

Family Friendly Policy



Approved: 28 March 2018 – Board of Trustees
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Responsible Officer: HR Director

Vision and Ethos



The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- that a Christian ethos underpins and informs all that we do
- that the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- that through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- in the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- that the family of academies within the Trust, working together, will secure continuity and progression for all
- that there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- that, through its structures and work, the Trust can create and support effective Governance for all members
- that, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Contents

Para	
1	Policy Statement
2	Scope and Principles
3	Maternity Leave and Pay
4	Paternity Leave and Pay
5	Adoption Leave and Pay
6	Shared Parental Leave
7	Parental Leave
8	Annual Leave for Support Staff
9	Multiple Children in One Birth
10	Breastfeeding
11	Foster Parents
12	Surrogacy Arrangements
13	Flexible Working
Appendix 1	Teacher Maternity / Adoption Leave Pay and Entitlements
Appendix 2	Support Staff Maternity / Adoption Leave Pay and Entitlements

Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the term 'Governing Body' is used it refers to the Local Governing Body of an individual academy within the Trust.

Where appropriate the Local Governing Bodies of individual academies will publish details of the procedures and practices to implement Trust policies.

Related Policies and Procedures

- Adoption Leave Procedure
- Flexible Working Policy
- Maternity Leave Procedure
- Paternity Leave Procedure
- Parental Leave Procedure
- Shared Parental Leave Procedure

1. Policy Statement

- 1.1. Archway Learning Trust recognises that a supportive approach in relation to employees managing work and family life is important in maintaining good employment relationships and staff retention.
- 1.2. The Trust also recognises the importance of maintaining a safe, healthy and productive work life balance for all employees and ensures that it complies with statutory obligations underpinning employees managing their work and family life.
- 1.3. This policy sets out Archway Learning Trust's approach to maternity, paternity, adoption, shared parental and parental leave and other family-related matters.
- 1.4. The policy aims to ensure that all employees are treated fairly and consistently when undertaking a period of maternity, paternity, adoption, shared parental or parental leave and to ensure that all staff are aware of their rights and entitlements.
- 1.5. The following procedures and associated application forms are available to employees to offer guidance and support in the implementation of this policy:
 - Adoption Leave Procedure
 - Maternity Leave Procedure
 - Parental Leave Procedure
 - Paternity Leave Procedure
 - Shared Parental Leave Procedure
- 1.6. Employees wishing to request a change to their working pattern should refer to the Flexible Working Policy.

2. Scope & Principles

- 2.1. This policy relates to all staff employed by Archway Learning Trust who meet the specific eligibility criteria as set out below.
- 2.2. Statutory entitlements are those that are provided for in employment law.
- 2.3. Contractual entitlements are those that are provided for within the employee's contract of employment.
- 2.4. Whilst an employee is on maternity, paternity, adoption, shared parental or parental leave all contractual benefits, except pay, will continue as normal.
- 2.5. No-one who makes a request for maternity, paternity, adoption, shared parental or parental leave will be subjected to any detriment or lose any career development opportunities as a result.
- 2.6. This policy does not form part of any employee's contract of employment and it may be amended at any time following consultation with staff and recognised trade unions.

3. Maternity Leave and Pay

- 3.1. Once the Trust has been informed of the employee's pregnancy, a suitable risk assessment of the workplace will be undertaken.
- 3.2. Pregnant employees have the right to 52 weeks' maternity leave, regardless of their length of service. The first 26 weeks' leave is known as 'Ordinary Maternity Leave' and the last 26 weeks is known as 'Additional Maternity Leave'.
- 3.3. The earliest that the maternity leave can commence is 11 weeks before the expected week of childbirth, unless the baby is born early.
- 3.4. Employees must take at least 2 weeks' maternity leave after the birth of their baby before returning to work known as 'Compulsory Maternity Leave'.
- 3.5. To qualify for maternity leave, the employee must inform the Trust by the end of the 15th week before the expected week of childbirth of their intention to take maternity leave. Ideally they will also provide the date from which they wish to do so. However, if they are unable to provide the date they intend to commence their maternity leave, they must do so as soon as possible and no later than 28 days before. Please refer to section 5 for entitlements for those staff who are adopting a child.
- 3.6. When the baby is born earlier than the intended start date of maternity leave, the maternity leave will commence the day after the birth.
- 3.7. When the employee is absent from work for pregnancy-related reasons during the 4 weeks prior to the expected week of childbirth, their maternity leave will start automatically.
- 3.8. In circumstances where the baby is stillborn after the 24th week of pregnancy, or where a baby dies after birth, the employee will still qualify for maternity leave and pay.
- 3.9. Employees may be entitled to statutory and contractual maternity pay subject to their length of continuous service and National Insurance contributions. Entitlements are outlined in **Appendix 1** for teaching staff and **Appendix 2** for support staff. Contractual entitlements are based on length of continuous service with all public authorities to which the Local Government Redundancy Payments Modification Order 1999 applies.
- 3.10. Pregnant employees are entitled to paid time off for routine antenatal appointments. However, employees are expected to arrange antenatal appointments at dates and times which minimise the impact on working time as far as possible.
- 3.11. *Keeping In Touch Days (KIT)*
The Trust recognise that maintaining contact during maternity leave is important to ensure that the employee is kept up to date with developments in the workplace. This is beneficial to both parties to ensure the employee is well equipped to return to work following maternity leave as effectively and successfully as possible. The Trust will only utilise and approve the use of paid Keeping In Touch days (maximum of 10) where there is clear business justification for the Keeping In Touch day to take place. However, the Trust would be supportive of informal contact on an unpaid basis.

