

Family Leave Policy

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| Equality, Diversity And Human Right Statement | The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This procedure should be implemented with due regard to this commitment. | | |
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| 2 | ALL | <ul style="list-style-type: none"> Added in paternity leave details Removed reference to maternity (separate guidelines) Adoption leave process updated to mirror maternity leave | September 2021 |
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1. Purpose

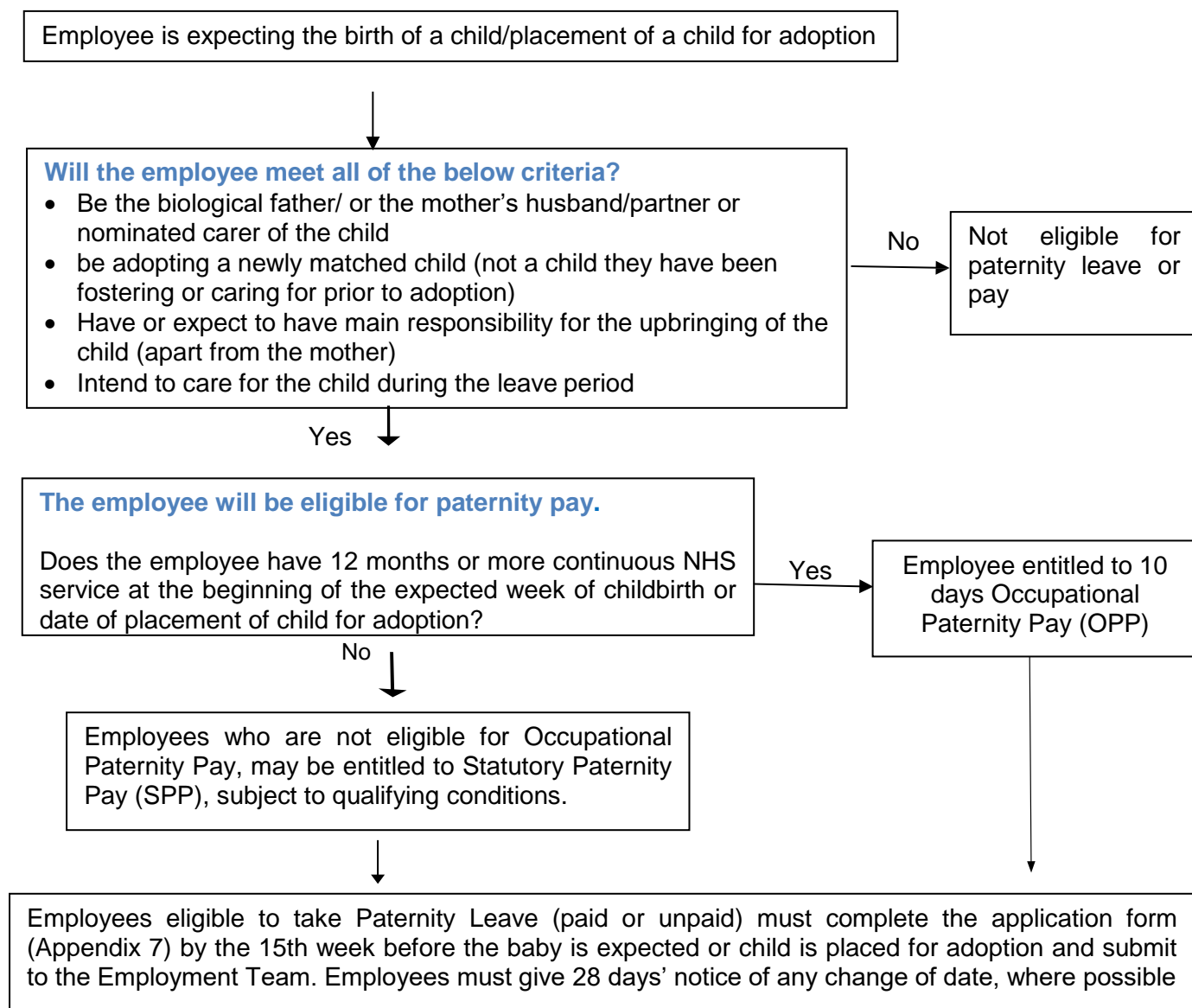
The procedure aims to set out clear guidance on the process and procedures to guide both managers and staff to complete the documents that will need to be submitted prior to commencement of adoption leave, shared parental leave, surrogacy and fostering leave to ensure that the correct entitlements are received.

The procedure aims to provide fair, consistent and effective application of paternity/adoption/shared parental support provision and aims to ensure that all employees are informed of their rights and obligations with regard to paternity, adoption or shared parental leave and their employment.

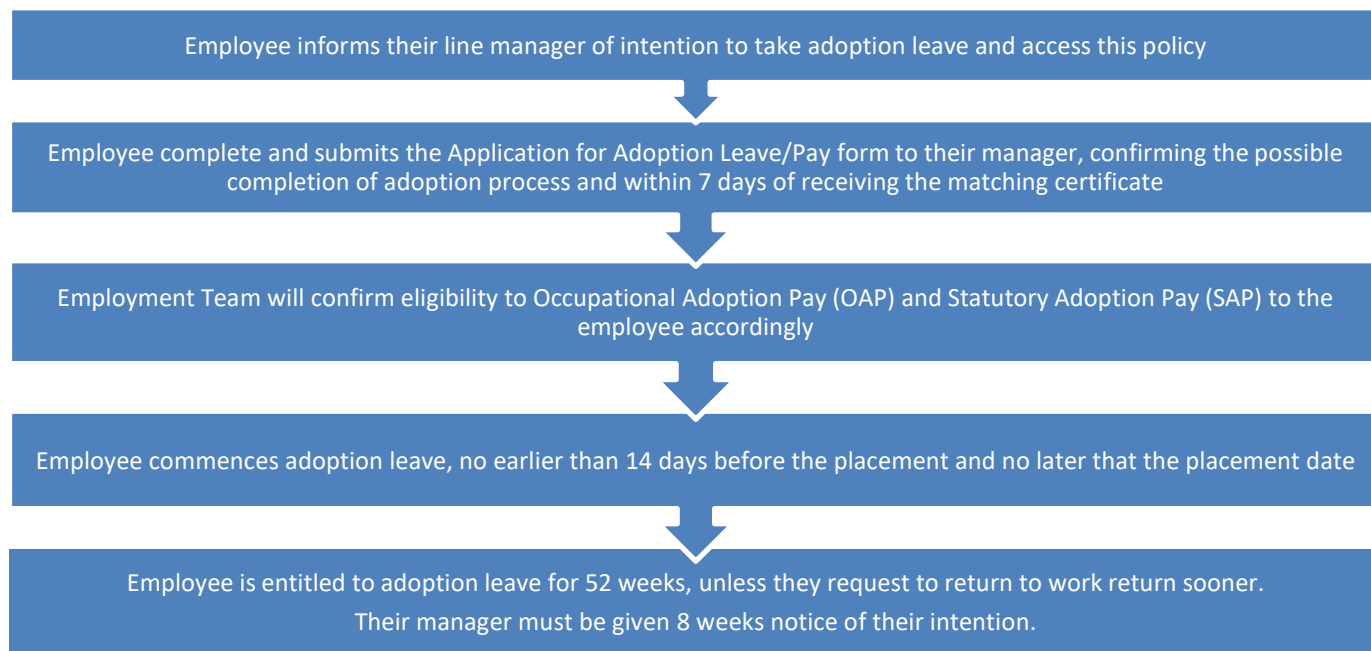
This procedure applies to all staff employed by the Trust who are adopting or applying for paternity leave or shared parental leave, including those employed on fixed-term contracts.

