutory maternity leave comprising 26 weeks ordinary maternity leave (OML) and 26 weeks additional maternity leave (AML).

- Maternity leave can start on any day.
- The earliest date is 11 weeks (at 29 weeks pregnant) prior to the expected week of childbirth. The 'expected week of childbirth' means the week starting on a Sunday during which you are expected to give birth.
- The latest date maternity leave commences is the day after the birth if the baby is born earlier than expected.
- If the employee is sick and absent from work with a pregnancy related illness within 4 weeks before the baby is due, maternity leave will commence automatically on the day after the first day of absence.
- There is 2 weeks' compulsory maternity leave for all employees immediately following the birth.
- In the unfortunate event of a stillbirth, the employee is entitled to the full provisions of the maternity leave scheme, if this has occurred after 24 weeks of pregnancy. If earlier, then the Governors may grant time off under the provision of the Special Leave Scheme. Support may be provided through an Employee Counselling Service. Schools may purchase this service separately.

Sickness

Any period of Maternity Leave is not sick leave and will not be taken into account when calculating sick leave entitlements. If an employee is absent due to sickness, other than pregnancy related, the normal sickness provisions will apply. Providing the employee complies with the normal sickness scheme provisions which apply to their post, the employee's absence will then be treated like that of any other employee who is unable to attend work due to sickness.

Annual Leave and Bank Holidays – Support Staff

Employees who have an annual leave entitlement accrue bank holidays and annual leave during maternity leave and can either carry it forward or use it for a paid period of deferral to return to work. Employees should discuss how and when they will take their annual leave entitlement.

Employees who are employed term-time only are paid the proportional amount of annual leave with their salary each month and this forms part of their maternity pay calculation. There is therefore no accrual of annual leave during their period of maternity leave.

Annual Leave and Bank Holidays – Teachers

Teachers do not have a 'contractual' entitlement to annual leave; they do however have a 'statutory' right under the Working Time Regulations to minimum leave entitlements. The leave year for teachers would be from 1 September until 31 August. This entitlement is 28 days (5.6 weeks and is inclusive of Bank Holidays).

This is not an entitlement to annual leave on top of the current school closure arrangements. Local Authorities have been advised by the 'Local Government Employers' that:

- A teacher who takes maternity leave must be able to take the 28 days statutory annual leave **outside of their maternity leave.**
- This annual leave **can be offset** by any period of school closure during the leave year in question, i.e., both before and after the maternity leave period.
- Teachers are advised prior to commencing maternity leave of the entitlement to 28 days' annual leave to be taken either before or after the maternity leave, during school closure periods. On their return from maternity leave, outstanding leave can be taken in term time during that leave year if there are insufficient school closures to accommodate their leave in that year. As the leave year in Derbyshire runs from 1 September to 31 August a teacher returning from leave prior to the end of the leave year will be able to take their leave during the summer school closure, in view of this it is not anticipated that any teacher will take leave during term time.
- Where return from maternity leave is so close to the end of the leave year that there is not enough time to take all their annual leave, it can be carried forward to the following leave year and be taken during the remaining periods of school closure, after the 28 days' annual leave for that year has been accommodated.

Pay in lieu of annual leave not taken can only be made where employment terminates, i.e., usually only if a teacher does not return to their job following maternity leave (pay in lieu would be based on Annual Leave Entitlement for the proportion of the year worked minus the 'annual leave' – school closure periods – taken that year prior to the termination date).

Time Off for Antenatal Care

All pregnant employees are entitled to reasonable paid time off for antenatal care, including relaxation classes, parent craft classes and medical examinations.

An employee can be requested to show a certificate from a registered medical practitioner or midwife confirming the pregnancy and an appointment card.

6.3 Maternity Pay

Up to a maximum of 39 weeks (9 months) maternity pay is available, dependent upon eligibility for Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP).

- This is SMP of 6 weeks at 90% of earnings.
In the case of teachers, they will be paid full pay for the first 4 weeks of maternity leave and 2 weeks at 90% pay if they meet the service requirements for occupational maternity pay.
- + 12 weeks (weeks 7 to 18) at half pay OMP plus SMP (providing this does not exceed normal full pay).
- + 21 weeks at SMP (weeks 19 to 39).

The eligibility for occupational maternity pay is dependent on being employed in local government service for 52 weeks by the Sunday of the 11th week before the expected week of childbirth (at week 29 of the pregnancy they have been employed for 1 year or more).

The 12 weeks' half pay is paid if the employee is returning to work for at least 3 months (13 weeks). This period applies even if a full-time employee successfully applies for a reduction to part-time working on their return. If an employee is unsure whether they intend to return to work, they can opt to have the half pay frozen and paid later.

Eligibility for SMP is dependent on being employed continuously for at least 26 weeks (6 months) by the 15th week before the expected week of childbirth (week 25) and the employee must earn, on average, at least equal to the lower earnings limit for National Insurance purposes 8 weeks prior to this date (between weeks 17 to 25).

Child Benefit

The baby's birth needs to be registered within 42 days of the birth at a register office. Employees can then claim Child Benefit and the claim should be made within 3 months of the birth.

Childcare Vouchers / Salary Sacrifice schemes

Details relating to childcare vouchers are available through the HR Services traded payroll team. Childcare vouchers offer national insurance and tax deductions from your childcare costs. Any salary sacrifice schemes used before maternity leave can reduce Average Weekly Earnings and therefore the SMP rate.

Pay Award

Both statutory and occupational payments are recalculated to reflect pay awards where necessary.

Low Income

Employees on a low income may also qualify for a SureStart Maternity grant. Form SF100 SureStart is available from the Jobcentre Plus and this grant may be claimed from week 29 of the pregnancy or no later than 3 months after the child's birth. (A SureStart Maternity grant is available if they are expecting their first child, or they are expecting a multiple birth and already have children in the family.)

Multiple contracts

Where an employee has more than one contract, Occupational Maternity Pay will be paid on the aggregated earnings of the contracts. In the case of Statutory Maternity Pay (SMP) this will be aggregated only if pay is aggregated on the contracts. If pay is made separately on each contract, then entitlement to SMP will be determined on each contract.

