

Date: 24th December 2025
Ref: CORP 25/26 – 192

Dear xxx

Freedom of Information request: Paternity Leave (CORP 25/26 – 192)

Thank you for your request for information which the Trust received on 2nd December 2025.

Your Request:

- 1) *Your parental leave policies, including paternity leave and pay and maternity leave and pay. If you have different policies for medical and non-medical staff, please include all different policies.*
- 2) *In the last three years for which you have data, how many staff members were eligible for paternity leave?*
- 3) *In the last three years for which you have data, how many staff members took paternity leave, and for how many weeks on average?*
- 4) *In the last three years for which you have data, what was the average salary for staff who were eligible for paternity leave? (If it is not possible to provide this, please provide the average salary for all the trust's staff instead)*
For queries 2 – 4, please provide separate data for medical and non-medical staff, but if this is not possible, please provide combined data for both instead.

Please find the Trust's response below:

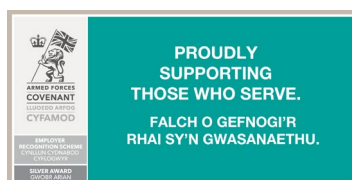
- 1) **Your parental leave policies, including paternity leave and pay and maternity leave and pay. If you have different policies for medical and non-medical staff, please include all different policies.**

The relevant policies are attached as Appendix 1.

- 2) **In the last three years for which you have data, how many staff members were eligible for paternity leave?**

As of 30th November 2025, the staff members eligible for paternity leave was 1973. This is for substantive staff only employed by the Trust and for their primary assignment.

Mae Ymddiriedolaeth GIG Prifysgol Felindre yn hapus i dderbyn gohebiaeth yn y Gymraeg neu'r Saesneg.
Velindre University NHS Trust is happy to receive communication in Welsh or English.



3) In the last three years for which you have data, how many staff members took paternity leave, and for how many weeks on average?

24 staff requests for an average of 13.5 day.

4) In the last three years for which you have data, what was the average salary for staff who were eligible for paternity leave? (If it is not possible to provide this, please provide the average salary for all the trust's staff instead)
For queries 2 – 4, please provide separate data for medical and non-medical staff, but if this is not possible, please provide combined data for both instead.

The average for all staff as of 30th November 2025 is £40,650.23.

I trust this answers your request for information, however, should you not be satisfied with the information supplied or the process of supplying it, you have a right to complain and request a review. Please note that you must submit a request for a review within 40 days of the date of this letter.

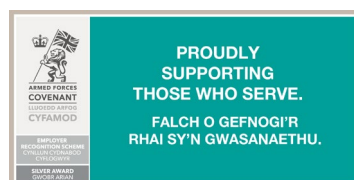
You should forward your complaint to:

Mr Ian Bevan via FOI.VUNHST@wales.nhs.uk
Head of Information Governance
Velindre University NHS Trust
2, Charnwood Court
Heol Billingsley
Parc Nantgarw
Cardiff
CF15 7QZ

Should you wish to take your complaint further, if you are still unhappy with the decision after review, you can contact the:

Information Commissioner's Office - Wales
2nd Floor,
Churchill House,
Churchill Way,
Cardiff,
CF10 2HH
Telephone: 0330 414 6421
email: wales@ico.org.uk

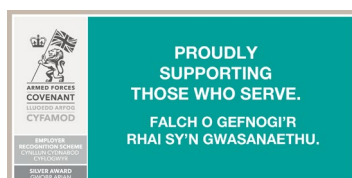
Mae Ymddiriedolaeth GIG Prifysgol Felindre yn hapus i dderbyn gohebiaeth yn y Gymraeg neu'r Saesneg.
Velindre University NHS Trust is happy to receive communication in Welsh or English.



Yours sincerely

Non Gwilym
Interim Director of Corporate Governance
Velindre University NHS Trust
2 Charnwood Court
Heol Billingsley
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Cardiff
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Mae Ymddiriedolaeth GIG Prifysgol Felindre yn hapus i dderbyn gohebiaeth yn y Gymraeg neu'r Saesneg.
Velindre University NHS Trust is happy to receive communication in Welsh or English.



Ref: WF59

Family Friendly Policy

Executive Sponsor & Function:	Executive Director of Organisational Development and Workforce
Document Author:	People and OD Policy Group
Approved by:	Trust Board
Approval Date:	24 July 2025
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Version:	V.1

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INTRODUCTION

At Velindre University NHS Trust, we are dedicated to fostering a supportive and inclusive environment for all our staff. Our Family-Friendly Policy is designed to help employees balance their work and family responsibilities effectively. We offer comprehensive support through our Family-Friendly procedures and guidance.

We understand the importance of family and are committed to providing flexible and compassionate support to our employees. Our Family Friendly Policy encompasses the following procedures and guidance:

- **Supportive Guidance:** Detailed guidance documents outlining steps to be taken on implementing the Family Friendly Policy and relevant Procedures as well as providing clarity on roles and responsibilities.
- **Neonatal Leave:** Neonatal care leave allows parents to have additional time off to be with a baby who is receiving neonatal care.
- **Maternity Leave:** Offering leave entitlements to support employees to ensure a smooth transition before and after childbirth.
- **Adoption Leave:** Ensuring adoptive parents receive the necessary time and support to bond with their new child.
- **Paternity Leave:** Providing leave for partners to support their family during the early stages of a child's life.
- **Shared Parental Leave:** Allowing parents to share leave in a way that best suits their family needs, promoting a balanced approach to childcare responsibilities.

By implementing these family-friendly initiatives, we aim to create a workplace where everyone can achieve a healthy work-life balance and feel valued as part of the Velindre University NHS Trust family.

OBJECTIVES

The objective of this Policy is to ensure staff are aware of their legal entitlements to family leave and pay as well as the additional benefits Velindre University NHS Trust provides to employees to support a flexible balance between their professional responsibilities and family commitments.

SCOPE

The policy applies to all Velindre University NHS Trust employees, including hosted organisations, who meet the eligibility criteria within each of the relevant procedures. All employees will be treated with dignity and respect regardless of their gender identity or sexual orientation relating to the application of this Policy.

ROLES AND RESPONSIBILITIES

The Trust is responsible for maintaining compliance with relevant employment laws and regulations, ensuring that all family-friendly initiatives are implemented fairly and consistently. By fulfilling these responsibilities. The Trust aims to create a workplace where employees feel valued, supported and able to thrive both professionally and personally.

Detailed responsibilities for employees and Trust Officers, managers and employees are outlined in each of the relevant procedures or guidance documents.

RESOURCES

In addition to the relevant procedures and guidance documents specifically outlined in this Policy, the following additional resources may be important for supporting our employees to maintain a flexible balance between their professional responsibilities and family commitments.

- **NHS Wales Special Leave Policy:** Parental Leave, Emergency Carers and Dependent Leave, Fertility Treatment and other relevant special leave entitlements
- **NHS Wales Flexible Working Policy:** The relevant procedure for all staff to make a formal request for flexible working.
- **NHS Wales Managing Attendance at Work Policy:** Pregnancy Related Illness and other relevant absence management processes.
- **Carers Leaves Policy:** Policy to support all staff to take statutory leave where they care for a dependant with a serious health condition.

RELEVANT LEGISLATION

The Velindre University NHS Trust Family-Friendly Policy has been produced to ensure the relevant provisions offered to employees comply with the following:

- Employment Rights Act 1996
- Equality Act, 2010
- Paternity and Adoption Leave (Amendment) Regulations 2014
- The Parental Bereavement Leave Regulations 2020
- The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024

TRAINING AND DEVELOPMENT

Managers will be expected to maintain their compassionate leadership skills through formal and informal mechanisms available to them within the Trust. These mechanisms ensure managers are able to support team members, handle leave requests, and manage flexible working arrangements.

REVIEW OF POLICY

This Policy and relevant procedures and guidance will be subject to regular review at a frequency determined by the Trust Policy Group or when relevant legalisation changes.

