



## **Manager Guidance – Maternity Support/Paternity Leave**

### **1. Introduction**

Fathers or partners of an expectant mother/new mother, on meeting certain criteria, may have an entitlement to the following:-

Employees will receive current provision of one weeks maternity support leave with pay and one weeks statutory paternity leave with pay and will also receive two additional weeks occupational paternity leave at full pay that must be taken within 12 months of the birth and in blocks of no less than one week (subject to exigencies of the service).

The Maternity Support Leave/Paternity Leave guidance should be referred to for further information regarding the scope and criteria.

Maternity Support Leave can be taken at or around the time of birth. However, it is anticipated that the availability of this leave provision will not extend beyond 56 days (8 calendar weeks) after the birth of the child.

Statutory Paternity Leave must be taken within 56 days (8 calendar weeks) of the birth of the child. It cannot be taken before the child is born. A request for statutory paternity leave must be made by the 15<sup>th</sup> week before the week the baby is due

### **Application Process**

Request is submitted to the line manager using the Application for Maternity Support Leave Form, prior to the period(s) of leave, for authorisation and processing. When applying for Maternity Support Leave, in addition to the completed form, the following pieces of supporting documentation should be provided to the line manager:-

- the MATB1 Certificate, which is issued to the expectant mother prior to the birth, confirming the expected date of birth, or
- the baby's birth certificate, confirming the actual date of birth, or
- another document confirming either the expected date of birth, or the actual date of birth.

Where feasible, as much notice as possible should be given when applying for Maternity Support Leave.

The Line Manager must notify the Employee Service Centre (ESC) as soon as reasonably practical that the employee is intending to take Maternity

Support/Paternity Leave by forwarding the completed application form to the ESC HR Operations Teams for processing.



2. Key steps in the process

Step	Task	Who does it
1	Submit Request to Line Manager for Maternity Support Leave and/or Paternity Leave, along with supporting documents	Employee
2	Submit Request to ESC HR Operations Team	Line Manager
3	Issue letter confirming dates to employee	HR Operations Team
4	Input dates of leave to iTrent	HR Operations Team

3. What do I as a manager need to know?

Notifications for commencement maternity support leave/paternity leave should be sent to the ESC as soon as possible to ensure the employee's pay is calculated accurately.

4. How do I get further help with this?

Further guidance can be found in the following:

Maternity Policy  
Maternity Policy Employee Guidance  
Maternity Support Leaver Application Form

**If you need further support - staff live on myNL Portal should raise a People Operations General Enquiry request form. For staff not yet live on myNL Portal, please email [escpeopleoperations@northlan.gov.uk](mailto:escpeopleoperations@northlan.gov.uk)**