Maternity Allowance/Non-Qualification for SMP

Employees not eligible to receive SMP may be entitled to claim Maternity Allowance (MA) from the Department for Work and Pensions (DWP), through Job Centre Plus:

- The 12 weeks' half pay OMP (weeks 7 to 18) will be paid in addition to any Maternity Allowance, provided it does not exceed full pay. The first 6 weeks' pay is less Maternity Allowance.

The LA will provide a form, SMPI, to submit to Job Centre Plus, confirming the reason why SMP is not payable.

Pensions

The Employer will pay pension contributions throughout Ordinary Maternity Leave (OML) whether an employee received any pay or not.

Members of the local government pension scheme will pay contributions on any pay or allowances received (up to 39 weeks of SMP).

An employee will pay contributions based on their actual pay. If they do not qualify for SMP and receives no pay, then no contributions will be payable.

This period of service counts as reckonable for pension purposes. If the employee has any unpaid Additional Maternity Leave, it will not be reckonable for pension purposes. Employees can opt to pay arrears of contributions for this period of unpaid leave to count but they would need to arrange this within 30 days of their return to work.

6.4 Applying for Maternity Leave & Pay

(See Appendix A Flowchart, Appendix C and 'Model Letters & Forms')

The employee must inform the Headteacher as soon as possible that they are pregnant, and the Headteacher will carry out a risk assessment. On S4S there is a form available from the Health, Safety & Welfare section and advice is available to schools purchasing the Derbyshire County Council's Health, Safety & Welfare traded service. The Headteacher may request support from Occupational Health.

The employee must notify the Headteacher in writing when the baby is due and when they wish to commence maternity leave (see 'Maternity Plan' and model letter in the 'Model Letters and Forms' supporting document). This should be as early as possible but by the end of the 15th week before the expected week of childbirth (qualifying week) at the latest (week 25). The employee will also need to submit a MAT B1 (issued at antenatal clinic at approximately week 26) to the Headteacher.

Headteachers need to send the MATB1 and an adjustment form to HR Services traded payroll team (where the school purchases HR traded payroll services from the authority) and a response will be sent to the employee within 28 days, informing them when they are due back at work. The employee must return the slip on this letter to confirm if the half pay is to be paid or not.

Prior to commencement, the employee should discuss and agree with the Headteacher the type and frequency of contact they prefer while on maternity leave.

For instance, the Headteacher may wish to contact the employee to inform them of training opportunities, significant developments, promotional opportunities, and vacancies that occur.

6.5 Returning to work after Maternity Leave

Prior to going on maternity leave, there is no requirement for an employee to advise if and when they are returning to work. However, the employee may wish to discuss their intentions during routine contact.

No notice is required if the employee intends to return to work at the end of the full maternity leave period (52 weeks).

If a member of support staff wishes to return earlier than the end of their maternity leave (52 weeks), they must give at least 8 weeks' written notice of the new return date. Where operationally feasible we will seek to accommodate shorter notice, but this cannot be guaranteed.

In accordance with the Conditions of Service for School Teachers a teacher is required to notify school, in writing, at least 21 days before the day on which they propose to return of the date of their intended return if this is before the end of the 52 weeks' maternity leave. Ideally as much notice as possible should be provided, however, where this notification is not given, the school can postpone the teacher's return for a period of up to 21 days, or until the end of their maternity leave if this is sooner.

All employees have the right to return to their existing post after taking Ordinary Maternity Leave (up to 26 weeks).

In the case of Additional Maternity Leave, (AML), which starts at the end of OML for up to 26 weeks a Headteacher can write 21 days before the end of OML asking for confirmation of the child's date of birth and asking whether the employee intends to return to work after AML. Employees have the right to return to their original job after taking AML unless this is not reasonably practicable. In which case, the employee will be offered suitable alternative employment on no less favourable terms than the original post.

Right to Return

If a redundancy situation exists and the employee is unable to return to work, a suitable alternative vacancy, where one exists, will be offered. If a re-organisation has taken place, this might necessitate a change in job to the one occupied prior to

maternity leave. During maternity leave employees will be made aware of any potential changes which may affect their working arrangements.

The employee has the right to request flexible working. Every consideration will be given to flexible working arrangements and support facilities, subject to service delivery needs. In certain circumstances, there may be a need to offer a suitable alternative post or duties in the same school. Governors should be aware that a refusal to allow flexible working following a return from maternity leave may result in a claim of indirect sexual discrimination. There is a right to appeal if the initial request is refused. (Procedure and forms for requesting flexible working are located in the Authorised Leave of Absence Policy).

In any of the above situations, the position, location, terms and conditions of the alternative post should be no less favourable than prior to maternity leave.

If the employee is still breastfeeding when they return to work, they will need to notify the Headteacher, who will carry out a risk assessment and discuss appropriate arrangements with them.

Failure to Return

As the contract of employment continues throughout the maternity leave the contract can only be terminated by dismissal or resignation. It is important that an employee is aware of the date on which they must return and the consequence of failing to do so. Any failure to return is an unauthorised absence and should be dealt with as such.

Protection against Detriment or Dismissal

It is unlawful for an employee to suffer detrimental treatment at work throughout pregnancy, i.e., from notification to the end of the leave period.

Employees who are absent on maternity leave have the right to return to the same job they had before they left. Where no post is available, they must be offered any suitable alternative vacancy if one exists. They do not need to apply for it.

In any redundancy situation, employees who are pregnant, or who have recently returned from maternity leave, have a statutory priority right to be offered any suitable alternative vacancy, if one exists.

Protection runs from pregnancy notification to 18 months after the child's birth (or 18 months after the expected week of childbirth if the birth date was not notified). The school will operate this protection in line with the Protection from Redundancy

(Pregnancy and Family Leave) Act 2023, Employment Rights Act 1996 as amended, and Acas guidance.

Any dismissal or selection for redundancy relating to a pregnancy is automatically unfair. Please see the Redundancy and Restructure policy for more information.

Interruption of Work — (i.e., Industrial Action)

An employee may delay their return to work in a situation where because of industrial action or some other reason work is interrupted - they may instead return when work resumes or as soon as reasonably practicable thereafter.

In circumstances where a return-to-work date has not been notified by an employee they may return, by giving at least 7 days written notice. Such notice must be received no more than 14 days after the cessation of the industrial action.