GETTING HELP

For help and advice in relation to this policy you can contact the People Relationship Team via velindre.workforceandod@wales.nhs.uk

Ref: WF59a

Maternity Leave Procedure

Executive Sponsor & Function:	Executive Director of Organisational Development and Workforce
Document Author:	People and OD Policy Group
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1. Introduction

The rules covering maternity leave and pay can be complex; this procedure aims to ensure you, as an employee of Velindre University NHS Trust or a host organisation are informed of your entitlements and responsibilities when taking maternity leave and pay.

The procedure also explains the specific steps you and your manager should take to claim these entitlements.

2. Maternity Leave

2.1 Eligibility for Maternity Leave

You have the right to 52 weeks of maternity leave from work if you are pregnant and legally classed as an employee. This is also applicable if you are a surrogate.

In relation to Velindre University NHS Trust you are an employee if you have a contract of employment to work within the Trust or with one of our host organisations.

You are not an employee if:

- You work only on the bank
- You are an agency worker; you should inform your agency of your pregnancy, as you may be eligible for maternity rights through them
- You are self-employed and contracted to undertake work for the Trust
- You are a third-party worker via a company contracted to do work for the Trust

If you are not an employee you will be eligible to take compulsory maternity leave, which is 2 weeks following the birth.

2.2 Details of Maternity Leave

If you meet the eligibility for maternity leave, you will be entitled to 52 weeks of maternity leave, this is made up of 26 weeks ordinary maternity leave and 26 weeks of additional maternity leave. Ordinary and additional maternity leave run concurrently and cannot be taken at different times.

A week, in the context of maternity leave and pay is defined as: full 7 days from Sunday to Saturday.

You are not required to take the full entitlement of 52 weeks however the law does require you to take compulsory maternity leave which is a minimum of 2 weeks following the birth.

You get the same amount of maternity leave even if you have a multiple birth.

Maternity leave can start from 11 weeks before the baby is due up to the day you give birth, unless the birth is premature. If your baby is born before, prematurely, your maternity leave will start on your first day of absence.

If your child requires neonatal care, either from being born prematurely or some other reasons you may be eligible for additional leave, in addition to your maternity leave. Details of eligibility and the procedure for this can be found in the Trust's Neonatal Leave Procedure.

If you are sick or suspended from duties, due to reasons related to your pregnancy, your maternity leave will automatically start 4 weeks before the baby is expected to be born.

If you give birth before the maternity leave was due to start, you should notify your manager, in writing, of the date of the birth, as soon as reasonably practicable. You may be able to share 50 weeks of your maternity leave with your partner. Details of eligibility and the procedure for doing this can be found in the Trust's Shared Parental Leave Procedure.

3. Maternity Pay

3.1 Types of Pay

After giving birth, you may be eligible for one of the following types of pay:

- Occupational maternity pay
- Statutory maternity pay
- Maternity allowance

There are different eligibility criteria for each of the types of pay depending on your contractual position within the Trust and your length of service.

3.2 Eligibility for Occupational Maternity Pay

Occupational maternity pay is a contractual benefit, which includes statutory maternity pay and enhanced payments, for some people who meet the eligibility criteria.

You are entitled to occupational maternity pay if you meet all of the following criteria:

- You are an employee and have at least 12 months continuous NHS service, up to the 11th week before your baby is due
- You notify the Trust in writing 15 weeks before the baby is due (or as soon as practical if this is not possible)
- You provide a MATB1 form from your midwife or GP setting out the expected week of childbirth
- You intend to return to work following the period of maternity leave for a minimum of 3 months

3.3 Amount of Occupational Maternity Pay

If you are eligible for occupational maternity pay you will receive the following amount of pay:

- Full pay for the first 8 weeks
- Half pay, plus statutory maternity pay for the next 18 weeks
- statutory maternity pay for the next 13 weeks

During the final 13 weeks of maternity leave you will not be paid.

With prior agreement you can also ask for your maternity pay to be paid differently, for example, a fixed amount spread equally over your maternity leave.

Calculations for full weeks' pay will depend on your Terms and Conditions of Service (i.e. Agenda for Change, Medical and Dental or Executive and Senior Pay). The People and OD Team or Payroll will be able to provide more information on how this is calculated.

3.4 Refunding Occupational Maternity Pay

If you had originally intended to return to work within the Trust, or for an alternative NHS Organisation, following your maternity leave but change your mind you will be liable to pay back any enhancements received above statutory maternity pay.

Taking up an NHS bank position will not constitute a return to work and you will still be liable to pay back benefits that you should not have received.

The Trust retains their rights of discretion relating to the paying back of occupational maternity pay where enforcing this will cause hardship or undue distress.

If you return to work to the Trust or another NHS Organisation for at least 13 full weeks you will not be required to pay back your occupational maternity pay that you received.

3.5 Eligibility for Statutory Maternity Pay

Statutory maternity pay is the minimum payment you will receive if you are an employee, meet the eligibility criteria but are not eligible for occupational maternity pay.

You are entitled to statutory maternity pay if you meet all of the following criteria:

- You have been working for the Trust continuously for 26 weeks up to the qualifying week
- You earned at least £125 a week, on average, for 8 weeks before the qualifying week
- You notify the Trust in writing 15 weeks before the baby is due (or as soon as practical if this is not possible)
- You provide a MATB1 form from your midwife or GP setting out the expected week of childbirth

The qualifying week is 15 weeks prior to the expected date of childbirth.

If you were employed by another organisation at up to the qualifying week they will pay your statutory maternity pay, you will need to contact your previous employer to arrange this.

3.6 Amount of Statutory Maternity Pay

If you are eligible for statutory maternity pay you will receive the following amount of pay:

- 90% of your average weekly earnings for the first 6 weeks
- £187.18 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

During the final 13 weeks of maternity leave you will not be paid.

Average weekly earnings are calculated by payroll, based on your gross pay (before deductions), for 8 weeks prior to the start of your maternity leave. It is important to note that a number of factors impact the average weekly earnings, including:

- Pay awards or pay progression increments, even if retrospectively implemented
- Sick pay, annual leave, overtime, bonus and pay in arrears
- Salary sacrifice schemes

If you have a period of back-to-back maternity leave or return to work for only for a short period before taking a further period of maternity leave, you should contact payroll to check the implications this may have for you.

3.7 Maternity Allowance

If you are not eligible for occupational maternity pay or statutory maternity pay you may be eligible for maternity allowance which is paid by the Job Centre Plus. You can find out if you are eligible for maternity allowance on the [Gov.uk](https://www.gov.uk) website or by contacting your local Job Centre Plus.

3.8 Pension Contributions

If you are a member of the NHS Pensions Scheme your contributions will still be paid during your maternity leave. This will avoid a break in service and the possible loss of pension rights, which have already been accrued. Deductions are calculated on the variable amount of pay received each month.

During any unpaid periods of maternity leave contributions cannot be deducted however the arrears will be deducted from your salary when you return to work. Ordinarily these arrears will be taken over the same period of time that they have been accrued but if you return to work on a part-time basis, the repayment period can be extended.

If during the unpaid periods of maternity leave you become eligible for a tax refund, this will automatically be paid in your salary. It should however be noted that payroll will normally offset this with any pension arrears owed. If you have any queries relating to this you can contact payroll for more information.

3.9 Promotion or Change in Pay

If you are appointed to another role within the Trust or another NHS organisation during your maternity leave, that would ordinarily change your salary, this will not impact on your maternity pay. Any changes in pay made as a result of your new role will take effect on your return to work.

4. Antenatal Care

You should inform the Trust as soon as you become pregnant because this will ensure you get time off to attend your antenatal appointments. Antenatal care may include relaxation and parentcraft classes, in addition to medical examinations.

Part-time employees are also able to take reasonable time off where their appointments when these fall during normal working time.

To be entitled to take time off for antenatal care, you need to share evidence with your manager of your pregnancy from your doctor, midwife or health visitor. In the case of your first antenatal appointment this evidence can be the form of an appointment card or note.

We do ask that staff inform their line manager as soon as possible of any antenatal appointments and to arrange them as near to the start or end of a shift as possible. This will support ensuring your manager can maintain our services during your appointment.