- 3.12. Therefore, the purpose of any KIT days will need to be discussed between the employee and line manager in order to establish how they would be utilised. Both parties should be aware when discussing these proposals that:
- the use of KIT days would need to be approved by either the Principal or Chief Executive Officer via the KIT Day Claim Form (please refer to the Maternity Leave Procedure);
 - where a KIT day has taken place, provided authorised in advance in accordance with Trust procedure, an employee is entitled to their normal rate of pay.
- 3.13. All employees who have been on Ordinary Maternity Leave (1st to 26th week of maternity leave) have a right to return to the same job that they were employed in prior to their leave and on terms and conditions no less favourable than they would have been had they not been on maternity leave. Employees who have been on Additional Maternity Leave (27th to 52nd week of maternity leave) have a right to return to the same job role that they were employed in prior to their leave and on terms and conditions no less favourable than they would have been had they not been on maternity leave or, where this is not possible, to a suitable alternative role. Employees on maternity leave have the same rights in relation to redundancy situations as their colleagues.
- 3.14. An employee is not required to give notice of their intention to return to work following maternity leave unless they return before the end of the 52nd week period, in which case they must give at least 4 weeks' notice of their intention to return.
- 3.15. In circumstances where an employee has received full contractual maternity pay entitlements, it is expected that they will return to work for at least 13 weeks; otherwise they will be required to pay back the contractual maternity pay that they have received. If the employee has returned to work on reduced hours, the 13 week period will be extended proportionately.
- 3.16. If the employee wishes to resign her employment, the normal contractual notice period applies.

4. Paternity Leave and Pay

- 4.1. Employees may be entitled to paternity leave and pay if they and their partner are having a baby, adopting a child or having a baby through a surrogacy arrangement.
- 4.2. Employees are entitled to paternity leave if they have worked for the Trust continuously for at least 26 weeks by the end of the 15th week before the expected week of childbirth and:
- are either the baby's biological father or are the spouse, civil partner or partner of the expectant mother; and
 - are taking the time off to support the mother or care for the child; and
 - have, or expect to have, responsibility for the upbringing of the child.
- 4.3. Employees must inform the Trust no later than the 15th week before the expected week of childbirth of their intention to take paternity leave.

- 4.4. Eligible employees who have provided the appropriate notice are entitled to take 1 or 2 weeks paternity leave; this can be taken as 1 single week or as 2 consecutive weeks. For this purpose, a week is deemed to be the same number of days an employee ordinarily works in a week.
- 4.5. Paternity leave must not start before the birth, but can start:
- on the actual date of birth;
 - on an agreed number of days after the birth; or
 - on an agreed number of days after the expected week of childbirth.
- 4.6. Paternity leave must finish within 56 days of the birth or due date where the baby has been born early. This does not apply to adoption leave, please refer to section 5.0 for information on start and end dates for adoption leave.
- 4.7. Employees entitled to paternity leave may also be entitled to statutory and contractual paternity pay as follows:
- First week of paternity leave – full contractual paternity pay.
 - Second week of paternity leave – statutory paternity pay (provided the employee earns an average of at least the Lower Earnings Limit (LEL)).
- 4.8. In circumstances where the baby is born early, employees are entitled to paternity leave, provided that they have worked for the Trust continuously for at least 26 weeks by the expected week of childbirth.
- 4.9. In circumstances where the baby is stillborn after the 24th week of pregnancy, or where a baby dies after birth, the employee will still qualify for paternity leave and pay provided they met the eligibility criteria.
- 4.10. Please refer to section 5 for further guidance and details of the entitlements for those staff who are adopting a child.
- 4.11. Employees who are the baby's father, expectant mother's spouse or partner or intended parents of a surrogacy arrangement are entitled to take unpaid leave to attend up to 2 antenatal appointments. Employees are expected to arrange antenatal appointments at dates and times which minimise the impact on working time as far as possible.