Keeping in Touch Days (KIT Days)

Where employees and employers agree, a woman on maternity leave can go into work for up to 10 days without losing their right to maternity leave or a week's statutory pay. The employee remains on maternity leave during this period.

Payment should be made based on the existing rate of pay, for the number of hours worked. Any hours worked in a day during an employee's maternity leave period will count as a whole KIT Day, up to 10 days maximum. Please inform HR Services Traded Payroll team of any KIT days including dates and times worked via Traded@derbyshire.gov.uk.

If an employee works more than 10 KIT days, they are deemed to have returned to work and therefore lose their right to SMP for any week in which they have worked under their contract.

7. Paternity

7.1 Paternity Leave

To qualify for ordinary paternity leave (OPL):

- The employee should be having or expecting to have the main responsibility (apart from any responsibility of the mother/co-adopter) for the child's upbringing and
- Be the biological father of the child OR the mother's husband OR partner/civil partner/same sex partner.

They are entitled to:

- 10 days' ordinary paternity leave, (pro rata for part time employees) regardless of the number of children born as a result of the same pregnancy.
- 5 half days with pay to antenatal appointments (e.g., relaxation classes, exercise, and parent craft classes). This is an enhanced local provision which exceeds the statutory entitlement of unpaid time off for up to two antenatal appointments.

Employees may take either the two-week paternity leave entitlement as two separate one-week block or one two-weeks' block.

The Local Authority have agreed leave arrangements for parental responsibilities as part of its locally agreed conditions of service.

Ordinary paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either the adoptive father or the adoptive mother may take ordinary paternity leave where the other adoptive parent has elected to take adoption leave. In respect of an adoptive child, the employee must have 26 weeks' continuous service by the week in which the child's adopter is notified of having been matched with the child for adoption.

Ordinary paternity leave is granted in addition to an employee's normal annual holiday entitlement. Ordinary paternity leave must be taken within 52 weeks of the birth (or, if the baby is born early, within the period from the actual date of birth up to 52 weeks after the first day of the expected week of birth) or within the placement date for adoptive parents. Ordinary paternity leave can start either from the date the child is born or placed for adoption or from a chosen number of days, or weeks, after that date.

The employee has the right to return to their existing post.

Where an employee wishes to request ordinary paternity leave, they must give the Headteacher the proposed dates of absence in writing at least 28 days before the expected date on which the baby is due, or as soon as is reasonably practicable. The employee should complete the Paternity Leave Application form (see 'Model Letters and Forms' supporting document).

The employee should complete Form SC3 (from HMRC website), or in the case of adoptive parents, a Form SC4 (from HMRC website), and give this to the Headteacher. For schools purchasing the HR Traded Payroll and Recruitment Service this should be forwarded to HR Services Traded Payroll team.

If employees subsequently wish to change the timing of the ordinary paternity leave, they must give 28 days' written notice of the new dates. Employees must also, if requested, complete and sign a self-certificate declaring that they are entitled to ordinary paternity leave and ordinary statutory paternity pay prior to the 15th week (week 25) before the expected date on which the baby is due.

7.2 Paternity Pay

The local agreement for the provision of Ordinary Paternity Pay enhances the statutory minimum to a maximum of 10 days normal pay, pro rata for part time employees for both support staff and teaching staff.

For schools purchasing the HR Traded Payroll and Recruitment Service, please send the application form for Paternity Leave and Form SC3 (HMRC) to HR Services traded payroll team and a check will be made on the employee's service and level of earnings to calculate the correct level of payment.

Statutory paternity pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Statutory paternity pay can start from any day of the week in accordance with the date the employee starts their paternity leave.

Where employees do not take OPL in a block of at least 1 week, they may be entitled to occupational pay but no statutory payment. These days, which are less than a week's block are not eligible for Statutory Paternity Pay but may be paid under the Authorised Leave of Absence policy.

For those schools purchasing the HR Traded Payroll and Recruitment Service the payroll procedure for processing paternity leave for Teachers is available (see 'Model Letters and Forms' supporting document).

8. Adoption, Fostering and Surrogacy

8.1 Adoption Leave

- Time off to attend appointments (if these cannot be accommodated outside the employee's normal working pattern).
- 52 weeks adoption leave. This is defined as 26 weeks ordinary adoption leave and 26 weeks additional adoption leave. Accrued annual leave and bank holidays may be taken before adoption leave commences.

There is no requirement for a period of qualifying service for adoption leave.

In order to qualify for adoption leave the employee must:

- be the only partner/civil partner/same sex partner taking adoption leave.
- be newly matched with a child for adoption and by an approved adoption agency.

8.2 Adoption Pay

Statutory Adoption Pay (SAP) for 39 weeks (9 months), dependent upon eligibility for SAP and Occupational Adoption Pay (OAP)

- This is 6 weeks at 90% of earnings. Teachers are paid 4 weeks at full pay and 2 weeks at 90% of earnings.
- + 12 weeks (weeks 7 to 18) at half pay OAP plus SAP (providing this does not exceed normal full pay).

The 12 weeks OAP half pay is paid if the employee is returning to work for at least 3 months and can be spread over a longer period if requested.

The eligibility for 12 weeks occupational adoption pay at half pay is dependent on being employed in local government service for 52 weeks. When the employee commences adoption leave, they will have been employed for 1 year or more.

- + 21 weeks at SAP (weeks 19 to 39).

Eligibility for SAP is dependent on being employed continuously in local government service for at least 26 weeks (6 months) and the employee must earn, on average, at least equal to the lower earnings limit for National Insurance purposes.

Pensions

The Employer will pay pension contributions throughout Ordinary Adoption Leave (OAL) whether or not an employee receives any pay.

Members of the local government pension scheme will pay contributions on any pay or allowances received (up to 39 weeks of SAP)

An employee will pay contributions based on their actual pay. If they do not qualify for SAP and they receive no pay, then no contributions will be payable.

This period of service counts as reckonable for pension purposes. If the employee has any unpaid Additional Adoption Leave, it will not be reckonable for pension purposes. Employees can opt to pay arrears of contributions in order for this period of unpaid leave to count but they would need to arrange this within 30 days of their return to work.