2. Flow Charts

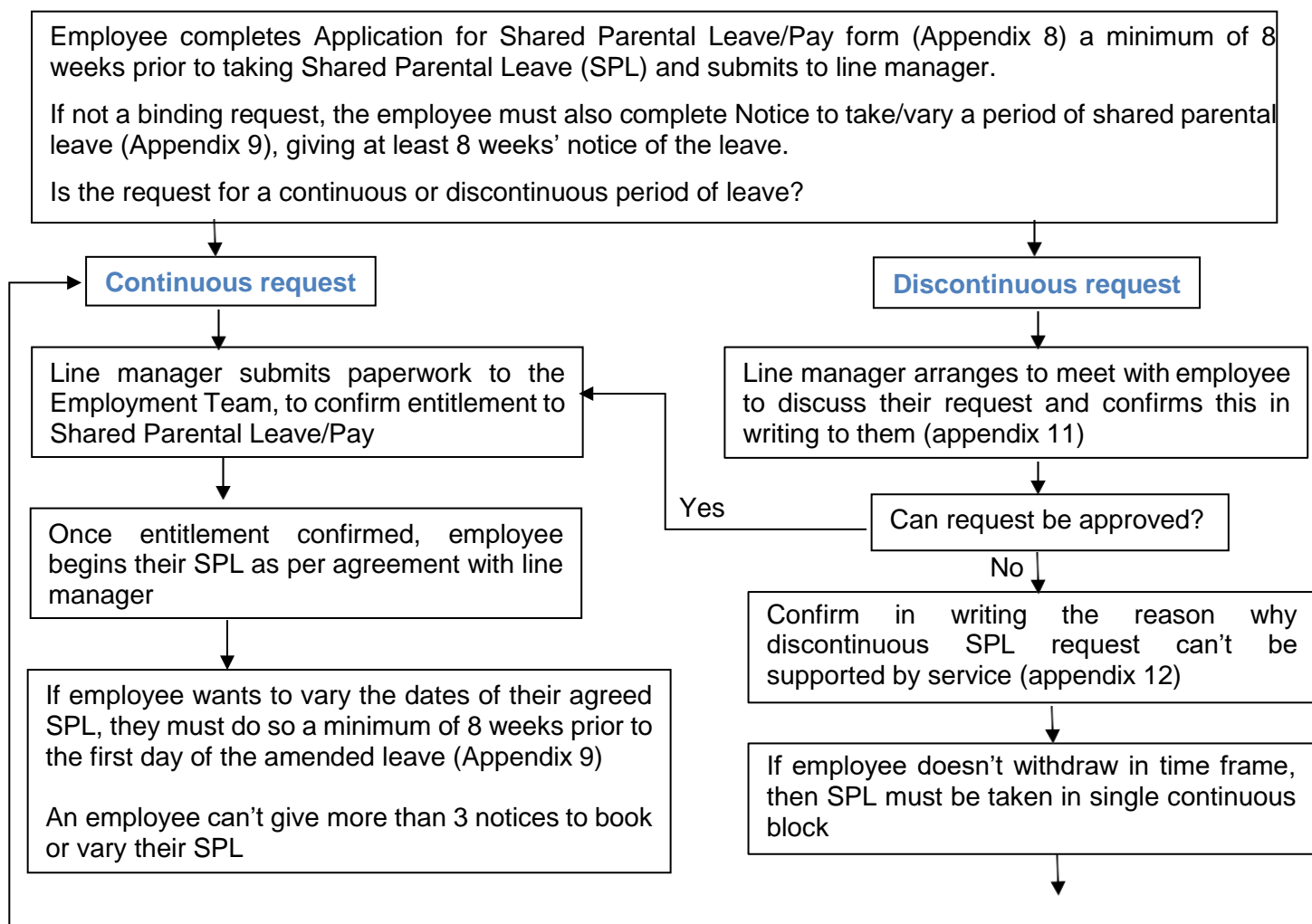
2.1 Paternity leave flow chart



2.2 Adoption leave flow chart



2.3 Shared parental leave flow chart



3. Policy Content

This guidance takes account of current employment legislation, Agenda for Change Terms and Conditions of Service and the principles of employment best practice

3.1 Adoption

3.1.1 Eligibility and notice of adoption

All employees are entitled to up to 52 weeks adoption leave when matched with a child under 18 years of age who is newly placed for adoption, provided that they will have primary carer responsibilities for the child being adopted. However, entitlement to paid adoption leave is dependent upon the length of continuous service with the NHS.

The employee must notify the Trust in writing of the date that they intend to start their Adoption Leave within 7 days of receipt of the matching certificate (or if this is not possible, as soon as is reasonably practicable). If the employee subsequently decides to change this date then they must give the Trust a minimum of 28 days' notice of the new date.

An employee working full-time or part-time will be entitled to paid and unpaid adoption leave under the NHS Occupational Adoption Pay Scheme if:

- i) they are the primary carer in the adoption arrangement made by an official adoption agency, or they are the intended parent through a surrogacy arrangement and commit to applying for a parental or adoption order
- ii) they have 12 months' continuous service with one or more NHS employers by either:
 - a. the beginning of the week in which they are notified of being matched with a child for adoption; or
 - b. the 15th week before the baby's due date if applying via a surrogacy arrangement and where the employee is eligible and intends to apply for a parental order;
- iii) they notify their employer in writing before the end of the week in which they are notified of being matched with a child for adoption, or by the 15th week before the baby's due date if applying via a surrogacy arrangement:
 - a. of their intention to take adoption leave
 - b. of the date they wish to start their adoption leave
 - c. that they intend to return to work with the same or another NHS employer for a minimum period of three months after their adoption leave has ended;
 - d. and provide written confirmation from their placing authority of the matching decision or a parental statutory declaration that they intend to apply for a parental order in the case of a surrogacy arrangement

For the purpose of calculating whether the employee meets the twelve months continuous service with one or more NHS employers, please refer to the appendix 4.

3.1.2 Procedure for applying for adoption leave/pay

To apply for adoption leave/pay, the employee is required to complete the Application for Adoption Leave / Pay form and return it to their line manager as soon as possible along with a copy of the matching certificate.

Employees should contact their manager at the earliest opportunity to confirm the possible completion date of the adoption process and within 7 days of receipt of the matching certificate to finalise arrangements for adoption leave. Failure to provide a matching certificate may affect an employee's right to adoption leave, adoption pay and the right to return to work following adoption leave.

3.1.3 Adoption leave entitlements and payments

Entitlement to adoption pay is dependent upon the length of continuous service in the NHS as at the matching week. Employees who meet the statutory qualifying criteria will be entitled to Statutory Adoption Pay (SAP), and those who meet additional NHS qualifying criteria will also receive additional Occupational Adoption Pay (OAP). The conditions which determine eligibility for these payments are set out below.