5. Adoption Leave and Pay

- 5.1. Employees are entitled to adoption leave when they provide proof of adoption and when they have informed the Trust of their intention to take adoption leave within 7 days of being 'matched with a child' or receiving 'official notification' if adopting from overseas.
- 5.2. If the employee jointly adopts a child with their partner, one will be entitled to take adoption leave and the other is entitled to take paternity leave, subject to the eligibility criteria outlined in paragraph 4 above. Alternatively shared parental leave can be considered.
- 5.3. Employees are required to provide 28 days' notice to the Trust before commencing adoption leave.

- 5.4. Employees have the right to 52 weeks' adoption leave, regardless of their length of service. The first 26 weeks' leave is known as 'Ordinary Adoption Leave' and the last 26 weeks is known as 'Additional Adoption Leave'.
- 5.5. Adoption leave can commence:
- up to 14 days before the date the child starts living with the employee (UK adoptions);
 - when the child arrives in the UK or within 28 days of this date (overseas adoptions); or
 - the day the child is born or the day after (if a surrogate has been used).
- 5.6. Adoption leave must last a minimum of 2 weeks from the date the adopted child is placed.
- 5.7. Employees may be entitled to statutory and contractual adoption pay subject to their length of continuous service and earnings level. Adoption leave pay will commence on the date that the employee takes up adoption leave. Entitlements are outlined in **Appendix 1** for teaching staff and **Appendix 2** for support staff. Contractual entitlements are based on length of continuous service with all public authorities to which the Local Government Redundancy Payments Modification Order 1999 applies.
- 5.8. If an employee is the main adopter they are entitled to paid time off to attend 5 adoption appointments after they have been matched with a child but prior to adopting the child.
- 5.9. Employees are not eligible for adoption leave if:
- an adoption has been arranged privately;
 - they become a special guardian or kinship carer;
 - they adopt a stepchild; or
 - they adopt a family member.
- 5.10. An employee who has been confirmed as a dual approved prospective adopter may be eligible for adoption leave and pay. To be eligible for adoption leave the dual approved prospective adopter must:
- a. be a local authority foster parent who has been approved as suitable to adopt the child that they will initially foster;
 - b. have been notified by the local authority of its decision to place a child with him/her;
 - c. have notified the local authority that they agree to the placement (initially for fostering) and the date it will take place; and
 - d. have given notice to the Trust of their wish to take adoption leave within 7 days of the employee being notified by the local authority of the placement.
- 5.11. If the employee is jointly confirmed as a dual approved prospective adopter with their partner, one will be entitled to take adoption leave and the other is entitled to take paternity leave, subject to the eligibility criteria outlined in paragraph 4 above. Alternatively shared parental leave can be considered.
- 5.12. The dual approved prospective adopter will be eligible for statutory adoption pay if they meet all of the conditions for adoption leave and also have:
- 26 weeks' continuous employment with the same employer at the 'qualifying week';
 - earned, on average, at least the lower earnings level (£112 a week) in the 8 weeks leading up to the date they were notified of a match with a child; and

- notified their employer that they are entitled to statutory adoption pay and when this is to begin.
- 5.13. Where a placement by a local authority does not proceed to a formal adoption, the dual approved prospective adopter's entitlement to adoption leave will end 8 weeks after the child is removed from their family or at the end of their adoption leave, whichever is earlier.
- 5.14. The dual approved prospective adopter's entitlement to statutory adoption pay will also end at this 8 week point, or earlier if they have already taken 39 weeks of statutory adoption pay.
- 5.15. Where a surrogacy arrangement is in place and an employee wishes to take adoption leave for such circumstances, the Trust will require notice of the employee's intention to take adoption leave at least 15 weeks before the expected due date. The Trust will request a statutory declaration that confirms the employee's application or intention to apply for a parental order in the 6 months after the child's birth.
- 5.16. *Adoption Keeping in Touch Days (KIT)*
The same principle applies for adoption KIT days as outlined for KIT days under section 3.11. Where a clear business justification has been identified for the adoption KIT day(s) to go ahead (up to a maximum of 10) this will need to be in agreement with either the Principal or Chief Executive Officer. When an adoption KIT day has taken place, provided authorised in advance in accordance with Trust procedure, the employee is entitled to their normal rate of pay.