8.3 Applying for Adoption Leave & Pay

(See Appendix A Flowchart, Appendix C and 'Model Letters & Forms')

The employee must inform the Headteacher as soon as possible that they are adopting a child.

The employee must notify the Headteacher in writing when the child will be placed and the date they have chosen for the adoption leave to commence (see model letter in the 'Model Letters and Forms' supporting document). A copy of the matching certificate must also be provided. The original documentation will need to be sent to the HR Services traded payroll team (for purchasing schools)

Following the receipt of the notification letter the employee will receive a written acknowledgement within 28 days informing them when they are due back at work from the HR Services. The employee is entitled to 52 weeks' adoption leave. The employee must return the slip from the letter to confirm adoption pay arrangements during their adoption leave to the HR Services traded payroll team (for schools purchasing the HR Traded Payroll Service)

Prior to commencing adoption leave the headteacher should discuss and agree with the employee the type and frequency of contact they prefer whilst on adoption leave. The headteacher may wish to contact the employee to inform them of any training opportunities, significant work developments, any relevant promotional opportunities or job vacancies that may occur during the absence.

8.4 Returning to work after Adoption Leave

Prior to going on adoption leave, there is no requirement for an employee to advise if and when they are returning to work. However, the employee may wish to discuss their intentions during routine contact.

No notice is required if the employee intends to return to work at the end of the full adoption leave period (52 weeks).

If an employee wishes to return earlier than the end of their adoption leave (52 weeks), they must give at least 8 weeks' written notice of the new return date. Where operationally feasible we will seek to accommodate shorter notice, but this cannot be guaranteed.

In accordance with the Conditions of Service for School Teachers a teacher is required to notify school, in writing, at least 21 days before the day on which they propose to return of the date of their intended return if this is before the end of the 52 weeks' adoption leave. Ideally as much notice as possible should be provided,

however, where this notification is not given, the school can postpone the teacher's return for a period of up to 21 days, or until the end of their adoption leave if this is sooner.

The employee has the right to return to their existing post after taking Ordinary Adoption Leave (up to 26 weeks).

In the case of Additional Adoption Leave, (AAL), which starts at the end of OAL for up to 26 weeks a Headteacher can write 21 days before the end of OAL asking for confirmation of the child's date of birth and asking whether they intend to return to work after AAL. Employees have the right to return to their original job after taking AAL unless this is not reasonably practicable. In which case, the employee will be offered suitable alternative employment on no less favourable terms than the original post.

Right to Return

If a redundancy situation exists and the employee is unable to return to work, a suitable alternative vacancy, where one exists, will be offered. If a re-organisation has taken place, this might necessitate a change in job to the one occupied prior to adoption leave. During adoption leave employees will be made aware of any potential changes which may affect their working arrangements.

The employee has the right to request flexible working. Every consideration will be given to flexible working arrangements and support facilities, subject to service delivery needs. In certain circumstances, there may be a need to offer a suitable alternative post or duties in the same school. Governors should be aware that a refusal to allow flexible working following a return from adoption leave may result in a claim of indirect sexual discrimination. There is a right to appeal if the initial request is refused. (Procedure and forms for requesting flexible working are located in the Authorised Leave of Absence Policy).

In any of the above situations, the position, location, terms and conditions of the alternative post should be no less favourable than prior to adoption leave.

Failure to Return

As the contract of employment continues throughout the adoption leave the contract can only be terminated by dismissal or resignation. It is important that an employee is aware of the date on which they must return and the consequence of failing to do so. Any failure to return is an unauthorised absence and should be dealt with as such.

Protection against Detriment or Dismissal

It is unlawful for an employee to suffer detrimental treatment at work throughout adoption, i.e., from notification to the end of the leave period.

Employees who are absent on adoption leave have the right to return to the same job they had before they left. Where no post is available, they must be offered any suitable alternative vacancy if one exists. They do not need to apply for it.

In any redundancy situation, employees who are adopting, or who have recently returned from adoption leave, have a statutory priority right to be offered any suitable alternative vacancy, if one exists.

Protection runs from the start of adoption leave to 18 months after placement (or entry to GB for overseas adoptions). The school will operate this protection in line with the Protection from Redundancy (Pregnancy and Family Leave) Act 2023, Employment Rights Act 1996 as amended, and Acas guidance.

Any dismissal or selection for redundancy relating to adoption is automatically unfair. Please see the Redundancy and Restructure policy for more information.

Interruption of Work — (i.e., Industrial Action)

An employee may delay their return to work in a situation where because of industrial action or some other reason work is interrupted - they may instead return when work resumes or as soon as reasonably practicable thereafter.

In circumstances where a return-to-work date has not been notified by an employee they may return, by giving at least 7 days written notice. Such notice must be received no more than 14 days after the cessation of the industrial action.

Keeping in Touch Days (KIT Days)

Where employees and employers agree, an employee on adoption leave can go into work for up to 10 days without losing their right to adoption leave or a week's statutory pay. The employee remains on adoption leave during this period.

Payment should be made based on the existing rate of pay, for the number of hours worked. Any hours worked in a day during an employee's adoption leave period will count as a whole KIT Day, up to 10 days maximum. Please inform HR Services Traded Payroll team of any KIT days including dates and times worked via

Traded@derbyshire.gov.uk.

If an employee works more than 10 KIT days, they are deemed to have returned to work and therefore lose their right to SAP for any week in which they have worked under their contract.

8.5 Fostering & Surrogacy

Foster Caring

If an employee is a foster carer they may apply for a maximum of 5 days' paid leave and 5 days' unpaid leave in any rolling 12-month period (pro-rata for part-time employees).

This leave is for activities essential to foster care, e.g., training, introductory meetings, and promotional events. The leave allocation is in total and not per child.

Surrogacy

In 2014 the government passed legislation to give intended parent(s) (IP's) in a surrogacy arrangement the right to adoption leave and pay. However, these rights are only available if the IP(s) intend to apply for a parental order in respect of the child within 6 months of the birth and they expect that order to be granted. If an employee is an IP and wishes to apply for adoption leave, they must provide a statutory declaration that they will apply for a parental order for the child with their spouse or partner and expect that order to be granted. In addition to the right to adoption leave and pay, IP(s) also have the right to unpaid time off to attend up to 2 antenatal appointments with the surrogate if they are agreeable.