You will need to book the time off for antenatal appointments through ESR.

5. Health and Safety

As well as ensuring you get time off for antenatal care, informing the Trust of your pregnancy will ensure we can manage any health and safety risks during the pregnancy.

5.1 Workplace Risk Assessment

Your manager will undertake a workplace risk assessment with you to identify any risks to you or your baby's health and safety while at work. This risk assessment will need to be reviewed every three months of your pregnancy and when you return to work.

If your workplace risk assessment identifies and risks to you or your baby's health and safety in the workplace, your manager will need to put in place adjustments to remove these risks or provide temporary alternative work.

If it is not possible for your manager to remove the risks or there is no suitable alternative work your manager may suspend you from work, on maternity grounds until such time as there are no longer any risks.

5.2 Maternity Suspension

If you are suspended from work during the period of your pregnancy, this does not have any impact on your employment or statutory maternity rights.

You will be entitled to your normal pay, as if you had been in work during the suspension.

Suspension on maternity grounds may last the entire length of your pregnancy until your manager is able to remove the identified risks.

6. Temporary, Fixed-Term and Training Contracts

6.1 Ending contracts during Maternity Leave

If you are an employee appointed on a temporary, fixed-term or training contract which is due to end 11 weeks before your baby is born and if you are eligible for maternity leave, your contract with the Trust will be extended so that you have the full 52 weeks maternity leave.

During this time, you will be paid as per your eligibility for maternity pay.

If your contract ends following your maternity leave, and was expected to end regardless of your pregnancy, then you will not be subject to pay back of any occupational maternity pay.

6.2 Rotational Training Contracts

If you are employed on a rotational contract with one or more NHS organisation you will have the right to return to the same post or the next planned rotational post even if the contract was to end during your maternity leave.

Your contract of employment will be extended so that you can complete the training programme.

You should contact your training or educational lead to discuss the options for your training programme.

7. Redundancy

If you are pregnant or on maternity leave and your job is being made redundant you will have special protection for a set period of time. The special protection lasts from the day you inform us you are pregnant until 18 months following the birth of your baby.

The special protection from redundancy means that if there is a suitable alternative role available you will have priority over others for this role.

If there are more people with redundancy protections than suitable roles available then the Trust will evaluate each person based on the following criteria:

- Skills
- Job Knowledge
- Experience

If there is no suitable alternative employment available you will be terminated on grounds of redundancy and full redundancy rights and payments will apply.

8. Keeping in Touch Days

During your maternity leave you will have the opportunity to work up to 10 days as keeping in touch (KIT) days. KIT days help you stay in touch with the Trust while you are on maternity leave and therefore using KIT days will not extend your maternity leave.

You cannot work KIT days during the first 2 weeks of your maternity leave.

How you chose to work KIT days, if any, will need to be agreed between you and your manager, it's important to note however even if you chose to work a few hours, this will be counted as a whole KIT day.

If you work more than 10 KIT days this will automatically end your maternity leave.

You will be paid your normal contractual hourly rate, in respect of the number of hours actually worked.

As well as formal KIT days, prior to going on maternity leave you should agree with your manager how you would like to be informed of what is happening in the workplace.

9. Return to Work

You will be entitled to return to work to the same position that you had in the Trust prior to your maternity leave and your terms and conditions will be the same as if you had not been absent.

If you intend to return to work following the full 52 weeks of maternity leave you will not be required to provide notification of this to your manager.

If you however wish to return from maternity leave early, you will need to provide at least 56 calendar days' notice in writing. If you do not provide adequate notice your manager will have discretion to postpone your return date.

9.1 Failure to Return to Work

If you have notified your manager of your intentions to return to work and you do not do so at the end of your maternity leave this may result in the termination of your contract of employment.

You will be contacted by your manager in writing, and allowed 14 days to respond before the Trust terminates your contract of employment.

You will be liable to repay any occupational maternity pay, if your contract of employment is terminated.

9.2 Breastfeeding in the Workplace

We want to support returning mothers who chose to breastfeed or express to continue this when you return to work. You will need to inform your line manager as soon as practically possible of your intentions to breastfeed or express and they can consider a number of options that would allow you to do this safely and with dignity.

Your manager will need to carry out a formal risk assessment of your working conditions to identify any health and safety risks with breastfeeding or expressing when you return to work.

Potential options for supporting you in your return to work to breastfeed or express could be:

- Flexible working arrangements
- Time off (unpaid) to feed your baby away from the workplace
- Your baby could be brought to the workplace to be fed
- A clean, private and dignified space dedicated to expressing with appropriate secure storage for milk

There is no one size fits all in relation to agreeing how best to support you in breastfeeding or expressing on your return to work so you will need to discuss this with your line manager.

10. Sickness Absence

We understand that occasionally your pregnancy may result in sickness absence and you and your manager should consult the NHS Wales Managing Attendance at Work Policy to support you through this process.

11. Parental Bereavement

If a child is stillborn (after 24 weeks of pregnancy) you will still be entitled to the full 52 weeks of maternity leave, however they Trust will be sensitive in communications in this case and you will be asked if you would like to call this leave something different.

You and your partner will also be entitled to 2 weeks paid parental bereavement leave which is added onto the end of the maternity leave.

If you experience miscarriage (first 24 weeks of pregnancy) there is no entitlement to parental bereavement leave, however the NHS Wales Special Leave Policy sets out additional leave you may get during this time.

APPENDIX 1

MATERNITY LEAVE APPLICATION FORM

This form must be completed on or before the 15th week before the baby is due or if that is not practicable, as soon as reasonably practicable to do so. This form must be completed, regardless of intentions to return to work following maternity leave.

PART A – EMPLOYEE / APPLICANT TO COMPLETE

Applicant Details			
Name	Click or tap here to enter text.		
Home Address	Click or tap here to enter text.		
Job Title	Click or tap here to enter text.		
Employee Number	Click or tap here to enter text.		
Contracted Hours	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	If part-time please state the number of contracted hours per week	00.00 Hrs Per Week
Division / Organisation	Click or tap here to enter text.	Department	Click or tap here to enter text.
Start Date in Velindre University NHS Trust	Click or tap to enter a date.		
Start Date in the NHS	Click or tap to enter a date.		
Maternity Leave Request			
Return to Work – Please select one option			
I intend to return to work, for the Trust or another NHS organisation following maternity leave for a minimum of 13 weeks			<input type="checkbox"/>
I will not be returning to work, for the Trust or another NHS organisation following maternity leave			<input type="checkbox"/>
I am undecided about returning to work for the Trust or another NHS organisation following maternity leave			<input type="checkbox"/>
Pregnancy Details			
Expected date of childbirth <i>As sated on the MATB1</i>	Click or tap to enter a date.		
Proposed start date of maternity leave	Click or tap to enter a date.		
Proposed end date of maternity leave	Click or tap to enter a date.		
MATB1 Form Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Annual Leave	
Full year annual leave entitlement	Click or tap here to enter text.
Annual leave already taken	Click or tap here to enter text.
Annual leave remaining at time of application	Click or tap here to enter text.
Do you want to apply to take remaining annual leave, prior to commencing maternity leave	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how much annual leave would you like to take, prior to commencing maternity leave	Click or tap here to enter text.
Current Salary	£ Click or tap here to enter text.
Type of service to be considered <i>please see note 2 in the guidance notes below</i>	Reckonable Service <input type="checkbox"/> Reckonable Experience <input type="checkbox"/>

PART B – MANAGER TO COMPLETE

I confirm the maternity leave request by the employee has been checked	<input type="checkbox"/>
I confirm I have discussed with the employee their ability to keep in touch days	<input type="checkbox"/>
I confirm I have received, with the application, the MATB1	<input type="checkbox"/>
<i>I confirm the application and attached MATB1 has been fully validated, and I consider them to be applicable in line with the Family Friendly Policy and Maternity Leave Procedure.</i>	
Name	Click or tap here to enter text.
Position Title	Click or tap here to enter text.
Signed	Date Click or tap to enter a date.