6. Shared Parental Leave

- 6.1. Subject to eligibility, shared parental leave is available to each parent of the child and allows both parents opportunity to play an active role in caring for the child during the first year of birth or adoption.
- 6.2. Shared parental leave can be taken during one set continuous period of time or in block periods (maximum of 3 per parent, minimum of 1 week per block period). Subject to eligibility, a set, continuous period of shared parental leave will be accepted. Any requests for discontinuous leave (block periods) will need to be considered in line with the business needs of the Trust.
- 6.3. The amount of shared leave available is 52 weeks less the amount of maternity/adoption leave the mother/adopter has already taken during the 52 week period of entitled maternity/adoption leave.
- 6.4. Employees are eligible for shared parental leave if they share responsibility for the baby with one of the following:
- their husband, wife, civil partner or joint adopter;
 - the child's other parent; or
 - their partner (if they live with the employee and the child).
- 6.5. In addition to the eligibility criteria outlined in paragraph 6.4 above, the following criteria must also be satisfied:

- the employee or their partner being entitled to take maternity, paternity or adoption leave; and
 - the employee must have at least 26 weeks' continuous employment with the Trust by the end of the Qualifying Week; and
 - the employee must still be employed by the Trust in the week before the leave is to be taken.
- 6.6. In addition to the above outlined eligibility criteria, during the 66 weeks before the baby's due date (or the date that an employee is matched with an adopted child) an employee's partner must:
- have been working for at least 26 weeks (this does not have to be in a row); and
 - have earned at least £390 in total in 13 of the 66 weeks.
- 6.7. Employees are eligible for statutory shared parental pay if they:
- are eligible for statutory maternity or adoption pay; or
 - are eligible for statutory paternity pay and the employee's partner is eligible for statutory maternity pay.
- 6.8. Shared parental leave can only start once the child has been born or placed with the employee for adoption and after the 2 week compulsory period of maternity or adoption leave has taken place.
- 6.9. To commence shared parental leave the mother or the person on adoption leave has to either:
- return to work; or
 - provide the Trust with 'binding notice' that they intend to return to work before commencing shared parental leave. Maternity/adoption leave and pay must have also come to an end.
- 6.10. Shared parental leave and pay can commence whilst an employee's partner may still be on maternity or adoption leave, as long as the 'binding notice' has been served to end the leave. The Trust will request proof of this binding notice in order to allow the employee to commence shared parental leave.
- 6.11. Written notice of entitlement to take shared parental leave, pay and relevant documentation must always be provided to the Trust at least 8 weeks before the intended start date of the shared parental leave. 8 weeks' notice is also required for any change in plans to shared parental leave.
- 6.12. Eligible employees are entitled to shared parental leave; however, a discussion must take place with the Trust before confirming the final leave dates. Discontinuous shared parental leave may be refused for justified business reasons; in such circumstances a continuous period of leave will be authorised. Further details are outlined in the Shared Parental Leave Procedure.
- 6.13. Shared Parental Leave will be paid in line with statutory entitlements.
- 6.14. Decisions to withdraw binding notice to end maternity or adoption leave by the employee can be made under special circumstances, these being:
- the planned end date for maternity or adoption leave hasn't passed;

- the employee hasn't already returned to work after a period of maternity or adoption leave;

and one of the following must also apply:

- an employee finds out during the 8 week notice period before commencing shared parental leave that neither they nor their partner is entitled to shared parental leave or pay;
- the mother's or main adopter's partner has died; or
- the mother tells the Trust less than 6 weeks after giving birth (whilst also having given the correct maternity notice before the birth).

6.15. In circumstances where the baby is born early and notice of shared parental leave has been confirmed between employee and employer, the employee may continue with the arrangements that have been made.

6.16. In circumstances where the baby is born 8 weeks or more earlier than the expected due date and notice of shared parental leave hasn't been received from the employee, there is no requirement to give 8 weeks' notice, but should be given as soon as practicably possible after the birth.