9. Unpaid Parental Leave

Employees can take unpaid parental leave to look after their child's welfare. To be eligible they must:

- be a named parent on the child's birth certificate OR named on the child's adoption certificate OR have legal parental responsibility for a child under 18 years old and
- the purpose of requesting the leave is to care for a child.

Unpaid parental leave is a day one right, regardless of length of service.

Unpaid Parental Leave Entitlement

- 18 weeks' unpaid parental leave (pro rata for part time employees, to match an individual's working week) for each child before the child's 18th birthday for each child. If the child is adopted, until the 18th anniversary of their placement with you or until their 18th birthday, whichever comes first.

- Any time taken as unpaid parental leave will be treated as continuous service – annual leave and all other contractual terms and benefits will accrue during this period.
- An employee is entitled to a maximum of 4 weeks unpaid parental leave per calendar year.
- Leave can be taken as a single block OR as a number of shorter periods if agreed by the Headteacher. Leave should be taken as whole weeks unless their child is disabled.
- The school may postpone parental leave up to 3 months for operational purposes and will provide the reasons for the postponement in writing together with the agreed revised commencement and end dates. Postponement will not be possible if it follows maternity leave, paternity leave or adoption leave.
- The employee has the right to return to their existing post. Their employment rights are protected during parental leave.
- If the employee falls ill during a period of parental leave and gives the school relevant notification and documentation, they will be entitled to pay under the sickness scheme (where applicable), and this period will not count towards the parental leave entitlement.

Applying for Unpaid Parental Leave

Requests should be discussed with the Headteacher providing at least 21 days' notice of any proposed days of absence, with a copy of the relevant documentation (either the birth certificate, adoption certificate or proof of disability allowance). The employee needs to complete the Parental Leave Application Form (see 'Model Letters and Forms' supporting document) submitting the completed form to the Headteacher. For schools purchasing the HR Traded Payroll and Recruitment Services, the documentation should be sent to the HR Services traded payroll team via traded@derbyshire.gov.uk.

10. Neonatal Care

This section reflects the Neonatal Care (Leave and Pay) Act 2023 and associated regulations, in force from 6 April 2025 for babies born/placed on or after that date.

All Employees are entitled to take neonatal care leave to support them if their baby is receiving or has received neonatal care.

The Social Security Contributions and Benefits Act 1992 define neonatal care as:

- medical care received in a hospital;

- medical care received in any other place following discharge from an inpatient stay in hospital. The care must be under the direction of a consultant and includes ongoing monitoring and visits to the child by healthcare professionals;
- palliative or end-of-life care.

10.1 Neonatal Care Leave

To be entitled to neonatal care leave the baby must be admitted to neonatal care within the first 28 days of birth and must remain in neonatal care for at least 7 continuous days. The first period of 7 days begins with the day after the day the baby first receives neonatal care.

Neonatal care leave is a day one right, regardless of length of service.

To qualify for neonatal care leave the employee, at the date of the child's birth must be:

- The child's parent
- the partner* of the child's mother who has the main responsibility (apart from any responsibility of the mother) for the upbringing of the child
- an intended parent** of the child, the person has or expects to have responsibility for the upbringing of the child (surrogacy arrangements)
- the child's adopter or prospective adopter***
- the child's overseas adopter
- the partner of the child's adopter or prospective adopter and at the time the child is placed with the adopter or prospective adopter, the person has or expects to have the main responsibility (apart from any responsibility of their partner) for the upbringing of the child
- the partner of the child's overseas adopter and at the time of the child's entry into Great Britain, the person has or expects to have the main responsibility (apart from any responsibility of their partner) for the upbringing of the child.

*Partner is defined as someone who lives with the mother or adopter of the child in an enduring family relationship with them, but who is not a relative, i.e., child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

**Intended parent is the person who on the day of the child's birth has applied or intends to apply for a parental order within 6 months of the date of birth.

***Prospective adopter is the person with whom the child has been placed for adoption by a local authority in a "foster to adopt" arrangement.
Neonatal care leave must be taken to provide care for the baby.

The length of neonatal care leave entitlement depends upon how long the child receives neonatal care.

The leave entitlement will be one week for every period of 7 days that the child is in receipt of neonatal care without interruption.

The employee will be able to take up to a maximum of 12 weeks of leave. There is a minimum entitlement of one week.

If more than one child born as a result of the same pregnancy requires neonatal care the maximum entitlement remains 12 weeks.

The leave can start on any day after the child has received seven days of uninterrupted neonatal care. For adoption this is the first 7 days after the adoption placement date.

The seven days are counted from the day after the neonatal care started. Neonatal leave must be taken within 68 weeks of the child's birth or date of placement in cases of adoption.

For overseas adoptions, the leave needs to be taken before the end of the 68 weeks from the date the child enters Great Britain.

There are two tiers of neonatal leave. The tier will depend on when the leave is taken.

Tier 1 period

Tier 1 period begins with the day the child starts receiving neonatal care and ends on the 7th day after the day the child stops receiving neonatal care. An employee taking Tier 1 neonatal care leave can take it in one continuous block or a number of non-continuous blocks of a minimum of one week at a time.

Tier 2 period

Tier 2 period is the period of time after the Tier 1 period has ended and within 68 weeks of the child's date of birth. If an employee takes neonatal care leave during the Tier 2 period, they must take the leave in one continuous block. The notice requirement for taking neonatal care leave differs depending on whether the leave requested falls under the Tier 1 or Tier 2 period.

10.2 Neonatal Care Pay

Statutory neonatal care pay will be paid during the neonatal care leave period, provided that the employee:

- has at least 26 weeks' continuous employment with the employer at the end of the relevant week*
- earns, on average at least equal to the lower earnings limit for National Insurance purposes 8 weeks at the end of the relevant week
- remains in continuous employment from the end of the 'relevant week' (or from the child's birth if they were born before the relevant week)
- has complied with the relevant notice where possible and is able to provide the declarations as set out in this policy; and
- has confirmed when they wish to start receiving statutory neonatal care pay.