Please submit the application form and MATB1 to the People and OD Department at Velindre.WorkforceandOD@wales.nhs.uk

People and OD Department / Payroll Department	
Date application received	Click or tap to enter a date.
MATB1 received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the employee qualify for maternity leave	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the employee qualify for occupational maternity pay	Yes <input type="checkbox"/> No <input type="checkbox"/>

Does the employee qualify for statutory maternity pay		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name	Click or tap here to enter text.		
Position Title	Click or tap here to enter text.		
Signed		Date	Click or tap to enter a date.

Approved applications will be forwarded to the Payroll Department, along with the relevant documentary evidence

The employee will be informed in writing of the outcome of the application for maternity leave by the People and OD Department.

Managers will be informed of the application decision and a copy of the application will be retained on the employee file.

Ref: 59b

Pregnancy and Maternity Leave Support Guidance

Executive Sponsor & Function:	Executive Director of Organisational Development and Workforce
Document Author:	People and OD Policy Group
Approved by:	Trust Board
Approval Date:	24 July 2025
Date of Equality Impact Assessment:	May 2025
Equality Impact Assessment Outcome:	No Impact
Review Date:	July 2028
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1. Introduction

This guide sets out the roles and responsibilities for staff, managers and other Trust officers in supporting employees who are pregnant in the workplace.

2. Pregnant Employee

If you are a pregnant employee, it is your responsibility to:

- Familiarise yourself with the Family Friendly Policy and relevant procedures
- Inform your line manager as soon as you know you are pregnant
- Complete the application form for maternity leave
- Provide the Trust with the original MATB1 from your midwife or doctor
- Comply with any recommendations, that are the outcome of a workplace risk assessment
- Attend occupational health, as required
- Inform your manager of your intentions to return to work

3. Line Manager

If you are a line manager of a pregnant employee, it is your responsibility to:

- Provide a copy of the Family Friendly Policy and relevant procedures to the employee if they do not have access to them
- Support the employee in the workplace during the pregnancy in line with Trust Policy and Procedures
- Seek advice and guidance from the People and Relationship Team if you are unsure about anything related to supporting the employee in the workplace during their pregnancy
- Undertake a workplace risk assessment with the employee, considering all physical, chemical and biological hazards to the health and safety of the employee and their baby
- Review the risk assessment with the employee at least every 3 months
- Review the application form for maternity leave and complete the relevant manager section
- Send the maternity application with the MATB1 to the People and Relationship Team as soon as this is completed. *Delays in sending this documentation could result in over / underpayments for the employee.*
- Confirm the start and end dates of maternity leave with payroll
- Confirm any hours worked in line with KIT Day rules, with payroll

It is also your responsibility to:

- Ensure service provision is adequately covered during the course of the maternity leave (i.e. through recruitment or temporary changes in responsibilities)
- Hold the role open if the employee identifies that they will be returning to the workplace at the end of their maternity leave
- Keep the employee on maternity leave informed of developments within the Trust, Department and Team
- Ensure the employee is consulted on any significant changes that may impact their role (i.e. Organisational Change)

4. People and OD Department

It is the responsibility of the People and OD Department to:

- Advise pregnant employees of their rights in relation to Trust Policies and Procedures
- Support Managers in the application of relevant Policies and Procedures
- Administer maternity leave provisions in conjunction with payroll

5. Payroll

It is the responsibility of the Payroll Department to:

- Ensure that payments are made in line with current Occupational and Statutory Pay rules
- Ensure that Maternity Pay is made in line with the correct calculations set out in Terms and Conditions or Statutory Regulations.
- To ensure that the employee's membership to the NHS Pension Scheme is protected during paid and unpaid maternity leave
- To inform staff if they are not able to claim Statutory Maternity Pay from Velindre University NHS Trust and to issue an exclusion form promptly enabling the employee to claim Maternity Allowance directly from Jobcentre Plus

6. Occupational Health

It is the responsibility of the Occupational Health Department:

- To advise managers and employees of the risks involved in undertaking certain activities whilst pregnant or on returning from maternity leave
- To provide independent medical advice regarding maternity issues in employment

APPENDIX 1

MATERNITY LEAVE APPLICATION FORM

This form must be completed on or before the 15th week before the baby is due or if that is not practicable, as soon as reasonably practicable to do so. This form must be completed, regardless of intentions to return to work following maternity leave.

PART A – EMPLOYEE / APPLICANT TO COMPLETE

Applicant Details			
Name	Click or tap here to enter text.		
Home Address			
Job Title	Click or tap here to enter text.		
Employee Number	Click or tap here to enter text.		
Contracted Hours	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	If part-time please state the number of contracted hours per week	00.00 Hrs Per Week
Division / Organisation	Click or tap here to enter text.	Department	Click or tap here to enter text.
Start Date in Velindre University NHS Trust	Click or tap to enter a date.		
Start Date in the NHS	Click or tap to enter a date.		
Maternity Leave Request			
Return to Work – Please select one option			
I intend to return to work, for the Trust or another NHS organisation following maternity leave for a minimum of 13 weeks			<input type="checkbox"/>
I will not be returning to work, for the Trust or another NHS organisation following maternity leave			<input type="checkbox"/>
I am undecided about returning to work for the Trust or another NHS organisation following maternity leave			<input type="checkbox"/>
Pregnancy Details			
Expected date of childbirth <i>As sated on the MATB1</i>	Click or tap to enter a date.		
Proposed start date of maternity leave	Click or tap to enter a date.		
Proposed end date of maternity leave	Click or tap to enter a date.		
MATB1 Form Attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Annual Leave	
Full year annual leave entitlement	Click or tap here to enter text.
Annual leave already taken	Click or tap here to enter text.
Annual leave remaining at time of application	Click or tap here to enter text.
Do you want to apply to take remaining annual leave, prior to commencing maternity leave	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how much annual leave would you like to take, prior to commencing maternity leave	Click or tap here to enter text.
Current Salary	£ Click or tap here to enter text.
Type of service to be considered <i>please see note 2 in the guidance notes below</i>	Reckonable Service <input type="checkbox"/> Reckonable Experience <input type="checkbox"/>

PART B – MANAGER TO COMPLETE

I confirm the maternity leave request by the employee has been checked	<input type="checkbox"/>
I confirm I have discussed with the employee their ability to keep in touch days	<input type="checkbox"/>
I confirm I have received, with the application, the MATB1	<input type="checkbox"/>
<i>I confirm the application and attached MATB1 has been fully validated, and I consider them to be applicable in line with the Family Friendly Policy and Maternity Leave Procedure.</i>	
Name	Click or tap here to enter text.
Position Title	Click or tap here to enter text.
Signed	Date <input type="text"/> Click or tap to enter a date.

Please submit the application form and MATB1 to the People and OD Department at Velindre.WorkforceandOD@wales.nhs.uk

People and OD Department / Payroll Department	
Date application received	Click or tap to enter a date.
MATB1 received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the employee qualify for maternity leave	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the employee qualify for occupational maternity pay	Yes <input type="checkbox"/> No <input type="checkbox"/>

Does the employee qualify for statutory maternity pay	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name	Click or tap here to enter text.	
Position Title	Click or tap here to enter text.	
Signed		Date <input type="text"/> Click or tap to enter a date.

Approved applications will be forwarded to the Payroll Department, along with the relevant documentary evidence

The employee will be informed in writing of the outcome of the application for maternity leave by the People and OD Department.

Managers will be informed of the application decision and a copy of the application will be retained on the employee file.



