

# Ordinary Childbirth / Adoption Support Leave and Pay Policy

The University's Childbirth/Adoption Support Leave Scheme (formally known as Paternity leave) provides enhanced benefits to those contained within the statutory provisions.

## 1. Introduction

Ordinary Childbirth/Adoption Support Leave allows eligible employees to take one or two weeks' paid leave to care for a child and/or to support the mother/adopter after the birth or adoption.

## 2. Ordinary Childbirth/Adoption Support Leave

### 2.1 Criteria

In order to qualify for Ordinary Childbirth/Adoption Support Leave and pay employees must have worked continuously for the University for 26 weeks ending with the 15<sup>th</sup> week before the baby is due (the qualifying week) or in the case of adoption, the end of the week in which the adopter is notified of being matched with the child.

The following employees who have or expect to have responsibility for the child's upbringing are entitled to a maximum of 2 weeks' pay:

- the biological father of the child
- the mother's husband, civil partner or partner (including same-sex partners)
- employee of either sex who is adopting a child but is not taking adoption leave
- employee of either sex who is not taking adoption leave but is becoming a parent through surrogacy and a parental order.

If an employee does not qualify for Ordinary Childbirth/Adoption Support Leave they should discuss with their manager the possibility of taking annual leave or an unpaid leave of absence. Please see the relevant pages on this website for details of those types of leave.

## **2.2 Entitlement**

Employees who meet the above eligibility criteria can choose to take either one week or two consecutive weeks' of Ordinary Childbirth/Adoption Support Leave. The leave must be taken in a single block and cannot be taken as odd days or as two separate weeks.

During Ordinary Childbirth/Adoption Support Leave, eligible employees will be paid by the University at their normal rate of pay. (This will include an element of Ordinary Statutory Paternity Pay (OSPP) where appropriate, which is effectively enhanced by the University to equal full pay).

Employees can take only one period of leave per pregnancy even if more than one baby is born as the result of the same pregnancy.

## **2.3 Taking Ordinary Childbirth/Adoption Support Leave**

Leave can start on any day of the week following the child's birth or placement for adoption, but must be completed within 56 days of the actual date of birth/placement of the child. If the child is born early, leave must be taken within the period from the actual date of birth up to 56 days after the expected date of birth

## **2.4 Notification**

Employees should discuss their intention to take Ordinary Childbirth/Adoption Support Leave with their line manager as soon as is practicable. Consideration will need to be given to cover if appropriate.

To qualify for Ordinary Childbirth/Adoption Support Leave employees must:

- formally tell the University that they wish to take the leave by completing the Ordinary Childbirth/Adoption Support Leave Form. This is then signed off by the employee's line manager and Head of School/Department. The form is then sent to HR Operations.
- Births:
  - Notice must be given by the end of the 15<sup>th</sup> week before the baby is due, or, if this is not possible, as soon as is reasonably practicable
- Adoptions:
  - Notice must be given within 7 days of the adopter being advised of being matched with the child or, if this is not reasonably practicable, as soon as is reasonably practicable

In order to change the start date of Ordinary Childbirth/Adoption Support Leave employees must provide at least 28 days' notice (unless this is not reasonably practicable).

## 2.5 Time off for appointments

Employees, who are the biological father or mother's partner (including same-sex), are entitled to unpaid leave for up to 2 appointments, capped at 6.5 hours per appointment for the purpose of accompanying expectant mothers to ante-natal appointments. In the case of adoption, the co-adopter will be entitled to unpaid time off for up to 2 appointments.

# 3. Shared Parental Leave

Shared Parental Leave (SPL) is a statutory right available to employees who are expecting a child to be born or placed for adoption (whether through birth, adoption, or surrogacy) on or after 5 April 2015. It provides the option of sharing up to 50 weeks of leave and 37 weeks of pay if the necessary eligibility criteria are met. Eligible employees can decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child. Further information can be found in the University's [Shared Parental Leave policy](#).

Updated: 31 August 2017