3.1.4 Occupational Adoption Pay (OAP)

Employees who have been continuously employed by the NHS for a period of 12 months at the matching week, meet the criteria detailed in section 6.1 of this procedure and intend to return to work within the same or another NHS employer for a minimum of three months after their adoption leave has ended, will be entitled to payments as follows:-

- For the first 8 weeks of adoption leave, they will receive full pay, inclusive of Statutory Adoption Pay (SAP) or Adoption Allowance.
- For the next 18 weeks of adoption leave they will receive half of their full pay, plus SAP. However this amount will not exceed their normal full pay.
- For the next 13 weeks of adoption leave they will receive SAP only.

By prior agreement, occupational adoption pay may be averaged out over the adoption leave period. Please contact the Trust's Payroll Provider for more information.

Employees who do not intend to return to work following adoption leave will not be entitled to receive OAP. However, they may still be entitled to SAP.

3.1.5 Statutory Adoption Pay

If the employee has completed 26 weeks continuous service with the Trust by the matching week and has been matched with a child for adoption by an adoption agency they may be entitled to SAP. This is payable for 39 weeks.

If National Insurance contributions are too low to qualify for SAP or they do not qualify for another reason; employees should claim Adoption Allowance from their local Job Centre Plus or Social Security Office.

3.1.6 Commencement of adoption leave

The earliest date that adoption leave can commence is 14 days before the placement, and the latest date that it can commence is the actual date of the placement. Adoption leave can start on any day of the week. If the employee wishes to change this date then they must give the Trust a minimum of 28 days' notice of the new date. If the date of the placement changes the employee should discuss this with their line manager as soon as possible confirming in writing, who should notify Payroll.

3.1.7 Disruption of placement

If an adoption placement is disrupted, or a child reaches the age of 18, adoption leave and pay will cease 8 weeks later.

3.1.8 Time off for official meetings in relation to the adoption process

Reasonable paid time off will be granted prior to the start of adoption leave to enable the employee to attend any legal, medical or social services meetings connected with the adoption, which are less likely to be outside normal working hours. The line manager is entitled to see evidence of such meetings.

3.2 Surrogacy

3.2.1 Eligibility and notice of surrogacy

A woman who is carrying a baby as a surrogate will receive full entitlement in respect of maternity pay and leave. Entitlement to paid maternity leave is dependent upon the length of continuous service with the NHS – please refer to the Maternity guidelines for further information.

There are two potential surrogacy scenarios:

- Where the birth mother is not genetically related to the baby (gestational or host IVF):
- Where one parent is genetically related (usually the father) (traditional surrogacy).

In both these circumstances new parents of a surrogate baby will be treated the same as those who have gone through the formal adoption process via an agency. It is recognised however that not all parents of a surrogate baby will go through the formal adoption process.

3.2.2 Entitlement to adoption leave in relation to surrogacy

Adoption leave and pay is available to one of the parents of a child under a parental order provided that one of the intended parents is genetically related to the child and the child must live with the intended parents.

Employees who elect to apply for adoption leave and pay should follow guidance in section 3.1 of this procedure. Entitlement to paid adoption leave is dependent upon the length of continuous service with the NHS.

3.2.3 Notification of surrogacy

An employee using a surrogate to have a baby must inform the employer of the due date and when they want to start their leave in writing at least 15 weeks before the expected week of the child's birth. The employee must also provide a statutory declaration or written statement signed in the presence of a legal professional to confirm they have applied or will be applying for a parental order in the 6 months after the child's birth.

Where a couple has a parental order in relation to a child or is applying for one, one of the parents can be eligible for adoption leave and pay and the other can be eligible for paternity leave and pay. The couple must elect which of them will take adoption leave.

3.3 Shared Parental Leave

Shared Parental Leave (SPL) enables eligible mothers, fathers, partners and adopters to choose how to share time off work after their child is born or placed for adoption.

Shared Parental Leave may be taken at any time within the period which begins on the date that the child is born or placed for adoption and ends 52 weeks after that date.

3.3.1 Shared parental leave criteria

To qualify for shared parental leave the employee must be:

- a) The mother/adopter
- b) The father of the child (in case of birth) or the spouse, civil partner or partners of the child's mother/adopter

Both parents must also share the primary responsibility for the child at the time of the birth or placement for adoption.

Additionally, an employee intending to take Shared Parental Leave must satisfy each of the following criteria:

- a) The mother/adopter of the child must be entitled to either maternity/adoption leave or to statutory maternity/adoption pay or maternity allowance and must have given notice to reduce/end any maternity/adoption allowance
- b) still be working for the trust at the start of each period of SPL
- c) properly notified their employer of their entitlement and have provided the necessary declarations and evidence
- d) satisfy the 'continuity of employment test' i.e. have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date

3.3.2 Shared parental leave entitlement

Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their

leave at a specified future date.

If the mother/adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.

SPL can commence as follows:

- The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child
- The adopter can take SPL after taking at least two weeks of adoption leave
- The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (the father/partner cannot take paternity leave or pay once they have taken any Shared Parental Leave or Pay).

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

If the employee is eligible to receive it, Shared Parental Pay (ShPP) may be paid for some, or all, of the SPL period.

SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

3.3.3 Shared parental pay

Employees who meet the eligibility criteria for Shared Parental Leave as outlined in section 3.3.1 may be entitled to take up to 37 weeks Shared Parental Pay at current rates determined by NHS Employers. The amount of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

To qualify for Shared Parental Pay the employee must intend to care for the child during the week in which Shared Parental Pay is payable and have average weekly earnings at or above the Lower Earnings Limit for National Insurance for the 8 weeks' prior to the 15th week before the expected due date or matching date.

Additionally, in both birth and adoption cases, the employee's partner must also meet the "Employment and earnings test" to be eligible for statutory shared parental leave and/or pay. The test is *in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 in any 13 of those weeks;*

If the mother or adopter curtails their entitlement to maternity/adoption pay or maternity allowance before they have used their full entitlement, then Shared Parental pay can be claimed for any remaining, unused weeks.

3.3.4 Procedure for applying for shared parental leave/pay

To apply for shared parental leave and/or pay, the employee is required to complete the

Application for Shared Parental Leave and Pay form (Appendix 8) and return it to their line manager at least eight weeks before they can take any period of Shared Parental Leave/Pay. The line manager will then be required to forward the application form to the Employment Team.

The trust may, within 14 days of the SPL entitlement notification being given, request:

- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead)
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth).
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

In order to be entitled to SPL, the employee must produce this information within 14 days of the employer's request.

3.3.5 Notification of shared parental leave

An employee is entitled to submit three separate notices to book leave and leave must be taken in complete weeks.

3.3.6 Continuous leave notifications

A notification can be for a period of continuous leave, which means a notification of several weeks taken in a single unbroken period of leave e.g. six weeks in a row.

An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them and the employer has been given at least eight weeks' notice.

An employee may submit up to three separate notifications for continuous periods of leave.

3.3.7 Discontinuous leave notifications

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work e.g. an employee requests six weeks of SPL and work every other week for a period of three months.

Line Managers must consider a discontinuous leave notification but has the right to refuse it. If the discontinuous leave pattern is refused, the employee can either withdraw it within 15 days of notification or can take the leave in a single continuous block.

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the employee and to the organisation against any adverse impact to the business. The line manager can also propose an alternative pattern of leave if it can be accommodated.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of SPL.

3.4 Paternity Leave (new parent support leave)

Paternity leave applies to biological and adoptive fathers, the mother's husband/partner or nominated carers of the child.