Ref: WF29

Maternity, Paternity, Adoption and Parental Leave Policy

Date to be reviewed:	August 2018	No of pages:	34
Author job title(s):	Workforce Adviser		
Responsible dept / director:	Director of OD & Workforce		
Approved by:	Workforce & OD Committee		
Date approved:	9 th August 2015		
Effective Date (live):	27 th August 2015		
Version:	1		
Date EQIA completed:	19 th May 2015		
Documents to be read alongside this policy:	This document should be read in conjunction with The NHS Terms and Conditions of Employment and the Shared Parental Leave Policy		
Current review changes:			
<p>This policy has been developed to reflect the new legislation of Shared Parental Leave which applies to births or adoptions from 5th April 2015. Reference to additional paternity leave has been removed to reflect these changes.</p> <p>Clarified the position of bank staff who wish to work during a period of maternity, adoption or shared parental leave.</p> <p>Areas of repetition and duplication of other NHS Wales Policies have been removed.</p>			
Executive Summary:			
<p>The Velindre NHS Trust Maternity, Adoption, Paternity and Parental Leave Policy has been produced to ensure that all of the provisions offered to employees, comply fully with the Employment Rights Act (1996), Children and Families Act (2014), Maternity and Parental Leave Regulations (1999) Paternity and Adoption Regulations (2006), Shared Parental Leave Regulations (2014) and the NHS Terms and Conditions of Service Handbook.</p> <p>This policy sets out the Trust's legal and contractual obligations to employees, as well as an employee's obligations and entitlements, in respect of maternity, adoption, paternity and parental leave. The Shared Parental Leave Policy should be referred to in conjunction with this policy.</p>			

First operational:	27 th August 2015				
Previously reviewed:	N/A				
Changes made yes/no:	N/A				

PROPRIETARY INFORMATION

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VELINDRE NHS TRUST

REF: WF29

MATERNITY, ADOPTION, PATERNITY AND PARENTAL LEAVE POLICY

Policy Lead: Director of OD & Workforce

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1 POLICY STATEMENT

The Velindre NHS Trust Maternity, Adoption, Paternity and Parental Leave Policy has been produced to ensure that all of the provisions offered to employees, comply fully with the Employment Rights Act (1996), Children and Families Act (2014), Maternity and Parental Leave Regulations (1999) Paternity and Adoption Regulations (2006), Shared Parental Leave Regulations (2014) and the NHS Terms and Conditions of Service Handbook.

This policy sets out the Trust's legal and contractual obligations to employees, as well as an employee's obligations and entitlements, in respect of maternity, adoption, paternity and parental leave. The Shared Parental Leave Policy should be referred to in conjunction with this policy. A glossary of the terms use throughout this policy is contained in *Appendix A*.

2 SCOPE OF THE POLICY

This policy will apply to all Velindre NHS Trust employees, including employees within hosted organisations, eligible to take maternity, adoption, paternity and parental leave.

The maternity, adoption, paternity and parental leave entitlements detailed within this policy will apply equally to employees, employed on fixed term/temporary or training contracts, who meet the eligibility criteria.

It should be noted that some of the provisions contained within this policy will only apply to employees who are pregnant or those who are matched with a child, under the age of 18 years, for adoption.

3 ANTENATAL CARE

Once an employee has advised the Trust that she is pregnant, she will be entitled to take reasonable paid time off work to attend antenatal appointments, as advised by her doctor or registered midwife / health visitor. Part-time employees are also entitled to time off, if their appointment coincides with their normal working days / hours. Antenatal care may include relaxation and parent-craft classes, in addition to medical examinations.

To be entitled to take time off for antenatal care, the employee is required to produce a certificate from her doctor or registered midwife / health visitor, stating that she is pregnant. Except in the case of the first antenatal appointment, the employee should also produce evidence of the appointment, such as an appointment card, if requested to do so.

The employee should endeavor to give her line manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

Reasonable time off with pay will also be granted to employees who are the husband, partner, civil partner or father of an expected child, who wish to attend antenatal classes (i.e. parent craft classes and medical examinations) with the expectant mother. Wherever possible, these employees should seek appointment times that will minimise their time away from the workplace and provide documentary evidence of the appointment date and time.

4 TIME OFF FOR FORMAL ADOPTION MEETINGS

Where an employee is being assessed by an adoption agency to become an adoptive parent, they will be entitled to reasonable paid time off work, to attend official meetings. The employee should endeavor to give their manager as much notice as possible of these meetings and, wherever possible, try to arrange them as near to the start or end of the working day as possible.

5 HEALTH AND SAFETY

The Trust (and hosted organisations) has a duty to take care of the health and safety of all employees. Managers of the Trust are required to carry out a risk assessment to assess the workplace risks to women who are pregnant, have recently given birth (within the preceding six months) or are breastfeeding. Such assessments must be undertaken every three months, where the work is of a kind that could involve a risk of harm or danger to the employee's health and safety or the health and safety of the baby and the risk arises from process, working conditions or physical, chemical or biological agents in the workplace. The employer has a legal duty to revisit, review and revise a risk assessment if they suspect that it is no-longer valid or there have been significant changes to anything it relates to.

The Trust will provide the employee with information as to any risks identified in the risk assessment. If the risk assessment reveals that the employee would be exposed to health hazards, in carrying out their duties, the Trust will take such steps as are reasonably necessary, to avoid those risks, such as altering the employee's working conditions. In some cases, this may mean offering the employee suitable alternative work, if available on terms and conditions that are not substantially less favorable.

If it is not possible for the manager to alter the employee's working conditions, to remove the risks to their health and safety or there is no suitable alternative work available to offer on a temporary basis, the manager may suspend the employee from work, on maternity grounds until such time as there are no longer any risks to the employee's health. This may be for the remainder of the pregnancy, i.e. until the commencement of the maternity leave period or in the case of a breast-feeding issue, until a solution can be found.

If an employee is suspended in these circumstances, their employment will continue during the period of the suspension and it does not in any way affect their statutory or contractual employment and maternity rights. The employee will be entitled to their salary related and contractual benefits during the period of suspension, unless the employee has unreasonably refused an offer of suitable alternative employment.

Information on 'Protection from Exposure to Risks' is contained in **Appendix C**. The 'Risk Assessment Form – New and Expectant Mother at Work Form' is contained in **Appendix D**.

6 SICKNESS ABSENCE

6.1 Prior to Childbirth

Should an employee need to take time off work due to illness prior to childbirth, then the Sickness Absence Policy should be referred to.

6.2 Related to Miscarriage

Should an employee have a miscarriage (spontaneous ending of a pregnancy before viability, which may occur before the beginning of the 24th week of pregnancy), normal sick leave provisions will apply as necessary. The employee will not be entitled to maternity leave or pay.

6.3 Still Birth

Should a pregnancy end with a still birth, after the 24th week of pregnancy the employee will be entitled to the same maternity leave and pay, as if the baby had been born alive.

6.4 End of Maternity or Adoption Leave

In the event that an employee becomes ill on or following the date they were due to return to work; normal sick leave provisions will apply as necessary.

7 MATERNITY AND ADOPTION LEAVE ENTITLEMENTS

7.1 Maternity Leave

All pregnant employees are entitled to 52 weeks maternity leave; up to 26 weeks' ordinary maternity leave (OML) and up to a further 26 weeks' additional maternity leave (AML) this begins on the day after OML ends. This entitlement is regardless of the number of hours the employee works or their length of service.

Employees are not required to take their full contractual entitlement however the law does require them to take a minimum of two weeks of maternity leave, known as compulsory maternity leave, immediately after the birth of a child.

OML can start at any time after the beginning of the 11th week before the employee's "expected week of childbirth" (EWC), unless the child is born prematurely. Maternity leave will start on whichever date is the earlier of:

- the employee's chosen start date;
- the day after the employee gives birth; or
- the day after any day on which the employee is absent for a pregnancy-related reason, in the four weeks before the expected week of childbirth.

If the employee gives birth before the maternity leave was due to commence, she must notify the manager, in writing, of the date of the birth, as soon as reasonably practicable.

In accordance with the Shared Parental Leave Regulations (2014), employees who fulfil the criteria of entitlement to shared parental leave (ShPL) are able to curtail up to 50 weeks maternity leave to use as shared parental leave. In this instance, please refer to the Shared Parental Leave Policy.

7.1.1 Pre-Term Birth

Where an employee's baby is born alive prematurely, the employee will be entitled to the same amount of maternity leave and pay, as if the baby was born at full term.

Where an employee's baby is born before the 11th week before the EWC and the employee has worked during the actual week of childbirth, maternity leave will start on the first day of the employee's absence.

Where an employee's baby is born before the 11th week before the EWC and the employee has been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will start the day after the day of birth.