The neonatal care leave and pay application form should be used for this purpose.

*Relevant week means the 15th week before the expected week of childbirth if the employee is entitled to statutory maternity or paternity pay.

If an employee is entitled to statutory adoption pay, the relevant week is the week in which they are notified of being matched with a child for adoption. In all other cases, it means the week before the neonatal care begins.

The rate of statutory neonatal care pay is set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower). The statutory rates can be reviewed on the government website GOV.UK.

10.3 Applying for Neonatal Leave & Pay

The employee will need to formally submit their request for neonatal leave and pay in writing to the Headteacher within the stated notice periods below where possible. They can do this by using the application form for neonatal care leave and pay.

By applying for neonatal care leave and pay the employee must declare that they meet the eligibility conditions and are the person who has cared for or intends to care for the child during the weeks to which the application relates.

The authorised form will need to be sent to: traded@derbyshire.gov.uk

An employee must give notice stating the week/s when they require their leave and pay (if applicable) as follows.

Tier 1

They should notify the Headteacher before their first day of absence in that week where practically possible. Notice must be given within 28 days of the first day of your child's neonatal care.

Tier 2

For a single week of neonatal care leave notice must be given no later than 15 days before the first day they wish their leave to start.

For two or more consecutive weeks of neonatal care leave notice must be given no later than 28 days before the first day that they wish the leave to start.

The school recognises this is likely to be a challenging time and in cases where it is not reasonably practicable to give notice in accordance with the periods stated above, notice must be given as soon as possible.

Changing neonatal care leave plans

An employee must provide notice where possible if they intend to change their neonatal care leave plans as follows:

Tier 1

Where they have given notice to start neonatal leave before the child has stopped receiving neonatal care, they must inform the headteacher in writing. The Headteacher will inform traded@derbyshire.gov.uk of the date that the neonatal care ends, as soon as possible after that date.

Tier 2

Where they have submitted a notice of intention and entitlement to take neonatal care leave during the tier 2 period but wish to withdraw the original notice, they must do this in writing to their line manager as follows;

For leave of a single week a notice of withdrawal must be given no later than 15 days before the first day of the week of when the original leave was requested.

For leave of two or more consecutive weeks a notice of withdrawal must be given no later than 28 days before the first day of the week of when the original leave was requested.

In cases where it is not possible for the employee to meet the notice requirements, the school may accept later notice.

Impact on maternity leave and other types of family leave

An employee is entitled to take neonatal care leave in addition to any other statutory leave that they may be entitled to, including maternity, adoption, paternity, ordinary parental, parental bereavement and shared parental leave.

If they have already started a period of statutory leave, but subsequently become eligible for neonatal care leave, they can take neonatal care leave after completing the other statutory leave, provided that your neonatal care leave is taken within 68 weeks of the child's birth.

Maternity leave cannot be paused or restarted. Neonatal care leave for the mother of the child cannot be taken during a period of maternity leave and must be taken when the maternity leave ends. The provision of neonatal leave and pay enables the mother to take additional time off at the end of their maternity leave period.

The interaction with other types of statutory parental leave (shared parental leave and paternity) with neonatal leave is more flexible:

If a period of neonatal care leave during the Tier 1 period has started but the employee needs to begin another type of statutory leave, their neonatal care leave will be temporarily paused immediately before the other statutory leave begins. The remaining weeks of your neonatal care leave can be resumed in one of two ways:

- if they are still within the Tier 1 period - immediately after the end of the other period of statutory leave: or
- if they have transitioned into the Tier 2 period - immediately after any other neonatal care leave taken during the Tier 2 period.

Neonatal care leave cannot be taken in the Tier 2 period if, at the time of giving notice, the employee is aware that the leave will overlap with another type of statutory leave.

10.4 Returning to work after Neonatal Care Leave

An employee has the right to return to their existing post if they are returning to work from a period of isolated neonatal care leave.

If they return to work from a period of neonatal care leave that follows on immediately from another period of statutory leave (such as maternity, adoption, paternity, parental bereavement or shared parental leave) and the total time on leave is more than 26 weeks, they have the right to return to their existing post unless this is not reasonably practicable. In that case, they will be offered suitable alternative employment on terms no less favourable than their existing post.

The same applies if they have taken neonatal care leave consecutively with a single period of more than four weeks of ordinary parental leave.

11. Parental Bereavement

The Parental Bereavement (Leave and Pay) Act 2018 provides entitlement for bereaved parents of a child to be absent from work for up to two weeks. Parental Bereavement Pay is payable for a maximum of two weeks, at full normal pay, regardless of service and earnings.

Employees who are primary carers for a deceased child under the age of 18 are entitled to parental bereavement leave. This is a day one right, i.e., there is no service requirement for parental bereavement leave.

This entitlement is available to any employee with parental responsibility for the child, for example:

- Birth parent.
- Adoptive parent.
- Legal guardian.
- Current foster parents (not short term).

This entitlement also applies to those parents who suffer a still birth 24 weeks or more into pregnancy, in which case the employee will be entitled to their full maternity leave and pay plus paid parental bereavement leave which can be taken the end of the maternity leave.

Bereaved parents will be able to take the leave as one block of two weeks or two blocks of one week. The leave may be taken up to 56 weeks following the death of the child.

This entitlement does not affect other leave entitlements as it is an additional entitlement.

Notice

There is no notice period required for leave taken immediately following the bereavement. There is no requirement to provide evidence as informal notification will suffice, although at some point employees will be required to provide a written declaration that they are entitled to parental bereavement leave / pay. Headteachers should contact their HR provider for advice prior to contacting the employee.

Specifically, employees are not required to provide either a copy of the death certificate or medical evidence.

For leave taken after the initial bereavement, one week's notice will be required.

12. Bereaved Partner's Paternity Leave

Where the mother or primary adopter dies within the first year following the child's birth or placement, the surviving father, spouse, civil partner or partner is entitled to Bereaved Partner's Paternity Leave. This is a day one statutory right (no service requirement) and is separate from Parental Bereavement Leave (which applies to the death of a child).

Up to 52 weeks' unpaid leave may be taken in one continuous block. Leave can begin immediately, including where the bereavement occurs on or close to the day of birth/placement.