All eligible staff members are entitled to two weeks of paternity leave which must be taken in blocks of 1 single week or 2 consecutive weeks. The leave cannot be split and taken as odd days or as two separate weeks which are not consecutive.

The leave can be taken anytime from the date of the child's birth or placement for adoption but must end within 56 days of the birth or placement of the child.

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

Reasonable paid time off to attend ante-natal classes will also be given.

3.4.1 Eligibility for paternity leave

Employees must satisfy the following conditions in order to qualify for paternity leave:

- Be the biological father and/or the mother's husband/partner or nominated carer of the child
- be adopting a newly matched child (not a child they have been fostering or caring for prior to adoption)
- Have or expect to have main responsibility for the upbringing of the child (apart from the mother)
- Intend to care for the child during the leave period

There is no minimum service requirement to qualify for Paternity Leave.

3.4.2 Paternity pay entitlement

3.4.2.1 Occupational Paternity Pay

Members of staff with 12 months or more continuous NHS service at the beginning of the expected week of childbirth (EWC) will be entitled to 10 days paid Occupational Paternity leave (inclusive of Statutory Paternity Pay – SPP).

3.4.2.2 Statutory Paternity Pay

Staff members who are not eligible for Occupational Paternity Pay, may be entitled to Statutory Paternity Pay (SPP), subject to the qualifying conditions. Details of the qualifying conditions can be found on www.gov.uk.

The rate of SPP is the same as for Statutory Maternity Pay (SMP).

3.4.3 Notification

The employee must complete the Application for Paternity Leave/Pay form (Appendix 7) and this must be signed by their manager and forwarded to the Employment Team at least 15 weeks

before the expected week of childbirth. If this is not practicable, as soon as possible thereafter and a minimum of 28 days before the leave commences.

After checking entitlements, the Trust will write to the member of staff confirming details of paternity leave/pay entitlements.

3.4.4 Return to work following paternity leave

Following Paternity Leave an employee has a right to return to the same job on the same terms and conditions. If it is not reasonably practicable for the employee to return to their original job they will be offered suitable alternative work, where available.

Employees unable to return to work following the end of Paternity Leave due to sickness must comply with normal sickness absence reporting procedures.

3.5 Fostering

3.5.1 What is fostering?

Fostering is a way of providing a family life for children who cannot live with their own parents. It is often used to provide temporary care while parents get help sorting out problems or to help children or young people through a difficult period in their lives.

Often children will return home once the problems that caused them to come into foster care have been resolved and that it is clear that their parents are able to look after them safely. Others may stay in long-term foster care, some may be adopted, and others will move on to live independently.

Fostering can be for varying lengths of time, from very short term to long term fostering. For the purpose of these guidelines, short term fostering will be classified as periods of less than four weeks, and long term will be classified as periods of four weeks or more.

3.5.2 Types of foster care

- Emergency – where children need somewhere safe to stay for a few nights.
- Short Term – where carers look after children for a few weeks whilst plans are made for the child's future.
- Short-breaks – where disabled children or children with special educational needs or behavioural difficulties enjoy a short stay on a pre-planned, regular basis with a new family and their parents or usual foster carers have a short break for themselves.
- Remand Fostering – where young people are “remanded” by the court to the care of a specially trained foster carer.
- Long Term and permanent – not all children who cannot return to their own families want to be adopted, especially older children or those who continue to have regular contact with relatives. Those children live with long-term foster carers until they reach adulthood and are ready to live independently.
- Family and friends or kinship fostering - where children who are looked after by a local authority are cared for by people they already know. This can be beneficial for children.
- Private fostering – where parents arrange for the child to stay with someone else who is not a close relative.
- Fostering for Adoption – when babies or small children stay with foster carers who may go on to adopt them.

- Specialist Therapeutic – for children and young people with very complex needs and/or challenging behaviour.

3.5.3 Requesting leave

Staff should discuss their intention to foster with their line manager as soon as possible to ascertain the support they will need. The staff member will need to be registered as a foster carer with and contracted to a local authority or independent fostering provider.

3.5.4 Short and long term fostering (not with a view to adopting)

Due to the nature of fostering and the possibility of emergency care, it would be more appropriate to process time off for short term fostering as annual leave or unpaid leave. In emergency situations, Carer Leave can be requested. For long term fostering, parental leave may also be requested provided the individual meets the eligibility criteria. Please refer to the Parental Leave Policy for further information.

3.5.5 Fostering followed by adoption

Foster carers who go on to become adopters for a child will qualify for statutory adoption or paternity leave and pay if they satisfy the relevant eligibility criteria for each entitlement (please refer to sections 3.1 and 3.4 of this policy). Please contact Business HR if you are unclear if you meet the criteria.

3.5.6 Other provisions

- All foster carers receive an allowance to cover the cost of caring for a child in their home. For foster carers working on behalf of an agency, the allowance is set out by the individual fostering agency and is usually dependent on the age of a child.
- Some foster carers also receive a professional fee dependent on their experience and training.
- It is recognised that foster carers will be required to undertake specific training on a yearly basis to meet the requirements of fostering and time off can be granted as unpaid or annual leave.
- Foster carers may also request flexible working arrangements to enable them to achieve a work life balance.

3.5.7 Special guardianship, kinship care or private fostering

- **Private arrangement** - this is an informal arrangement where a child is looked after by individuals other than the parent such as a grandparent or a close relative. No legal agreements have been undertaken.
- **Private fostering** - this is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity)
- **Kinship fostering** - this is an arrangement whereby the local authority has legal responsibility for a child and places them with a family member or friend who is a foster carer for that child.

- **Special guardianship** - Special Guardianship is a formal court order that was introduced

on 30 December 2005 which allows parental control over a child by individuals other than the parent. This could be a grandparent, close relative or even a family friend.

Statutory adoption leave or pay is not available to staff within these categories, though they may take unpaid parental leave. A person becomes a special guardian for a child when a court makes a Special Guardianship Order (SGO). This gives them parental responsibility for the child and allows them to make all the day-to-day decisions in caring for the child or young person and for taking any other decisions about their upbringing, for example their education. A special guardian may exercise parental responsibility to the exclusion of others with parental responsibility, such as the birth parents, and without needing to consult them in all but a few circumstances. Unlike adoption, under a SGO the parents remain the child's parents and retain parental responsibility, though their ability to exercise their parental responsibility is extremely limited.

3.6 During periods of leave

Employees are advised not to undertake any work during any period of paternity, adoption or shared parental leave as this will result in the leave ending immediately and any remaining pay entitlement would be forfeited.

3.7 Keeping in touch

Before commencing adoption or shared parental leave, the employee and their line manager should discuss and agree any voluntary arrangements for keeping in touch during their adoption or shared parental leave (please see Appendix 13) to keep each other up-to-date with any changes that could affect the employee's return to work.

Keeping in touch days are utilised to support employees with regards to developments or training at work nearer the time of their return to help their smooth return to work.

The decision to undertake KIT or SPLIT days, as defined below, must be a prior agreement made between the employee and their line manager.

It is important to note that if more keep in touch days than allowed are recorded, the entitlement to statutory payments will be lost.

3.7.1 Keeping in touch (KIT) days

Employees on adoption leave are able to work under their contract of employment for up to 10 KIT days in total, not necessarily consecutive, without losing any statutory payments. Whether they just go into work for one hour or a whole day, it will be counted as one full KIT day.