Where an employee's baby is born before the 11th week before the EWC and the baby is in hospital, the employee may split the maternity leave entitlement, taking a minimum period of two weeks' leave, immediately after childbirth and the rest of the leave following the baby's discharge from hospital.

7.2 Adoption Leave

All employees who will have primary carer responsibilities for a child newly placed for adoption are entitled to up to 26 weeks' ordinary adoption leave (OAL) and up to a further 26 weeks' additional adoption leave (AAL), making a total of 52 weeks. This entitlement is regardless of the number of hours the employee works or their length of service. Only one period of adoption leave will be granted to an employee, irrespective of whether more than one child is placed with them for adoption, as part of the same matching process.

Where an employee has an established relationship with a child, such as fostering prior to the adoption, or is the stepparent of a partner's children, they will not be eligible for adoption leave.

Should the Trust employ both prospective parents of the child to be placed for adoption, the period of leave and pay may be shared between them. In accordance with the Shared Parental Leave Regulations (2014), employees who fulfil the criteria of entitlement to shared parental leave (ShPL) are able to curtail up to 52 weeks adoption leave to use as shared parental leave (ShPL). Please refer to the Shared Parental Leave Policy for further information.

Adoption leave may start on;

- any day of the week
- the date the child is placed with the adoptive parent, whether this is earlier or later than anticipated; or
- from a fixed date, which can up to 14 days before the expected date of the placement.

7.3 Contract of Employment

During the periods of Maternity Leave (OML and AML), Adoption Leave (OAL and AAL), Paternity Leave and Shared Parental Leave (ShPL), the employees contract of employment continues in force and they are entitled to receive all of their contractual benefits, except for salary related payments during the relevant periods. In particular, any benefits in kind e.g. private use of a lease car, laptop, mobile phone etc. will continue and contractual annual leave and bank holiday entitlements will continue to accrue.

7.4 Employees on Fixed Term or Training Contracts

Employees employed on a fixed term or training contract that have 52 weeks continuous service by the 11th week, before the EWC and their contract expires after the 11th week, before the EWC will, if they fulfil the qualifying conditions, have their contract extended, to enable them to receive their contractual rights and payment in line with Appendix B.

Where an employee employed on such a contract does not satisfy the qualifying conditions for entitlement to OMP, they may be entitled to SMP or ShPP. In such cases where the contract expires after the 15th week before the EWC, but before 26 weeks, after the expected week of childbirth, the contract shall be extended to allow payment of SMP or ShPP.

Where the employee has no right to return to work, because their contract would have ended if pregnancy and childbirth had not occurred, the repayment provision set out in Appendix B of this policy will not apply.

8 MATERNITY AND ADOPTION LEAVE PAYMENTS

8.1 Occupational Maternity Pay (OMP)

An employee working full-time or part-time who has 12 months continuous NHS service by the 11th week, before the EWC will be entitled to OMP. A table setting out payment entitlements can be found at **Appendix B**.

8.2 Occupational Adoption Pay (OAP)

An employee working full-time or part-time who has 12 months continuous NHS service, ending with the week in which they are notified of being matched with child for adoption and who intends to return to work for the Trust in exceptional circumstances for another NHS employer, will be entitled to occupational adoption pay. Calculation of occupational adoption pay is the same as for occupational maternity pay (**see Appendix B**), with the

exception that these employees may be eligible to received SAP instead of SMP.

8.3 Statutory Maternity and Adoption Pay (SMP/SAP)

Employees may be eligible to receive 39 weeks SMP / SAP in accordance with their statutory rights, if they satisfy the following criteria:

- they have been employed by the same employer continuously for a period of at least 26 weeks, at the end of the Qualifying Week (*QW - the 15th week before the expected week of childbirth*);
- the period must include at least one day's employment in the QW **N.B.** in respect of adoptive parents, they must have worked continuously for the Trust for at least 26 weeks before the beginning of the week when they are to be matched with a child;
- they have average weekly earnings which are at least equal the lower earnings limit (LEL) which applies on the Saturday at the end of the QW;
- the LEL is the amount the employee must earn before they are treated as paying National Insurance contributions. The employee's gross earnings over a period of at least eight weeks up to and including the last payday before the end of the qualifying week is averaged (*Depending on how the employee is paid this may vary*);
- they have notified their employer of their pregnancy and planned date of maternity leave on or before the QW **N.B.** in the case of adoption, within 7 days of having been matched with a child for adoption;
- they give 28 days' notice should they wish to vary the date on which they want to commence their maternity / adoption leave, if this is reasonably practicable. They provide medical evidence of the expected date of childbirth usually in the form of a MAT B1. **N.B.** or in the case of adoption a Matching Certificate;
- they are still pregnant at the 11th week before the expected week of childbirth or have given birth by that time. **N.B.** intend to take adoption leave in respect of a newly matched child; and
- SMP/SAP will cease if the employee returns to work (except where the employee is simply keeping in touch, in accordance with section 15).

This would be paid at;

- 6 weeks at 90% of average gross weekly earnings no upper limit
- 33 weeks at the prescribed standard rate of SMP (or 90% of average gross earnings if this is less).

The prescribed rate is set and reviewed annually by the Department for Work and Pension (DWP).

SMP/SAP is payable by the organisation in which the employee was employed, as at the 15th week before the week their baby is due / the child is placed for adoption. Therefore, if a Trust employee has been employed by another organisation at the 15th week before their baby is born, they will need to approach that organisation to obtain their statutory maternity / adoption benefits.

9 CALCULATION OF MATERNITY AND ADOPTION PAY

An employee's full pay will be calculated using the average weekly earnings rules used for calculating SMP / SAP entitlements, subject to the following qualifications:

- in the event of a pay award (cost of living uplift) or annual increment being implemented before the paid maternity / adoption leave period begins, the pay should be calculated as though the pay award or annual increment had effect throughout the entire SMP / SAP calculation period. If such a pay award was agreed retrospectively, the pay should be re-calculated on the same basis;
- in the event of a pay award or annual increment being implemented during the paid maternity / adoption leave period, the pay due from the date of the pay award or annual increment should be increased accordingly. If such a pay award was agreed retrospectively the pay should be re-calculated on the same basis; and
- in the case of an employee on unpaid sick absence or on sick absence attracting half pay during the whole or part of the period used for calculating average weekly earnings, in accordance with the earnings rules for SMP / SAP purposes, average weekly earnings for the period of sick absence shall be calculated on the basis of notional full sick pay.

N.B. Where an employee has a period of back to back maternity / adoption leave, or they return to work only for a short period before taking a further period of maternity / adoption leave, they should contact the Payroll Department to check the implications this may have on the calculation of and their entitlement to maternity / adoption pay, during the further period of leave.

9.1 Increments

Maternity, adoption and shared parental leave, whether paid or unpaid, shall count as service for annual increments and for the purposes of any service qualification period for additional annual leave. For further information please refer to the NHS Terms and Conditions of Service Handbook.

9.2 Promotions

Employees who are appointed to a promotional post during a period of maternity/ adoption leave, should note that the promotional pay band salary may not be taken into account when calculating their maternity/adoption pay. Maternity/adoption pay is calculated, using the EWC and counting back 15 weeks, to determine the average pay that the employee would have been entitled to receive, during that two-month period.

10 PENSION CONTRIBUTIONS AND DEDUCTIONS FROM SALARY

Pension contributions are payable during periods of paid and unpaid maternity / adoption leave, to avoid a break in service and the possible loss of pension rights, which have already been accrued. Therefore, members of the NHS Pension Scheme are required to continue to pay pension contributions throughout their paid maternity / adoption leave. Deductions are calculated on the variable amount of pay (occupational and statutory) received each month.

During any unpaid maternity / adoption leave period taken, pension contributions are not deducted but are assessed on the amount of pay received immediately prior to the unpaid leave. These arrears of pension contributions will then be deducted from salary on the employee's return to work, over the same period as the accumulation took place. In the event that an employee decides to return to work on a part-time basis, the period over which repayment takes place can be extended. This can be arranged between the manager and the Payroll Services Department, if so, requested by the employee.