6.17. *Shared Parental Leave in Touch Days (SPLIT)*

The same principle applies for SPLIT days as outlined for KIT days at paragraph 3.11. Where a clear business justification has been identified for the SPLIT day(s) to go ahead (20 maximum per employee, 20 per partner), this will need to be in agreement with either the Principal or Chief Executive Officer. When a SPLIT day has taken place, provided authorised in advance in accordance with Trust procedure, the employee is entitled to their normal rate of pay.

6.18. In circumstances where the child dies before, during or after birth, and employees have already opted into shared parental leave, they will still be entitled to take the leave. Where an employee has not yet submitted notice of their eligibility at the point of the child passing away, they cannot opt into shared parental leave. If employees wish to return to work before the end of the agreed shared parental leave dates, they will need to provide the Trust with 8 weeks' notice.

6.19. Shared parental leave will immediately cease in circumstances where an employee is no longer responsible for caring for the child (except when the child has died), employees in these circumstances must inform the Trust immediately they cease to care for the child.

6.20. If an employee's employment comes to an end whilst they are still entitled and claiming shared parental leave and pay, then any remaining weeks of pay will usually remain payable unless the employee commences employment elsewhere.

7. Parental Leave

7.1. Parental leave is available to eligible employees to look after their child's welfare.

7.2. Employees are eligible for parental leave if:

- a) they have been employed by the Trust for more than one year; and
- b) they fulfil one of the following three requirements:
 - they are named on the child's birth or adoption certificate; or

- they have or expect to have parental responsibility**; or
 - they are a foster parent who has secured parental responsibility through the courts;
- c) and the child is under 18.

*** A mother automatically has parental responsibility for her child from birth. A father usually has parental responsibility if he is married to the child's mother or is listed on the birth certificate.*

- 7.3. Parental leave is unpaid.
- 7.4. Employees are entitled up to 18 weeks' parental leave per child up to their 18th birthday.
- 7.5. Employees can take a maximum of 4 weeks in any year for each child.
- 7.6. Parental leave must be taken as whole weeks, not individual days. Whole weeks are classed as the number of days the employee normally works during a 7 day period.
- 7.7. Where it may be required, the Trust will ask for documentation to prove the employee's parental responsibility to the child before agreeing the leave dates.
- 7.8. Employees are required to provide written notice to the Trust outlining their intention to take parental leave. 21 days' notice is required before the intended leave date. In circumstances when a baby is due to be born or is placed for adoption, the employee is required to provide 21 days' notice before the due date/placement date. Start dates and ends dates of intended leave are required from the employee to ensure the Trust can plan accordingly for the period of absence.
- 7.9. The Trust can delay or postpone parental leave where there is a significant business reason to do so.

8. Annual Leave for Support Staff

- 8.1. Support staff employed to work all year round accrue annual leave entitlements during maternity, paternity, adoption, shared parental leave and parental leave. Support staff employed to work less than all year round have their annual leave entitlement built into their pay as an additional sum.

9. Multiple Children in One Birth

- 9.1. Employees are not entitled to additional leave or pay entitlements for maternity/paternity/adoption/shared parental/parental leave if they are expecting more than one child within the same birth/adoption. The eligibility criteria and entitlements are the same as if the employee was expecting one child.

10. Breastfeeding

- 10.1. The Trust recognises its duty and legal obligation to support breastfeeding mothers in their return to work and therefore, on discussion with the employee, will provide appropriate

facilities for the mother whilst continuing to breastfeed which are mindful to both privacy and hygiene.

- 10.2. Prior to an employee's return to work the employee will need to inform the Trust in writing of their intention to continue breastfeeding. This will enable the Trust to discuss and consider temporary adjustments or working arrangements with the employee if they wish to express breastmilk during their working day whilst also giving consideration to the everyday operation of the Trust. Further detail is outlined in the Maternity Procedure.
- 10.3. On return to work, employees will be asked if they need suitable refrigerator storage for expressed milk and if so, the Trust will provide adequate facilities.

11. Foster Parents

- 11.1. The Trust recognises the positive role that foster parents can play in young people's lives. Whilst there is no statutory right to paid time off for employees who foster a child, except in a 'foster to adopt' situation (see paragraph 5 above), employees with at least 26 weeks' continuous service may make a request to the Trust for flexible working. Eligible foster carers will be able to use the Flexible Working request process to seek a working pattern that fits with their caring responsibilities. For further details employees should refer to the Trust's Flexible Working Policy.
- 11.2. Employees who have a child placed with them in a 'foster to adopt' situation may be entitled to adoption leave and pay. For further details employees should refer to section 5.