3.7.2 Shared parental leave in touch (SPLIT) days

Employees taking shared parental leave can work under their contract of employment for up to 20 "shared parental leave in touch days". Any work carried out on a SPLIT day will constitute as a day's work regardless of the hours worked.

3.8 Returning to Work

3.8.1 Returning to work following leave

If the employee has notified their intention to return to work following adoption or shared parental leave they will have a right to return to their job under their original contract and on no less favourable terms and conditions. If this is not reasonably practicable, then the employee has the right to return to a suitable alternative job on no less favourable terms and conditions.

If the employee intends to return to work at the end of their full adoption leave they will not be required to give any further notification to the employer, although if they wish to return early they must give at least 8 weeks' notice in writing. In the absence of such notice it will be assumed that they intend to return to work after 52 weeks from the start of their adoption leave.

If the employee delays their return to work due to sickness following the end of their adoption leave then normal sick leave provisions will apply as necessary, in-line with Trust policy.

3.8.2 Failure to return to work

If an employee who has notified their employer of their intention to return to work for the same or a different NHS employer, in accordance with the Agenda for Change Terms and Conditions of Service Handbook, fails to do so within 15 months of the beginning of their maternity leave, they will be liable to refund any OAP / SAP received. The Trust will normally expect immediate repayment of outstanding monies.

In cases where the employer considers that to enforce this provision would cause undue hardship or distress, the employer will have the discretion to waive their rights to recovery.

3.8.3 Returning on flexible working arrangements

If an employee wishes to return to work on different hours at the end of their adoption or shared parental leave, the employee should discuss their requirements with their line manager at the earliest opportunity.

Employees are requested to apply for a change to their working arrangements by following the Trust's Flexible Working Policy. There is no entitlement to return to reduced or re-scheduled hours and the line manager will consider any flexible working request in accordance with the Trust's policy.

3.9 Effect of leave on terms and conditions of service

During paternity, adoption and shared parental leave the employee retains all contractual rights, other than remuneration. The employee has a guaranteed right to return to work in the same job if the employees aggregate total statutory maternity, paternity, adoption and shared parental leave amounts to 26 weeks or less. If it equates to 26 weeks or more, the employee will be entitled to return to work in the same job or, if this is not reasonably practicable, then the employee has the right to return to a suitable alternative job on no less favourable terms and conditions.

Unpaid adoption leave and/or shared parental leave is not counted as a break in service.

3.10 Employees on a fixed-term contract

Employees on a fixed term contract will have their contracts extended to allow them to receive the 52 weeks adoption leave if:

- the fixed term contract is due to expire after the week in which the adopter is notified of a match with a child
- they meet the eligibility criteria detailed for Adoption Leave / Pay (Section 3.1)

Under these circumstances, there is no right to return because the contract would have ended if the adoption had not occurred and the repayment provisions will not apply.

3.11 Annual leave

During paternity, adoption and shared parental leave, annual leave and bank holidays will continue to accrue, based on the contracted hours immediately prior to the commencement of the agreed leave.

Annual Leave and Bank Holidays for employees on paternity, adoption and shared parental leave can be carried over to the next annual leave year. However, any carried over leave should be used as soon as possible following a return from paternity, adoption or shared parental leave.

Annual leave, if agreed with the manager, may be taken immediately prior to or following paternity, adoption or shared parental leave. A discussion with the line manager should take place as soon as reasonably practicable to agree how annual leave entitlement will be accommodated to avoid any disappointment.

Annual leave cannot be taken during paternity, adoption or shared parental leave.

3.12 Pension scheme

If the employee pays into the pension scheme, all service during paternity, adoption or shared parental leave will be subject to superannuation payments, including any period of no pay. This will be repaid on their return to work by payroll deductions over the same period of time as the unpaid leave. Contact the Trust's Payroll Provider for further information.

3.13 Pay Progression

Taking paternity, adoption or shared parental leave, whether paid or unpaid, will count towards any annual increments on the employee's pay scale and will not defer the normal incremental date.

3.14 Salary Sacrifice

Adoption and shared parental pay is calculated based on the employee's gross earnings preceding the qualifying week. A 'salary sacrifice' arrangement, such as the Lease Car Scheme, reduces the average weekly earnings that are liable to National Insurance Contributions. Therefore any salary sacrifice during this reference period will reduce the employee's earnings and subsequently their entitlement to maternity pay. A salary sacrifice may reduce the employee's average weekly earnings below the lower

earnings limit for National Insurance Contributions; therefore the employee would not be eligible for statutory adoption or shared parental pay.

3.14.1 Lease cars

An employee with an NHS lease car will have the following options, when they take a period of adoption or shared parental leave:

1. Continue with the scheme but pay for the car on a net deduction basis. Please note: This net deduction amount will be at a higher rate than the salary sacrifice and will include VAT
2. Return the car to NHS Fleet Solutions and pay an early termination charge. Any costs associated with damage or excess mileage will also be charged to the employee.

If you are an existing lease car user and are applying for either adoption or shared parental leave, please contact the Trust's Finance Department for general advice and guidance.

3.15 Fertility Treatment

Time Off

The Trust is keen to support colleagues who are undergoing fertility treatment (IVF) as we understand it can be emotionally stressful and colleague need support, especially if a cycle of treatment is unsuccessful. There is no legal right to time off work for IVF treatment, however, we know that sometimes colleagues may need time off to attend fertility treatment (including accompanying partners, surrogate, or co-parents). Therefore, colleagues needing to attend IVF appointments will be supported with paid leave for up to 5 appointments of up to 7.5 hours during their normal working hours for up to three cycles of fertility treatments (eg if a colleague has three cycle attempts at IVF, they will be entitled to up to 5 appointments per cycle). Colleagues should provide their manager with reasonable notice of appointments and a copy of the appointment card/email. Line Managers will be as flexible as possible.

On occasions when colleagues require further time off in addition to the above, Line managers should be sympathetic when dealing with request to take time off to attend fertility treatment and the Trust's Special Leave Policy should be considered. Flexible Working arrangements can also be considered in line with the Flexible Working Policy.

If colleagues exhaust the agreed time off for appointments, then unpaid leave can be requested to attend fertility treatment and management can consider this at their discretion, taking into consideration the needs of the service. A maximum number of 10 unpaid leave days (pro rata) per annum would be granted.

In exceptional circumstances, where a colleague needs to seek support for fertility treatment in countries outside of the UK, the Trust will allow up to 5 days paid leave. The Trust may ask to see evidence of your appointment outside of the UK.

Adjustments

It is recognised that a colleague taking fertility medicines may have side effects from the medication. Managers should consider if any adjustments are required to support their staff during this period and take into account whether a risk assessment is required. When it is known that a colleague is undergoing fertility treatment managers should discuss the physical work environment with them e.g., an appropriate environment to inject hormones or insert pessaries as required.

Where colleagues become unwell due to the side effects or impact of fertility treatment, this will be managed in line with the Wellbeing and Sickness Policy as fertility treatment will not be regarded as

pregnancy related absence.

Embryo Transfer

If a colleague has been undergoing fertility treatment and have had fertilised eggs implanted in their womb as part of this treatment, then they will have pregnancy rights from the date of the implant. A colleague does not have to tell their line manager at this stage but it might be beneficial so they can offer support.