Employees should take this into consideration when planning their finances during and after their maternity / adoption leave. Employees may contact the Pensions Section of the Payroll Services Department for advice, prior to the commencement of their maternity / adoption leave.

Should an unpaid period of the maternity / adoption leave necessitate a tax refund, this will automatically be paid through the employee's salary. It should however be noted that the Payroll Services Department will use any such refund due to offset any pension contribution owing. Employees who may have any queries regarding this matter, should contact the Payroll Services Department.

10.1 Childcare Vouchers

Employees in receipt of childcare vouchers will continue to receive vouchers during the period of SMP, SAP and ShPP. In accordance with the Childcare Voucher Policy, childcare vouchers may impact occupational maternity/adoption pay and therefore employees may wish to withdraw from the scheme prior to commencing maternity/adoption leave.

10.2 Salary Sacrifice Schemes / Deductions from Salary

Should an employee have opted-in to a salary sacrifice scheme (e.g. business lease car, cycle to work etc.) or have payments deducted directly from their salary (e.g. union subscriptions, local car parking charges etc.), it is their responsibility to inform their union and/or the payroll department that they intend to take unpaid maternity leave. They are also responsible for making any necessary alternative arrangements, which may affect the total amount of maternity/adoption/shared parental pay and/or the benefit in kind. For further information on the impact of such schemes/deductions, please contact the payroll department.

11 PATERNITY LEAVE ENTITLEMENTS

11.1 Ordinary Paternity Leave (OPL)

An employee qualifies for ordinary paternity leave on the birth of a baby or adoptive parent where a child is matched or newly placed with them if they:

- 11.1.1 have been with the employer for at least 26 weeks by the end of the 15th week before the start of the week when the baby is due or the end of the week in which the employee is notified of being matched with a child(ren);

11.1.2 have, or expect to have responsibility for the baby's upbringing;

11.1.3 are the biological or adoptive father of the baby and/or the mother's husband or partner (including same sex partners or civil partner). A partner is someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative;

11.1.4 have not initiated any periods of shared parental leave prior to the start date of OPL.

11.1.5 notify the Trust no later than the end of the 15th week before the EWC /within 7 days of being told by the adoption agency of the match. Notification to include:

- Expected date of the baby's birth/placement;
- Whether they wish to take one or two weeks leave;
- Consider the intention of shared parental leave; and
- When they want this OPL to start (within 56 days of the baby's date of birth / child's placement).

The employee can choose to start OPL on any day of the week on or after the date of the birth/placement and it must be taken within eight weeks of the actual birth / or child's placement.

The leave can be taken in one week or two consecutive weeks, but not odd days. A week is based on the employee's usual working pattern e.g. the employee only works Monday and Tuesday, therefore a week in this instance would be 2 days.

11.2 Additional Paternity Leave (APL)

On 5 April 2015, a new system of shared parental leave (ShPL) was introduced by the Children and Families Act 2014, which effectively allows parents to share the statutory maternity leave and pay that was currently only available to mothers (and adoptive parents to share the adoption leave and pay that was currently only available to the primary adopter).

As a result, APL is no longer available in respect of babies whose EWC was on or after 5 April 2015, or for children who are placed for adoption on or after that date. Unless parents qualify for and opt into the ShPL scheme, the only entitlement that the child's other parent now has is two weeks' OPL (and pay).

12 PATERNITY PAY ENTITLEMENTS

12.1 Ordinary Paternity Pay (OPP)

To qualify for the two weeks occupational ordinary paternity, pay (paid at the full pay rate) the employee must:

- 12.1.1. have been continuously employed with one or more NHS employer for a period of no less than one year at the beginning of the week in which the baby is due. In cases of adoption, for a period of no less than one year ending in the week they are notified of being successfully matched with a child.

Those employees who are not eligible to receive the two weeks of occupational paternity pay may still be entitled to statutory paternity pay subject to them meeting the following qualifying conditions;

- 12.1.2 have been with the employer for at least 26 weeks by the end of the 15th week before the start of the week when the baby is due or the end of the week, they are notified of being matched with a child(ren);

- 12.1.3 have, or expect to have responsibility for the baby's upbringing;

- 12.1.4 are the biological or adoptive father of the baby/child and/or the mother's husband or partner (including same sex partners or civil partner). A partner is someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative;

- 12.1.2 continue to be employed by the Trust from the QW into the week before the baby is born / child is matched; and

- 12.1.3 be earning an average of the weekly lower earning limits.

13 APPLICATION PROCESS

13.1 Maternity Leave

An employee may begin maternity leave at any time between the 11th week before the EWC provided she gives the required notice.

On becoming pregnant, an employee should notify the line manager as soon as possible, although there is no legal requirement to do so. This is however important to ensure that health and safety assessments are undertaken.

An employee is however required to notify the line manager, in writing before the end of the 15th week, before the EWC, or if this is not possible, as soon as is reasonably practicable thereafter;

- of the fact that she is pregnant;
- of the intention to take maternity leave;
- of the date they wish to start their maternity leave (they can choose when to start maternity leave, this can usually be any date from the beginning of the 11th week before the baby is born);
- consider the intention of whether they intend to curtail maternity leave to facilitate shared parental leave;
- whether they intend to return to work, with the same or another NHS employer, for a minimum period of three months after the maternity leave has ended; and

- provides a MATB1 form from the midwife or GP giving the expected date of childbirth.

This requirement is fulfilled by completing and submitting the Trust's Maternity / Adoption Leave Application Form' (**Appendix E**) to the manager.

The Organisation will respond to the notification of an employee's maternity leave plans, in writing, within 28 days of receipt, confirming the agreed details.

13.2 Adoption Leave

An employee is required to notify their manager, in writing, no more than 7 days after they have been matched with a child that they wish to take adoption leave, or if it is not reasonably practicable for them to meet this deadline, they should provide written notification, as soon as is reasonably practicable thereafter;

- that they intend to take adoption leave;
- when they intend the leave to start; and
- the date the child is expected to be placed with them for adoption;
- consider the intention of whether they intend to curtail adoption leave to facilitate shared parental leave;
- whether 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; and
- provides documentary evidence from the Adoption Agency that they have been matched with a child e.g. Matching Certificate.

Should an employee not provide at least 7 days written notice, the manager may delay the start of their adoption leave and pay, until they have given appropriate notice. The manager may not however postpone the start of the leave beyond the date of placement. This requirement is fulfilled by completing and submitting the Trust's Maternity / Adoption Leave Application Form (**Appendix E**) to the manager.

13.3 Changing the Maternity / Adoption Leave Start Date

13.4 Should an employee, after agreeing their maternity/adoption leave start date, subsequently wish to change the date, they should notify their manager in writing. This notification should be provided to the manager at least 28 days before the revised leave start date. If this is not possible, the notification should be submitted, as soon as is reasonably practicable.

13.5 Paternity Leave

Employee's who are eligible to apply for Ordinary Paternity Leave as set out in 11.1 above must notify the Trust no later than the end of the 15th week before the EWC /within 7 days of being told by the adoption agency that they have been matched with a child. This requirement is fulfilled by completing and submitting the Trust's Ordinary Paternity Leave Application Form (**Appendix F**) to the manager.

14 ACCRUAL OF ANNUAL LEAVE

Annual leave will continue to accrue during maternity / adoption / shared parental leave, whether paid or unpaid, as set out in the NHS Agenda for Change Terms and Conditions of Service. Employees are encouraged to take any accrued annual leave prior to the commencement of their OML / OAL. Annual leave accrued during the paid and unpaid element of the maternity / adoption / shared parental leave may be taken at the end of leave period.

The arrangements relating to the taking of annual leave and / or to request leave to be carried forward should be discussed and agreed between the employee and their manager, prior to the commencement of the period of maternity / adoption leave.

Employees returning to work on reduced hours must take any accrued annual leave either prior to the commencement of maternity leave or prior to their return. Thereafter, annual leave will be calculated pro rata to the new hours worked.

