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Mother / birth parent	The biological (birth) mother of a child, or non-binary/trans biological birth parent
Normal salary	<p>The salary the employee normally receives based on their normal contractual pay and hours of work.</p> <p>For employees with no normal working hours or variable pay eg claims-based employees (including hourly-paid part time lecturers), a “normal” salary will be calculated by going back over the last 12 months (from the <a href="#">Qualifying Week</a>) and dividing by 52, or over the period of employment if less than 12 months and dividing by the number of weeks employed.</p>
Ordinary Adoption Leave (OAL)	A period of 26 weeks' statutory leave available to an employee who is newly matched with a child (or children) for adoption by an adoption agency. Only one member of a couple adopting jointly can take statutory adoption leave.
Ordinary Maternity Leave (OML)	26 weeks' statutory leave available to an employee who gives birth, regardless of the length of time they have been working for their employer.
Parent	<p>A person who will have or share the main responsibility for the child's care at the time of the birth/adoption and who may be either the mother, the father, the mother's partner if not the biological father or the father's partner if not the biological mother, or a person who has been matched with a child for adoption, or has legal custody of a child.</p> <p>A parent may also be someone who is eligible for a parental order in a surrogacy arrangement.</p>
Partner	Spouse, civil partner or someone living with another person in an enduring family relationship (including a same sex partner), but not a sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.
Paternity leave	Up to two weeks' leave that can be taken by the spouse, partner or civil partner of a child's mother /

Primary adopter	<p>An individual who has had a child (or children) placed with them for adoption in respect of whom they intend to take adoption leave and/or Statutory Adoption Pay.</p> <p>The term may also be used to describe an intended parent in a surrogacy arrangement where they are applying for a parental order and where they are eligible to take adoption leave and/or pay in respect of the child.</p>
Qualifying Week	<p>The fifteenth week before the <a href="#">expected week of childbirth</a> (including surrogacy arrangements)</p> <p>OR</p> <p>The week in which the adoption agency notifies an adopter that they have been matched with a child for adoption.</p>
Relevant Period	<p>Average weekly earnings are calculated over the Relevant Period, which is a period of at least eight weeks ending with the employee's last normal payday falling on or before the end of the <a href="#">Qualifying Week</a>. The precise period over which the earnings are averaged out depends on when the employee's normal payday falls.</p>
Statutory Adoption Pay (SAP)	<p>This benefit mirrors <a href="#">statutory maternity pay</a>.</p>
Statutory Maternity Pay (SMP)	<p>A statutory benefit payable to an employee who takes maternity leave or stops working due to childbirth, provided they earn at least the <a href="#">lower earnings limit</a> in the <a href="#">relevant period</a> (usually the 8 weeks leading to the <a href="#">qualifying week</a>) and has at least 26 weeks' continuous service at the end of the qualifying week, and is still employed during that week.</p> <p>SMP is payable at two rates: the "earnings-related rate" (90% of her average earnings) for the first six weeks, followed by the "<a href="#">prescribed rate</a>" set by the government for the relevant tax year or the earnings-related rate if lower. Total SMP entitlement lasts 39 weeks.</p>
Statutory Paternity Pay (SPP)	<p>A statutory benefit payable to an employee on statutory paternity leave, provided they earn at least the lower earnings limit in the <a href="#">relevant period</a> (usually the 8 weeks leading to the <a href="#">qualifying week</a>) and have at least 26 weeks'</p>

	<p>continuous service at the end of the qualifying week, and are still employed during that week.</p> <p>SPP is payable for up to two weeks at the "prescribed rate" or "earnings-related rate" if lower of <a href="#">statutory maternity pay</a>.</p>
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# 1 Introduction

## 1.1

<p>As soon as possible after the maternity leave start date has been notified in writing</p>	<p>Payroll will confirm in writing any maternity pay the employee is entitled to receive.</p> <p>HR will write to the employee when they have received the MatForm, notifying the employee of the date on which their maternity leave will end (the 'Expected Return Date').</p>	<p>Payroll</p> <p>HR</p>
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On the birth of the baby  
 As soon as possible following the birth of the child,  
 the employee is to be notified of the actual date of their baby's birth.

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2.3.2 At the time you notify the university that you are pregnant, you can request an appointment with

(NB The line manager is not entitled to ask for evidence of the antenatal appointment such as an appointment card as this is the property of the expectant person attending the appointment.)

2.4.5 Employees should try wherever possible to arrange appointments at the start or the end





2.9.7 You will qualify for Enhanced Maternity Pay (EMP) if:

- x You are entitled to [maternity leave](#), and
- x You are claiming [SMP](#) from the university or you have 26 weeks' continuous service at the end of the [qualifying week](#), and
- x You are employed by the university.

2.9.8 Subject to 2.9.11, EMP is paid as follows:

- a) Six weeks at [normal salary](#) inclusive of any SMP that may be due for that period, or [earnings-related SMP](#) (90% of average weekly earnings) whichever is the higher amount.
- b) 12 weeks at half normal salary plus SMP (where applicable). The total amount payable is capped at full normal salary.
- c) Up to 21 weeks' SMP (where applicable).

2.9.9 Payment of the 12 weeks' half pay specified at 2.9.8b) above is conditional upon you confirming in writing before starting maternity leave that you intend to return to work for at least 13 weeks after the end of your maternity leave. If you later decide not to return to work for this minimum period, you must repay the 12 weeks' half pay element of EMP. You will not be required to repay any SMP.