12. Surrogacy Arrangements

- 12.1. Employees who are the intended parents in a surrogacy arrangement who are eligible and intend to apply for a Parental Order, are entitled to unpaid time off to accompany the surrogate mother to up to two antenatal appointments. Each appointment is capped at a maximum of 6.5 hours.
- 12.2. If employees acquire an Adoption Order as a result of a surrogacy arrangement which results in them being the legal parent of the child with parental responsibility, they may be entitled to adoption leave and pay. For further details employees should refer to section 5.
- 12.3. Employees who have adopted a child as a result of a surrogacy arrangement may also be entitled to unpaid Parental Leave. For further details please refer to section 7.

13. Flexible Working

- 13.1. For those staff wishing to consider Flexible Working, they should refer to the Trust's Flexible Working Policy.

TEACHER MATERNITY/ADOPTION LEAVE AND PAY ENTITLEMENTS			
What service do I have?	What options are available to me?	How much maternity leave am I entitled to?	What maternity pay am I entitled to?
Less than 26 weeks' service (irrespective of hours worked) as at the 15th week before the expected week of childbirth	A I would like to return to work	Up to 52 weeks' absence in total including up to 11 weeks before the expected week of childbirth	SMP 1 from payroll and apply to the Benefits Agency for Statutory Maternity Allowance
	B I would like to resign	Not applicable	As above
26 weeks or more as at the 15th week before the expected week of childbirth and less than 1 year's service as at the 11th week before the expected week of childbirth (EWC) (irrespective of hours worked)	C I would like to return to work	Up to 52 weeks' absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid
	D I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks' absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid
	E I would like to resign	Not applicable	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP
At least 1 year's continuous service (irrespective of hours worked) as at the 11th week before the expected week of childbirth	F I would like to return to work	Up to 52 weeks' absence in total including up to 11 weeks before the expected week of childbirth.	4 weeks at full pay and 2 weeks at 90% of full pay, followed by, 12 weeks half pay. You must return to work for a minimum of 13 weeks otherwise the 12 weeks half pay must be repaid. Plus, depending on salary and average earnings: 33 weeks lower rate SMP to be paid alongside the 12 weeks at half pay
	G I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks' absence in total including up to 11 weeks before the expected week of childbirth	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings: 33 weeks lower rate SMP and the remainder unpaid. The 12 weeks at half pay will only be paid if you return to work for a minimum of 13 weeks
	H I would like to resign	Not applicable	4 weeks at full pay and 2 weeks at 90% Plus depending on salary and average earnings: 33 weeks lower rate SMP

SUPPORT STAFF MATERNITY/ADOPTION LEAVE AND PAY ENTITLEMENTS			
What service do I have ?	What options are available to me?	How much maternity leave am I entitled to?	What maternity pay am I entitled to?
Less than 26 weeks service (irrespective of hours worked) as at the 15th week before the expected week of childbirth	A I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	SMP 1 from payroll and apply to the Benefits Agency for Statutory Maternity Allowance
	B I would like to resign	Not applicable	As above
26 weeks or more as at the 15th week before the expected week of childbirth and less than 1 year's service as at the 11th week before the expected week of childbirth (irrespective of hours worked)	C I would like to return to work	Up to 52 weeks absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid
	D I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks' absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP and the remainder unpaid
	E I would like to resign	Not applicable	Depending on salary and average earnings: Six weeks higher rate SMP at 90% of average earnings followed by 33 weeks lower rate SMP
At least 1 year's continuous service (irrespective of hours worked) as at the 11th week before the expected week of childbirth	F I would like to return to work	Up to 52 weeks' absence in total including up to 11 weeks before the expected week of childbirth.	6 weeks at 90% of contractual full pay followed by 12 weeks half pay. You must return to work for a minimum of 13 weeks otherwise the 12 weeks half pay must be repaid Plus, depending on salary and average earnings:- 33 weeks lower rate SMP to be paid alongside the 12 weeks at half pay
	G I would like to keep my options open as I may choose to resign or to return to work	Up to 52 weeks' absence in total including up to 11 weeks before the expected week of childbirth	Depending on salary and average earnings: 6 weeks at 90% of full pay followed by 33 weeks lower rate SMP and the remainder unpaid 12 weeks at half pay will only be paid if you return to work for a minimum of 13 weeks
	H I would like to resign	Not applicable	Depending on salary and average earnings: 6 weeks at 90% of full pay followed by 33 weeks lower rate SMP

