



Employee Guidance – Maternity Support/Paternity Leave

Introduction

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 15th week before the week the baby is due.

1. What do I need to know

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).

2. What do I need to do

You should submit your request to your line manager using the Application for Maternity Support Leave Form, prior to the period(s) of leave. If applying for Maternity Support Leave, in addition to the completed form, the following pieces of supporting documentation should be provided to your line manager:-

- the MATB1 Certificate, which is issued to you prior to the birth of your child, confirming the expected date of birth, or
- your 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, you should give as much notice as possible when applying for Maternity Support Leave.

3. What does my manager need to do?

Your Line Manager should notify the Employee Service Centre (ESC) as soon as reasonably practical that you are intending to take Maternity Support/Paternity Leave.



4. What else do I need to consider/be aware of?

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

5. How do I get further help with this?

Further guidance can be found in the following:

Maternity Policy

Maternity Policy Employee Guidance

Maternity Support Leave Application Form

You can contact your HR Operations teams by email

ESCPeopleOperations@northlan.gov.uk