NB If you are intending to return to work for the end of your 13 week maternity leave period, or you plan to 'curtail' your maternity leave and 'opt in' to Shared Parental Leave, please refer to the separate [Shared Parental Leave Policy](#) for further details

#### Maternity Allowance

2.9.10 If you are not eligible for [SMP](#), you may be entitled to Maternity Allowance (MA). You will need to contact JobCentrePlus,





of your adoption leave with a revised [Expected Return Date](#). You should also inform your line manager of your Intended Start Date or any subsequent changes to that date.

- 3.6.3 Shortly before your adoption leave starts your manager will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. See also [Keeping in touch](#).

### 3.7 Disrupted adoption

- 3.7.1 Adoption leave is disrupted if it has started but:

- a) you are notified that the placement will not take place;
- b) the child is returned to the adoption agency after placement; or
- c) the child dies after placement.

- 3.7.2 In case of disruption your entitlement to adoption leave and pay (if applicable) will continue for a further eight weeks from the end of the week in which disruption occurred, unless your entitlement to leave or pay would have ended earlier in the normal course of events.

### 3.8 Adoption Pay

- 3.8.1 Adoption pay mirrors the university's maternity pay provisions and may therefore consist of Statutory Adoption Pay ([SAP](#)) or Enhanced Adoption Pay (EAdP) depending on your level of earnings and length of service.

#### Statutory Adoption Pay

- 3.8.2 Statutory Adoption Pay ([SAP](#)) is a weekly payment payable for up to 39 weeks. SAP will stop being payable from the start of the SAP week if you return to work for any of the days within the SAP week (except where you are simply "keeping in touch" in accordance with section 5) or the placement is [disrupted](#).
- 3.8.3 If you are entitled to SAP, you will be notified in writing by payroll and they will inform you of the relevant weekly amounts you are entitled to receive. You are entitled to SAP if:
- a) you have been continuously employed by the university for at least 26 weeks ending with the [Qualifying Week](#) and are still employed by the university during that week;
  - b) your average weekly earnings during the eight weeks ending with the Qualifying Week (the [Relevant Period](#)) are not less than the lower earnings limit set by the government;
  - c) you comply with the university's notification requirements – see [Notification requirements](#).
- 3.8.4 SAP accrues with each complete week of absence and payments are made on the next normal payroll date. Income tax, National Insurance and pension contributions are deducted as appropriate.
- 3.8.5 If you leave employment for any reason (for example, if you resign or are made redundant) you are still eligible for SAP if you have already been notified by an agency



that you have been matched with a child. In such cases, SAP start

- 4.3 The leave year runs from 1 September to 31 August. In many cases a period of maternity/adoption leave will last beyond the end of the leave year. Any leave entitlement for the year that is not taken or cannot reasonably be taken before starting your maternity/adoption leave should, where possible, be taken immediately before returning to work or within three months of returning to work unless your manager agrees otherwise.
- 4.4 You should discuss your leave plans with your manager in good time before starting your maternity/adoption leave. All leave dates are subject to approval by your manager.

#### Pension

- 4.5 If you are a member of a workplace pension scheme e.g. the Local Government Pension Scheme (LGPS) or the Teachers' Pension Scheme (TPS)), the university will make employer pension contributions during any period of paid maternity/adoption leave (statutory or enhanced) in accordance with the applicable pension scheme rules. Any employee contributions you make will be based on the amount of any maternity/adoption pay and/or any other pensionable pay you are receiving. If you take a period of unpaid maternity/adoption leave you should contact the payroll and pensions team for advice on the implications for your pension and any options available under the relevant scheme rules to elect to cover a period of lost pensionable service. You should seek this advice at the earliest opportunity because you may need to make an election within a defined timescale under the pension scheme rules.

For more information on the LGPS visit

- b) any training needs you might have; and
- c) any changes to working arrangements (for example if you have made a request to work part-time; see [Flexible working requests](#)).

6.2





See [Time off for adoption appointments for adoptive parents](#).

## 9.6 Paternity Pay

9.6.1 If you take paternity leave in accordance with this policy, you will be entitled to statutory paternity pay ([SPP](#)) if, during the [Relevant Period](#), your average weekly earnings are not less than the lower earnings limit set by the government. (Where you receive a backdated pay increase that takes effect during the Relevant Period, that pay increase will be taken into account even if the pay increase was not actually received until after this period.)

9.6.2 You will qualify for Enhanced Paternity Pay (EPP) if:

- x You are entitled to [paternity leave](#), and
- x You are claiming SPP from the university or you have 26 weeks' continuous service at the end of the [qualifying week](#), and
- x You are employed by the university.

9.6.3 EPP is paid at your [normal salary](#) inclusive of any SPP that may be payable. The total amount payable is capped at full normal salary.

## 9.7 Terms and conditions during paternity leave

9.7.1 All the terms and conditions of your employment remain in force during paternity leave except for the terms relating to pay.

## 9.8 Returning to work

9.8.1 You are expected to return to work on the next working day following your last day of paternity leave, unless you notify the university otherwise in accordance with this section or you take a period of approved leave (e.g. annual leave or other parental or special leave) immediately following paternity leave. If

