



# Maternity, Paternity, Adoption & Shared Parental Leave Policy

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(effective from April 2024)

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## **1. Introduction**

The University is committed to ensuring equality and diversity notice across the organisation and the purpose of this Maternity, Paternity, Adoption & Shared Parental Leave Policy is to provide a practical guide to your rights, services and facilities that are available, with particular reference to what is provided locally and what your entitlements are as an employee.

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It is important to state that the information given aims to provide accurate, authoritative information on the subjects it covers.

It is offered to colleagues on the understanding that it is not an authoritative statement of the law and does not prejudice your statutory rights.

## **2. Protection against unfair dismissal**

No employee will lose their job or suffer a detriment because of the pregnancy or for taking maternity, paternity, adoption and/or shared parental leave or for any other reason connected to it.

If you are pregnant arrangements will be made to protect you during your pregnancy if you are carrying out work which may put you and/or your baby at risk, if your condition makes it impossible to perform the duties of your job safely, or if it would be a contravention of the law to allow you to continue working.

**Click on one of the links below to go straight to the information you are looking for:**

**[Maternity Leave](#)**

**[Paternity Leave](#)**

**[Adoption Leave](#)**

**[Shared Parental Leave](#)**

**[Useful Information and Contacts](#)**

### **3. Maternity Leave**

#### **Glossary**

AML	Additional maternity leave	OML	Ordinary maternity leave
MA1	Maternity Allowance application form	OMP	Occupational maternity pay
MATB1	Maternity certificate	SMP	Statutory maternity pay
MPP	Maternity pay period		

#### **Documents (click the links below)**

[Application for Maternity Leave Form](#)

[Pregnancy Health & Safety Checklist \(in the New and Expectant Mothers SHE Procedure\)](#)

#### **4. Maternity leave eligibility**

You may be eligible for a range of different types of leave which are described in this document. You are advised to contact the People Team at the earliest opportunity, in order to ensure that your rights and related matters are fully disclosed and understood. All discussions will be held in complete confidence, but you are asked to make your manager aware of your pregnancy as soon as possible. This is important as the University, including your line manager, has a responsibility to safeguard your health and safety. It will also enable your line manager to plan ahead and arrange cover for your absence.

If you have not already contacted the People Team by the end of the 15th week\* before your expected week of childbirth then you need to contact the People Team as soon as reasonably possible. (\*this is known as the qualifying week).

To be eligible for the University's Maternity Benefit you must have completed at least 26 weeks continuous service by the end of the qualifying week.

If you have less than 26 weeks continuous service at the qualifying week you will not be entitled to the above, but you will be entitled to 52 weeks unpaid maternity leave (see below), and you may be entitled to state Maternity Allowance. Our People Team can help you with your claim.

#### **5. Maternity leave entitlement**

If you are pregnant you are entitled to take up to 26 weeks' ordinary maternity leave and up to 26 weeks' additional maternity leave, making a total of 52 weeks. The earliest you can start your maternity leave is 11 weeks before your baby is due (unless your child is born prematurely before that date, in which case it will start earlier).

Maternity leave will start on whichever date is the earlier of:

- your chosen start date
  - the day after you give birth
- or
- the day after any day on which you are absent for a pregnancy-related reason in the four weeks before the expected week of childbirth.

If you give birth before your maternity leave was due to start, you must notify the University in writing of the date of the birth as soon as reasonably practicable.

The law obliges you to take a minimum of two weeks of maternity leave immediately after the birth of your child.