Employees are eligible to take this leave if they are:

- the child's father; or
- the spouse, civil partner or partner of the mother/primary adopter; and
- will have responsibility for the child's care following the bereavement.

There is no requirement to have taken ordinary paternity leave beforehand, and taking (or having taken) ordinary paternity leave or shared parental leave does not prevent use of this entitlement.

Notice

If the bereavement occurs within 8 weeks of the birth/placement, the employee may start leave immediately and give oral notice as soon as reasonably practicable.

Where leave starts later, employees should give written notice of the intended start date as soon as possible, taking into account the circumstances.

13. Shared Parental

(See 'Supplementary Guidance' and 'Model Letters & Forms')

13.1 Shared Parental Leave

Shared Parental Leave (SPL) allows eligible parents to share up to 50 weeks' leave in the first year after birth or placement for adoption. SPL is created when the mother/primary adopter ends (curtails) maternity or adoption leave so that the untaken balance can be shared between the parents. SPL can be taken together or separately, in blocks of at least one week, and must be completed within 12 months of the birth or placement.

An employee can qualify for SPL where both of the following apply:

Shared responsibility: The employee shares responsibility for the child with their spouse, civil partner, joint adopter, the child's other parent, or a partner they live with.

Qualifying tests:

- The employee meets the continuity of employment test: continuously employed for at least 26 weeks by the end of the 15th week before the expected week of childbirth (or by the week of matching for UK adoption) and remains employed up to the week before each block of SPL.

- The employee's partner meets the employment and earnings test: worked (employed, worker or self-employed) for at least 26 of the 66 weeks before the expected week of childbirth/match date and earned at least £30 per week in 13 of those 66 weeks.
(Note: a self-employed partner cannot take SPL themselves, but they can satisfy the test to enable the employee to take SPL.)
- The mother/primary adopter has curtailed maternity/adoption leave or pay/MA (after the statutory compulsory period) to create SPL.

Each parent can give up to three period of leave notices (continuous blocks must be granted; requests for discontinuous patterns within a period of leave notice require agreement).

13.2 Shared Parental Pay (ShPP)

Up to 37 weeks' ShPP may be available, depending on how much statutory maternity/adoption pay or Maternity Allowance has already been taken. The weekly rate is the statutory rate or 90% of average weekly earnings (if lower). There is no six-week higher earnings-related rate for ShPP.

An employee may be entitled to ShPP where:

- They are eligible for SMP/SAP or are eligible for ShPP and their partner is eligible for SMP, MA or SAP; and
- They satisfy the service/earnings rules for statutory pay (e.g., 26 weeks by the qualifying week and earnings at/above the Lower Earnings Limit), and the mother/adopter has curtailed their maternity/adoption pay or MA to create a ShPP entitlement.

13.3 Applying for Shared Parental Leave & Pay

Employees must complete the statutory notices below.

- Curtailment Notice (mother/adopter) – To end maternity/adoption leave and pay/MA early; must be given with at least 8 weeks' notice and cannot normally be revoked, subject to limited exceptions.
- Notice of Entitlement and Intention (both parents) – Provide at least 8 weeks' written notice before the first SPL period, confirming overall entitlement, how leave will be shared, and including the required declarations from both parents.
- Period of Leave Notice – Give at least 8 weeks' notice before each block of SPL; up to three notices per employee are permitted by statute. Continuous

blocks must be granted; discontinuous requests may be refused (employees may then withdraw or take a single continuous block).

A Shared Parental Leave & Pay form/declaration is available in the “Model Letters and Forms” supporting document for employees to complete and submit.

13.4 Returning to work after Shared Parental Leave

Right to return

Where an employee returns from 26 weeks or less of combined maternity/adoption/SPL/parental leave, they are entitled to return to the same job.

Where the combined leave exceeds 26 weeks, the employee has the right to return to the same job unless this is not reasonably practicable, in which case a suitable alternative on no less favourable terms will be offered.

Early Return

Employees wishing to return earlier than a booked SPL end date must provide at least 8 weeks’ written notice.

Keeping in Touch – Shared Parental Leave in Touch “SPLIT Days”

Employees may, by agreement with the school, work up to 20 SPLIT days during SPL without ending leave or losing ShPP. SPLIT days may be used for work, training, team meetings, or a phased build-up ahead of return. Any work done on a day counts as one full SPLIT day. Working on a day that is not agreed as a SPLIT day can affect that week’s ShPP entitlement.