If the colleague is off with pregnancy related illness, this would not result in any Trust trigger point being invoked as per the Wellbeing and Sickness Policy. When the employee is pregnant the medical appointment will be categorised as ante-natal appointments, please refer to the Trust Maternity Guidelines for further information.

If a colleague’s IVF treatment is unsuccessful, a staff member remains protected by law against pregnancy discrimination for 2 weeks after a positive pregnancy test. If this happens to a colleague, support can be found on the staff hub.

The Trust understands that undergoing fertility treatment can be emotionally stressful therefore please contact Health and Wellbeing Centre should you need some additional support.

4 Exceptions

No exceptions

5 Training

The Trust acknowledges the importance of awareness and skills training for managers. To ensure the effective implementation of these guidelines, Business Human Resources will provide appropriate support through a variety of means including informal Policy Briefings or Guidance Toolkits.

6 Monitoring of compliance

| Minimum requirement to be monitored | Process for monitoring | Job title of individual(s) responsible for monitoring and developing action plan | Minimum frequency of monitoring | Name of committee responsible for review of results and action plan | Job title of individual/ committee responsible for monitoring implementation of action plan |
|-------------------------------------|------------------------|--|---------------------------------|---|---|
| Legislative | review | Business HR | 3 years | | |
| | | | | | |
| | | | | | |

7 Relevant regulations, standards and references

- Agenda for Change Terms and Conditions Handbook
- The Maternity and Paternity and Adoption Leave (Amendments) Regulations 2006
- The Employment Act 2002

- Work and Families Act 2006
- The Maternity and Parental Leave and Paternity and Adoption Leave (Amendment) Regulations 2008
- Employment Rights Act 1996
- ACAS Guide on Shared Parental Leave and Pay (<https://www.acas.org.uk/shared-parental-leave-and-pay>)
- Government Adoption Pay and Leave Guide (<https://www.gov.uk/adoption-pay-leave>)
- Government Shared Parental Leave and Pay Guide (<https://www.gov.uk/shared-parental-leave-and-pay>)
- Government Paternity Leave and Pay Guide (<https://www.gov.uk/paternity-pay-leave>)

8 Equality, diversity and human right statement

The Trust is committed to an environment that promotes equality and embraces diversity in its performance both as a service provider and employer. It will adhere to legal and performance requirements and will mainstream Equality, Diversity and Human Rights principles through its policies, procedures, service development and engagement processes. This SOP should be implemented with due regard to this commitment.

9 Legal requirements

This document meets legal and statutory requirements of the EU General Data Protection Regulation (EU 2016/679) and all subsequent and prevailing legislation. It is consistent with the requirements of the NHS Executive set out in Information Security Management: NHS Code of Practice (2007) and builds upon the general requirements published by NHS Digital/Connecting for Health (CfH).

Appendix 1: Equality impact assessment

| | |
|---|--|
| Title | |
| Strategy/Policy/Standard Operating Procedure | |
| Service change (Inc. organisational change/QEP/ Business case/project) | |
| Completed by | |
| Date Completed | |

Description *(provide a short overview of the principle aims/objectives of what is being proposed/changed/introduced and the impact of this to the organisation)*

| |
|--|
| |
|--|

Who will be affected *(Staff, patients, visitors, wider community including numbers?)*

| |
|--|
| |
|--|

The Equality Analysis template should be completed in the following circumstances:

- **Considering developing a new policy, strategy, function/service or project(Inc. organisational change/Business case/ QEP Scheme);**
- **Reviewing or changing an existing policy, strategy, function/service or project (Inc. organisational change/Business case/ QEP Scheme):**
 - If no or minor changes are made to any of the above and an EIA has already been completed then a further EIA is not required and the EIA review date should be set at the date for the next policy review;
 - If no or minor changes are made to any of the above and an EIA has NOT previously been completed then a new EIA is required;
 - Where significant changes have been made that do affect the implementation or process then a new EIA is required.

Please note the results of this Equality Analysis will be published on the Trust website in accordance with the Equality Act 2010 duties for public sector organisations.

Section 1 should be completed to analyse whether any aspect of your paper/policy has any impact (positive, negative or neutral) on groups from any of the protected characteristics listed below.

When considering any potential impact you should use available data to inform your analysis such as PALS/Complaints data, Patient or Staff satisfaction surveys, staff numbers and demographics, local consultations or direct engagement activity. You should also consult available published research to support your analysis.

[Insert name of Policy, Version No. and date]

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Section 1 – Initial analysis

| Equality Group | Any potential impact? Positive, negative or neutral | Evidence <i>(For any positive or negative impact please provide a short commentary on how you have reached this conclusion)</i> |
|---|--|--|
| Age <i>(Consider any benefits or opportunities to advance equality as well as barriers across age ranges. This can include safeguarding consent, care of the elderly and child welfare)</i> | | |
| Disability <i>(Consider any benefits or opportunities to advance equality as well as impact on attitudinal, physical and social barriers)</i> | | |
| Gender Reassignment <i>(Consider any benefits or opportunities to advance equality as well as any impact on transgender or transsexual people. This can include issues relating to privacy of data)</i> | | |
| Marriage & Civil Partnership <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on same sex couples)</i> | | |
| Pregnancy & Maternity <i>(Consider any benefits or opportunities to advance equality as well as impact on working arrangements, part time or flexible working)</i> | | |
| Race <i>(Consider any benefits or opportunities to advance equality as well as any barriers impacting on ethnic groups including language)</i> | | |
| Religion or belief <i>(Consider any benefits or opportunities to advance equality as well as any barriers effecting people of different religions, belief or no belief)</i> | | |

| | | |
|--|--|--|
| <p>Sex <i>(Consider any benefits or opportunities to advance equality as well as any barriers relating to men and women eg: same sex accommodation)</i></p> | | |
| <p>Sexual Orientation <i>(Consider any benefits or opportunities to advance equality as well as barriers affecting heterosexual people as well as Lesbian, Gay or Bisexual)</i></p> | | |

If you have identified any **positive** or **neutral** impact then no further action is required, you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address.

If you have identified any **negative** impact you should consider whether you can make any changes immediately to minimise any risk. This should be clearly documented on your paper cover sheet/Project Initiation Documents/Business case/policy document detailing what the negative impact is and what changes have been or can be made.

If you have identified any negative impact that has a high risk of adversely affecting any groups defined as having a protected characteristic then please continue to section 2.

Section 2 – Full analysis

If you have identified that there are potentially detrimental effects on certain protected groups, you need to consult with staff, representative bodies, local interest groups and customers that belong to these groups to analyse the effect of this impact and how it can be negated or minimised. There may also be published information available which will help with your analysis.

| | |
|---|------------|
| <p><u>Is what you are proposing subject to the requirements of the Code of Practice on Consultation?</u></p> | <p>Y/N</p> |
| <p>Is what you are proposing subject to the requirements of the Trust’s Workforce Change Policy?</p> | <p>Y/N</p> |
| <p>Who and how have you engaged to gather evidence to complete your full analysis? (List)</p> | |
| <p>What are the main outcomes of</p> | |

| | |
|---|--|
| your engagement activity? | |
| What is your overall analysis based on your engagement activity? | |

Section 3 – Action Plan

You should detail any actions arising from your full analysis in the following table; all actions should be added to the Risk Register for monitoring.

| Action required | Lead name | Target date for completion | How will you measure outcomes |
|-----------------|-----------|----------------------------|-------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Following completion of the full analysis you should submit this document with your paper/policy in accordance with the governance structure.

