




Maternity, Adoption, Paternity, Parental & Shared Parental Leave Policy Scheme

Ratified Date:	25 th March 2019
Signed:	
	Lynne Thornton, Chair of Governors
Review Date:	Last reviewed – 2 nd March 2020 Next review due – March 2021

REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	May 2019
2	No amendments made.	March 2020

Note: This policy scheme has been adopted from Cumbria County Council

Introduction

The purpose of this scheme is to bring together information on the various family leave entitlements available to expectant mothers, parents, adopters and those who support them. These entitlements, together with the introduction of Shared Parental Leave provide an opportunity for parents/adopter to be flexible in the way they choose to manage their work life balance in a way which works best for them.

This scheme sets out the statutory provisions for the above family leave together with the entitlements under the relevant terms and conditions of employment.

MATERNITY, ADOPTION, PATERNITY, PARENTAL & SHARED PARENTAL LEAVE POLICY SCHEME

Scope

This scheme applies to all permanent and fixed term County Council/Schools employees covered by Green book, Burgundy book and Grey book, casual workers and volunteers, including people engaged to work for the council through agencies and is not dependent on the number of hours worked.

This scheme also applies in the case of a miscarriage or stillbirth after a pregnancy lasting at least 24 weeks.

It is expected that governing bodies of all community and voluntary controlled schools would adopt this procedure. Foundation and voluntary aided schools and academies are encouraged to do the same.

Principles

Employees should be supported to combine the development of their career with family responsibilities and are encouraged to return to work following any family leave. Provision is made for flexible working arrangements where possible.

Planning prior to and communication during family leave are important to make the process as smooth as possible for the both the employee and employer.

Process/Checklist of Actions

Action	Responsibility
1. An employee intending to take family leave should notify their manager/headteacher within the required timescale.	Employee
2. Arrange meeting with employee	Manager/Headteacher
3. Submit any relevant certifications e.g. MATB1 or Adoption Matching Certificate	Employee
4. Complete any relevant notification forms	Employee
5. Send forms to service centre/HR and payroll provider	Manager/Headteacher
6. Confirm entitlement to leave, start and end dates, and entitlement to pay	Service centre/HR and Payroll provider
7. Maintain reasonable contact throughout the period of leave, which may include KIT days	Manager/Headteacher and employee
8. Return on the date indicated or provide relevant notice of a change to this date	Employee
9. Complete an application form for any change to working arrangements on return	Employee
10. Respond to any requests in the required timeframe	Manager

Service specific terms and conditions and relevant timescales can be found in the appendices detailed below:

Appendix 1 – Green Book employees (including support staff in schools)

Appendix 2 – Burgundy Book Employees

Appendix 3 Grey Book

Where a manager / headteacher is unsure about implementing any aspect of this procedure, they should seek advice from the [People Management team/People Management Portal](#) Or from their HR provider.

For Schools:

Name of School:	Cumbria Academy for Autism
Date by which School have adopted procedure:	25 th March 2019
Signature of Chair of Governors:	