Redundancy protection

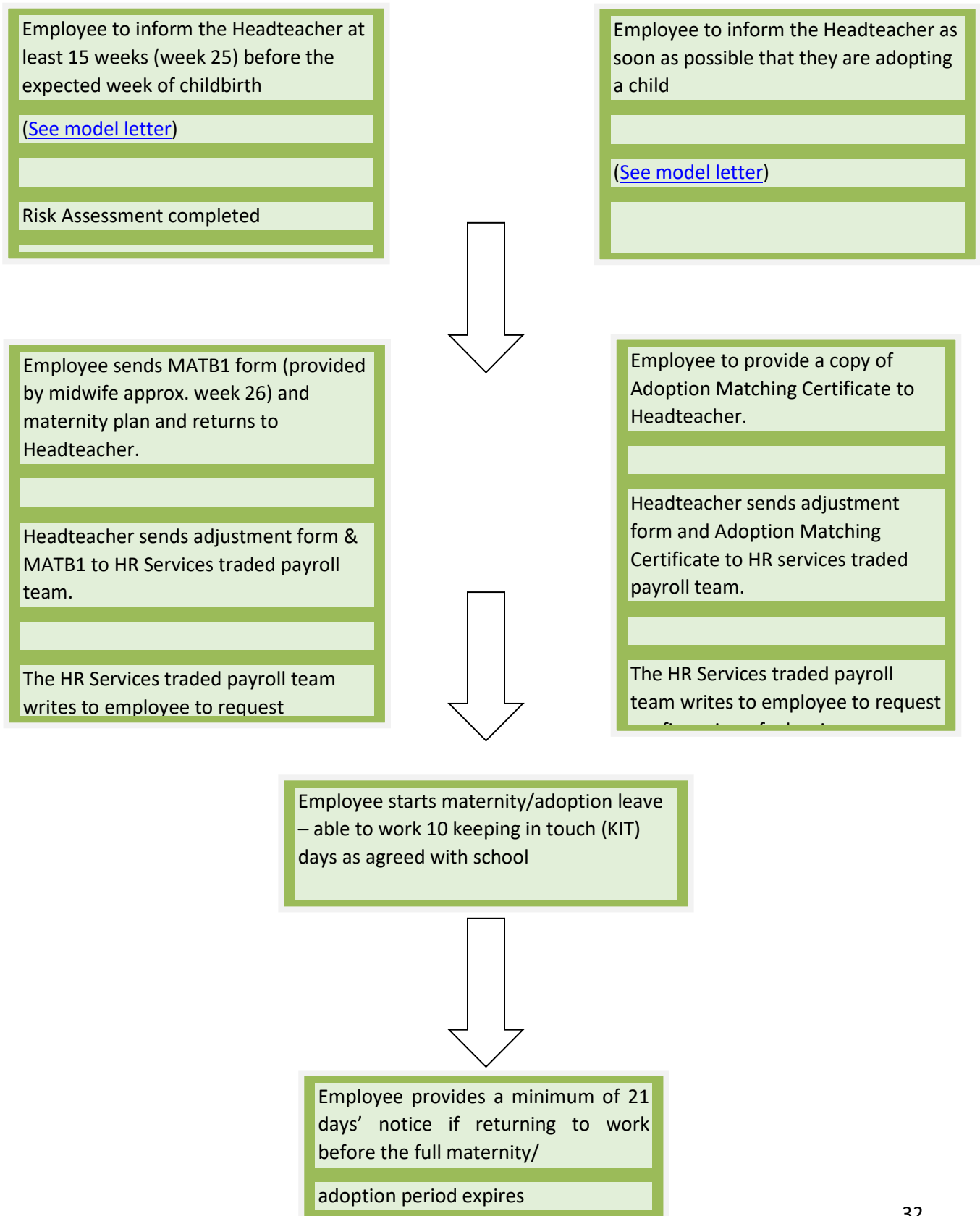
Employees who have taken ≥ 6 consecutive weeks of SPL benefit from statutory priority for suitable alternative vacancies up to 18 months after birth/placement, in line with the School’s Redundancy and Restructure Policy.

Appendix A

Maternity/Adoption Leave Flowchart

MATERNITY

ADOPTION



Appendix B

Leave/Pay Enhancements - Comparison

Leave Type	Statutory (UK Law)	National Enhancements BB = Teachers NJC = Support Staff	Derbyshire Local Enhancements
Maternity	- Up to 52 weeks' leave - Pay: 6 weeks @ 90% + 33 weeks @ statutory rate - Ante-natal appts. (reasonable paid time off) 8 weeks return early notice req.	- BB: enhanced pay for eligible teachers (weeks 1-4 @ 100%, plus weeks 7-18 @ 50% + SMP - not exceeding full pay) - BB: 21-day early return notice - NJC: enhanced pay for eligible staff (weeks 7-18 @ 50% + SMP - not exceeding full pay)	Local rules for enhanced pay - return req.
Paternity	- Up to 2 weeks' leave - Pay: 2 weeks @ statutory rate - Time off for 2 antenatal appointments (unpaid)	No national enhancements	2 weeks' full pay 5 paid half-days for antenatal appts
Adoption	- Up to 52 weeks' leave - Pay: 6 weeks @ 90% + 33 weeks @ statutory rate	No national enhancements	Enhanced pay (mirrors the national enhancements for maternity pay)
Fostering & Surrogacy	- Adoption appt rights - Surrogacy IPs eligible for adoption leave (if applying for parental order)	No national enhancements	5 paid + 5 unpaid days for fostering
Shared Parental	- Up to 50 weeks leave - Pay: 37 weeks @ statutory rate	No national enhancements	No local enhancements
Unpaid Parental Leave	18 weeks leave per child - Max 4 weeks per year	No national enhancements	No local enhancements
Neonatal Care	- Up to 12 weeks leave - Pay: statutory rate	No national enhancements	No local enhancements
Parental Bereavement	- Up to 2 weeks' leave - Pay: statutory (if eligible)	No national enhancements	2 weeks at full normal pay
Bereaved Partner's Paternity Leave	Up to 52 weeks' unpaid leave	No national enhancements	No local enhancements

Appendix C

Documentation Requirements

Various template letters/forms are available in the “Model Letters and Forms” supporting document available in school.

Leave Type	Evidence / Documentation Required	Send to HR Services	Retain in School	Evidence NOT to be Requested
Risk Assessments	Pregnancy/Breastfeeding risk assessment forms	No	Yes	
Maternity	MATB1; Maternity Leave Plan; Adjustment form	Yes	Yes	Medical records; scan images
Maternity (SMP Non-Qualification)	SMPI form for DWP; Maternity Leave Plan; Adjustment form	Yes	Yes	Financial/personal details beyond HMRC requirements
Sickness (Non-Pregnancy / Pregnancy related)	Fit note where applicable	No	Yes	Additional medical details beyond fit note
Adoption	Adoption Matching Certificate; Adoption Leave Plan; Adjustment form	Yes	Yes	Child background information
Fostering	Letter confirming foster carer status	No	Yes	Details about foster child/case file
Surrogacy	Statutory declaration confirming intention for parental order	If adoption leave/pay requested	Yes	Medical documents from surrogate; court papers
Paternity	SC3/SC4; Paternity Leave Request Form	Yes	Yes	Proof of relationship beyond declaration
Shared Parental	Curtailment Notice; SPL Notices; Adjustment form	Yes	Yes	Partner income evidence beyond declaration
SPLIT/KIT Days	Record of dates/hours worked	Yes	Yes	
Unpaid Parental	Birth/Adoption certificate; DLA proof (if needed)	No	Yes	Additional child medical/personal info
Neonatal Care	Neonatal Leave & Pay Form; Adjustment form	Yes	Yes	Medical notes; consultant letters
Parental Bereavement	Employee self-declaration	Yes	Yes	Death certificate; medical evidence
Bereaved Partner's Paternity	Employee self-declaration	Yes	Yes	Medical/Coroners' documentation