You should also send a copy of this document to the equality impact assessment email address

Section 4 – Organisation Sign Off

| Name and Designation | Signature | Date |
|--|-----------|------|
| Individual who reviewed the Analysis | | |
| Chair of Board/Group approving/rejecting proposal | | |
| Individual recording EA on central record | | |

Appendix 2: Roles and responsibilities

| Role | Responsibility |
|------------------------|----------------|
| Employee | |
| Line Manager | |
| Payroll | |
| Human Resources | |
| Trust | |

Appendix 3: Continuous service for the purpose of OAP

For the purpose of calculating whether the employee meets the twelve months continuous service with one or more NHS employer in order to qualify for Occupational Adoption Pay (OAP), the following provisions shall apply:

- NHS employers include health authorities, NHS Boards, NHS Trusts, Primary Care Trusts and the Northern Ireland Health Service;
- A break in service of three months or less will be disregarded. A break of three months or more may affect adoption pay.

The following breaks in service will also be disregarded (though not count as service);

- Employment under the terms of an honorary contract;
- Employment as a Locum with a General Practitioner for a period not exceeding twelve months;
- A period of up to twelve months spent abroad as part of a definite programme of postgraduate training on the advice of the Postgraduate Dean or College or Faculty Advisor in the speciality concerned;
- A period of voluntary service overseas with a recognised international relief organisation for a period of twelve months which may exceptionally be extended for twelve months at the discretion of the employer which recruits the employee on their return;
- Absence on an employment break scheme in accordance with the provisions of Section 36 of the Agenda for Change Handbook;
- Absence on maternity leave or adoption leave (paid or unpaid) as provided for under this agreement.

Employers may, at their discretion, extend the period specified in continuous service and breaks in service. Employment as a trainee with a General Medical Practitioner in accordance with the provisions of the Trainee Practitioner Scheme shall similarly be disregarded and count as service. Employers have the discretion to count other previous NHS service.

- Employee has copy of Paternity, Adoption, Fostering and Shared Parental Leave policy received by employee and employee made fully aware of their rights and entitlements
- Discuss any time off required to attend ante-natal appointments or official appointments for adoption
- Employee completed and returned application form for adoption/shared parental leave
- Employee provides original matching certificate
- Remind employee to inform you of any changes to their circumstances e.g. adoption leave dates, change in home address etc.
- Car parking
- Security Access / Smart Cards / Email account
- Ensure employee is aware of Flexible working policy as an option of support
- Remind employee to keep their professional registration up to date during period of adoption or shared parental leave, if applicable (NMC, HCPC, GMC etc.)
- Workload handover complete
- Keeping-in-touch days discussed and agreed
- Outstanding annual leave discussed and planned
- Application for Adoption Leave/Pay form or Application for Shared Parental Leave/Pay form is completed and sent to payroll with matching certificate and the employee's completed application for adoption leave

Appendix 4: Manager's checklist

- Return from adoption leave form completed and submitted to Employment team to notify of employee's return to work date to ensure correct salary payments are received
- First day back arranged and workload discussed prior to returning to workplace
- Review of risk assessment (if applicable)
- Security access/car parking/email access re-instated
- Desk/work area/equipment set up
- If change to hours has been granted via flexible working policy, complete electronic Contract Change form to ensure correct salary payments are received

Appendix 5: Application for Adoption Leave & Pay

| | | | |
|--------------------------------|--|----------------|--|
| Employee name | | Assignment No. | |
| Home address inc. post code | | | |
| Telephone no. | | | |
| Job title | | Department | |

SECTION 1: NOTIFICATION OF ADOPTION

I give notice that I intend to commence adoption leave on _____
 The expected date of placement is _____
 I have ****enclosed/will forward** my original matching certificate ***please delete as appropriate*

SECTION 2: ADOPTION PAY ENTITLEMENT

I wish to apply for Occupational Adoption Pay (OAP)

- I have 12 months continuous service in the NHS at the 11th week before my expected week of placement
 - I confirm that I undertake to return to NHS employment for a minimum of three months
- Important note:* Payment of OAP under the NHS Occupational Adoption Pay Scheme requires a return to NHS employment for a minimum period of three months. In this respect, I understand that if I do not return for the minimum period I may be liable to repay a proportion of the adoption pay paid to me.

I wish to apply for Statutory Adoption Pay

- I have at least 26 weeks continuous service 15 weeks prior to my expected week of placement

I understand that I retain the right to return to work within a 52-week period, I intend to resume from adoption leave on _____

Following the end of my adoption leave, I intend to take _____ hours/days of annual leave, therefore I will return to the workplace on _____

I do not intend to return to work following my adoption leave

- I confirm that I will be leaving employment on _____

Employee declaration

I have read and understood the Trust's Paternity, Adoption, Fostering & Shared Parental Leave Policy in relation to Adoption leave and pay. The information submitted is accurate to the best of my knowledge.

Please forward this form to your line manager as soon as possible

Line manager confirmation

| | | | |
|--------------------|--|------|--|
| Employee signature | | Date | |
| Print Name | | | |
| Signature | | Date | |

Appendix 6: Application for Paternity Leave and Pay

| | | | |
|-----------------------------|--|----------------|--|
| Employee name | | Assignment No. | |
| Home address inc. post code | | | |
| Telephone no. | | | |
| Job title | | Department | |

SECTION 1: PATERNITY LEAVE DETAILS

The expected date of childbirth/placement is _____

I would like my paternity leave to commence on _____

NB: Paternity leave cannot commence prior to the birth/placement of the child

I will be taking paternity leave for **one/two*** weeks *delete as appropriate

SECTION 2: YOUR DECLARATION

You must tick this box if you are adopting or intending to adopt a child with your spouse/partner/civil partner

I am adopting the child with my spouse, civil partner or partner and I want to receive paternity leave and pay and not adoption leave and pay.

You must be able to tick all three boxes below to receive Paternity Leave and Pay.

I declare that: -

I am:

- the child's biological father, **or**
- the mother's spouse, civil partner or partner who lives with the mother and child in an enduring family relationship, **or**
- the spouse, civil partner or partner of the person adopting or intending to adopt the child, **or**
- living with the person adopting the child in an enduring family relationship, but am not an immediate relative

I will have responsibility for caring for the child

I will take time off work to support the mother and/or care for the child

Employee declaration

The information submitted is accurate to the best of my knowledge.

| | | | |
|--------------------|--|------|--|
| Employee signature | | Date | |
|--------------------|--|------|--|

Please forward this form to your line manager as soon as possible

Line manager confirmation

| | | | |
|------------|--|------|--|
| Print Name | | | |
| Signature | | Date | |

Appendix 7: Application for Shared Parental Leave & Pay

[Insert name of Policy, Version No. and date]

SECTION 1 - BASIC DETAILS

| | |
|--|--|
| Please confirm your eligibility by ticking the appropriate boxes and signing the form: | <input type="checkbox"/> I am the mother, father or main adopter of the child, or the partner of the mother or main adopter and will share the care of the child with my partner named below |
| | <input type="checkbox"/> I meet the eligibility criteria for shared parental leave |
| | <input type="checkbox"/> I consent to you retaining and processing the information contained in this form |
| | If appropriate: <input type="checkbox"/> I meet the eligibility criteria for shared parental pay |
| | <input type="checkbox"/> I am the mother or main adopter and have completed the notice of curtailment of maternity / adoption leave section and understand that this is binding subject to certain conditions outlined in the policy |

I agree to inform Liverpool University Hospital NHS Foundation Trust immediately if I cease to meet the conditions for entitlement to Shared Parental Leave or Shared Parental Pay

Signed _____

Date _____

SECTION 5 – TO BE COMPLETED BY EMPLOYEE’S PARTNER

Full Name _____ **OF CURTAILMENT OF MATERNITY/ADOPTION LEAVE**

Address _____ **if you are the mother or main adopter. this date must be at least two weeks after the birth of your baby.**

_____ leave will start on _____

Name and Address of Employer _____ option leave to end _____

NI Number _____ **if you are the partner of the mother or main adopter.**

_____ / adoption leave _____
 I am the father, mother of the child or partner of the mother of the child and will share the responsibility for the care of the child with the employee above following date _____

OF PARENTAL LEAVE AND PAY DATES for shared parental leave: _____

and end dates of the shared parental leave/pay that you intend to take. _____
 the number of weeks you have indicated above that you will take. This _____
 g. You must submit a formal period of leave notice for each period of SPLE _____
 it to be binding.

I consent to you retaining and processing the information contained in this form

I consent to your employee taking shared parental leave and shared parental pay as detailed in this form

If you are the mother or main adopter:

I have curtailed my maternity / adoption leave and pay (or will have done so by the time your employee takes shared parental leave)

I agree to inform you as an employee immediately if I cease to meet the conditions for entitlement to Shared Parental Leave or Shared Parental Pay

Signed _____ **period of shared leave requested.**

SECTION 4 - DECLARATIONS OF EMPLOYEE

SECTION 6 – TO BE COMPLETED BY EMPLOYEE’S MANAGER

| | |
|---|--|
| Date | |
| I have discussed shared parental leave with the above and I am aware of her/his intentions. We have also discussed annual leave entitlement and made arrangements for contact during shared parental leave. | |
| Signed | |
| Date | |

Appendix 8: Notice to Take or Vary a Period of Shared Parental Leave

You should complete this form if you wish to request a period of shared parental leave/pay, or to vary a previously approved period.

You must have previously submitted the Application for shared parental leave/pay form (Appendix 8) and have had your eligibility for shared parental leave confirmed.

SECTION 1 – BASIC DETAILS

| | |
|------------------|--|
| Name of Employee | |
| Name of Partner | |

SECTION 2 – SHARED PARENTAL LEAVE (SPL) AND PAY DATES

| Start Date | End Date | Number of Weeks Leave | Number of Weeks Pay (if applicable) |
|------------|----------|-----------------------|-------------------------------------|
| | | | |
| | | | |
| | | | |

SECTION 3 – REQUEST TO VARY PREVIOUSLY REQUESTED SPL DATES

| Previously Approved Start date | Previously Approved End date | Detail the change you would like to request |
|--------------------------------|------------------------------|---|
| | | |
| | | |
| | | |

SECTION 4 – DECLARATION

| | |
|--|--|
| I confirm that we agree to the request/variation outlined above. | |
| Signed (Employee) | |
| Date | |
| Signed (Employee's Partner) | |
| Date | |

Appendix 9: Maternity/Adoption Leave Curtailment Notice

This form is for an employee to notify the Trust that they wish their maternity/adoption leave and pay (or just maternity/adoption pay if no longer in employment) to end in order that the person who shares main responsibility to care for the child can take shared parental leave. Your partner/the other parent is not entitled to take shared parental leave until you have submitted this notice of curtailment.

You must give at least eight weeks' notice of your curtailment date. If you are entitled to maternity leave, the curtailment date must be at least two weeks after the birth of your child.

Please note that if you are eligible to take Shared Parental Leave this form should not be completed. Instead you should complete the Application for Shared Parental Leave/Pay form (Appendix 8).

| SECTION 1 - BASIC DETAILS | |
|---|--|
| Name | |
| Home Address | |
| Job Title | |
| Department | |
| Base | |
| Line Manager | |
| LUHFT start date | |
| NHS start date | |
| Expected date of childbirth/date of placement | |

| SECTION 2 – DECLARATION | |
|---|--|
| I wish my maternity/adoption leave (and pay) to end on: | |
| Signed (Employee) | |
| Date | |

Appendix 10: Template invite letter to discuss discontinuous leave request

PRIVATE & CONFIDENTIAL

(insert employee's name)

(insert employee's address)

(insert employee's address)

(insert date)

Dear (insert employee name)

Re: Shared Parental Leave – Discontinuous Leave Request

Thank you for submitting your notice to take a period of shared parental leave (SPL). [OR]

Thank you for your notice to vary a previously submitted period of shared parental leave (SPL) request.

As the dates you have requested are discontinuous, before I can confirm whether or not the trust is able to agree to those dates I would like to meet with you to discuss your request in more detail. A meeting has been arranged with [insert names and job titles] on [insert date] at [insert time] in [insert location].

Please confirm your attendance at the meeting as soon as possible. Please do not hesitate to contact me should you have any queries. Yours sincerely,

[Insert name]

Appendix 11: Template letter for refusal of a discontinuous leave booking

PRIVATE & CONFIDENTIAL

(insert employee's name)
(insert employee's address)
(insert employee's address)

(insert date)

Dear (insert employee name)

Re: Outcome of meeting to discuss your discontinuous leave request

Thank you for your notice booking Shared Parental Leave that was given on [insert date].

Following our meeting on [insert date] I have given your proposal thorough consideration, however, I regret to inform you that the service is unable to agree to the pattern of discontinuous leave that you requested because (insert reasons for decision).

The total amount of leave you requested – XX weeks – will automatically become a continuous block or you can withdraw the request within 15 days of the date of this meeting. Unless you tell us otherwise, the continuous leave will begin on the date you originally requested your leave period to start, which was [insert date]

If you would like the period to begin on a different date please confirm this to me on or before [insert date] [dd/mm/yy]. Please remember that the start date cannot be sooner than 8 weeks from the date you gave your original notice.

If you withdraw your notification on or before [dd/mm/yy], it will not count as 1 of your 3 notices to book Shared Parental Leave.

If you are unsure of any aspect of your shared parental leave and/or pay entitlement please do not hesitate to contact the Payroll Team to discuss this with them.

Yours sincerely

[insert name]
[insert job title]

Appendix 12: Keeping in Touch

Before commencing your agreed leave, you and your line manager should discuss and agree any voluntary arrangements for keeping in touch during your adoption leave. This discussion should include anything you may find helpful with developments at work and, nearer the time of your return to facilitate a smooth return to the workplace.

| | |
|--|--------------------------|
| Listed below are documents/ideas you may wish to request from your manager. | |
| <i>Please tick as appropriate</i> | |
| I will contact my line manager should I wish to undertake any KIT / SPLIT days; | <input type="checkbox"/> |
| I wish to receive the following information whilst on adoption leave: | |
| Liverpool News | <input type="checkbox"/> |
| Minutes of key meetings / Team meetings | <input type="checkbox"/> |
| Development opportunities | <input type="checkbox"/> |
| Social events | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

| | |
|--------------------------|--|
| Employee name | |
| Employee signature | |
| Department | |
| Date | |
| | |
| Line Manager's signature | |
| Date | |

Please return this completed form to your line manager to discuss with them.