Employees not intending to return to work following maternity / adoption / shared parental leave should take any outstanding accrued annual leave prior to commencement of the leave. The employee's termination date will be their last day of paid leave. The employee will be paid for any annual leave and bank holidays accrued during the paid maternity / adoption / shared parental leave period in their final salary payment.

15 LEASE CAR USERS AND REGULAR CAR USERS

Where an employee has a lease car, during the period of paid maternity / adoption / shared parental leave, monthly payments will be deducted as normal from their salary. However, whilst on unpaid maternity / adoption / shared parental leave, the Finance Department will calculate the amount owing for this period of unpaid leave and contact the employee regarding making arrangements for payment. For more information on lease cars and regular car users please refer to Velindre NHS Trust Lease Car Policy and Regular User Car Policy or contact the payroll department.

16 KEEPING IN TOUCH DURING MATERNITY AND ADOPTION LEAVE.

'Keeping in touch' (KIT) days are not obligatory and must therefore be agreed between the employee and their manager. KIT days are intended to help the employee keep in touch with their workplace and enable them to do some work during this period, subject to the needs of the service. An employee may not work a KIT day, during the two weeks of compulsory maternity leave, immediately after the birth of the baby.

An employee may work for up to a maximum of ten KIT days, without bringing the maternity / adoption leave period to an end. Additional KIT days may be agreed throughout periods of shared parental leave (please refer to the Shared Parental Leave Policy). Any KIT days worked will not extend the maternity / adoption leave period. Employees should be aware that any work undertaken as a KIT day, even as little as half an hour for example, will be counted as a whole day for the calculation of the number of KIT days worked, but not for payment purposes.

The employee will be paid at their contractual hourly rate, in respect of the number of hours actually worked, less any maternity / adoption pay received (if the KIT days are worked during the paid leave period).

The work can be undertaken on separate or consecutive days and can include training or other activities, which enable the employee to keep in touch with the workplace.

Before going on leave, the manager should discuss and agree with the employee any voluntary arrangements for keeping in touch, and where appropriate make arrangements for KIT days, prior to the commencement of maternity / adoption / shared parental leave, including:

- arrangements that may help the employee to keep in touch with developments at work and,
- nearer the time of return, to help facilitate the return to work.

17 BANK WORKING DURING MATERNITY/ADOPTION/SHARED PARENTAL LEAVE

Velindre NHS Trust (and hosted organisations) provides the opportunity for employees (who are also clerical/nurse bank workers) to work a maximum of 50% of their weekly substantive post hours on the clerical/nurse bank during an **unpaid** period of maternity/adoption or shared parental leave. Employees in receipt of any occupational or statutory payment in respect of maternity/adoption/shared parental leave are prohibited from undertaking bank shifts during the relevant pay period.

18 RETURN TO WORK

An employee who intends to return to work at the end of the full maternity / adoption leave will not be required to give any further notification to the employer, once they have completed the Maternity / Adoption Leave Application Form.

Should an employee wish to return early, they must give at least 56 days' notice in writing to the line manager. If appropriate notice is not provided by the employee, the manager will have the discretion to postpone their date of return, until the date on which the appropriate notice would have had effect.

An employee who returns to work at Velindre NHS Trust or another NHS Employer following maternity / adoption leave and works for 13 weeks and then resigns will not be required to refund their occupational maternity / adoption pay.

The employee is normally entitled to return to work in the same position as they held before commencing leave. The employee's terms and conditions will be the same as they would have been had they not been absent.

If however, the employee takes a period of additional maternity /adoption leave and it is not reasonably practicable for the Trust to allow them to return into the same position, they may give the employee another suitable and appropriate job on terms and conditions that are not less favorable.

18.1 Rotational Training Contracts (Medical Staff)

Employees on a planned rotation of appointments with one or more NHS employer as part of an agreed programme of training will have the right to return to work in the same post or in the next planned post irrespective of whether the contract would otherwise have ended if pregnancy and childbirth had not occurred. In such circumstances, the employee's contract may be extended, to enable them to complete their agreed programme of training.

Where necessary the employee should contact their training coordinator, to facilitate the additional training programme.

18.2 Post Natal Care

Employees who have recently given birth and returned to work before the end of the ordinary maternity leave period, should be given paid time off work to attend post-natal care e.g. attendance at health clinics.

18.3 Flexible Working Requests

At the end of maternity/ adoption leave, should an employee wish to return to work on amended contractual terms e.g. reduced hours etc. they should submit a formal application, in accordance with the provisions contained in the Flexible Working Policy. The employee's manager will be required to fully consider any such request and provide written reason(s) for their decision, should the request be refused.

Where it is agreed that the employee may return to work on a temporary flexible working arrangement e.g. reduced hours, this will not affect their right to return to their original contractual terms at the end of the agreed temporary flexible working period.

19 FAILURE TO RETURN TO WORK

19.1 Refunding Occupational Pay

Should an employee who has notified their manager of their intention to return to work within the Trust or for a different NHS employer, fail to do so at the end of their agreed maternity / adoption leave period, they will be liable to refund the whole of their maternity / adoption pay, less any SMP / SAP, received. Return to work on an ad hoc NHS Bank arrangement will not constitute a return to work. In such instances the employee would be required to refund the whole of their maternity / adoption pay, less any SMP / SAP, received.

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

19.2 Termination of Employment

Should an employee who has notified their manager of their intention to return to work within the Trust, fail to do so at the end of their confirmed period of maternity / adoption leave, it may result in the termination of their contract of employment.

In such an event, the manager will be responsible for writing to the employee, via registered post. This letter will advise the employee that; they were expected to return to work on a given date; request that they contact them to confirm the reason(s), which has prevented them from doing so. If there is a failure to respond within the 14-day timescale this may result in their contract of employment with the Trust being terminated with immediate effect; and that they will be liable to repay any occupational maternity / adoption pay received. In such circumstances, the manager may take advice from the Workforce Department and if appropriate, write to the employee, confirming that their contract of employment had been terminated and the reason for this decision.

20 PARENTAL LEAVE

This is a separate provision from maternity / adoption leave or paternity leave. All periods of authorised parental leave will be **unpaid**. **Parental Leave should not be confused and is in addition to Shared Parental Leave (ShPL).**

The Parental Leave Regulations (2002), as outlined in the Employment Relations Act 1999 and Sections 35.5 – 35.10 of the Agenda for Change: Terms and Conditions of Service Handbook, requires the Trust to grant its employees parental leave.

The purpose of parental leave is to give parents of children the right to take a period of time off work to look after a child or make arrangements for the child's welfare. Employees of the Trust can use parental leave to spend more time with their child/ren and to strike a better balance between their work and family commitments.

Parental leave may be added onto a period of maternity / adoption or paternity leave.

20.1 Eligibility Criteria

Employees will need to satisfy the following conditions in order to qualify for parental leave. They must:

- have completed one year's continuous service with the Trust or another NHS organisation.
- have a child aged under 18 provide documentary evidence that they are the parent or the person who is legally responsible for the child. In such instances evidence may take the form of information contained in the child's birth certificate, papers confirming a child's adoption or the date of placement in adoption cases, or in the case of a disabled child, the award of disability living allowance for the child.

Foster parents do not have rights to parental leave but may be able to request a flexible working pattern.

20.2 Length of Parental Leave

Eligible employees will be entitled to a maximum of 18 weeks unpaid parental leave for each child, which must be taken by their child's 18 birthday.

Parental leave must be taken in blocks of full weeks. A week is based on the employee's usual working pattern. If the employee only works Mondays and Tuesdays, a week in this instance would be 2 days.

If the child has a disability, the employee can take time off in blocks of less than a week, to enable them to use parental leave for regular hospital visits etc.

An employee cannot take more than four weeks' leave for any one child in a year. For these purposes, a year starts when the employee become eligible for parental leave.

20.3 Applying for Parental Leave

To apply for parental leave, the employee is required to:

- complete an Application for Parental Leave Form (**Appendix H**), which must be submitted to their manager, at least 21 days in advance of the proposed commencement leave date
- request the leave in a block or multiples of one week. However, where the employee is the parent of a disabled child, they can request to take the leave in blocks or multiples of one week or as individual days.

In accordance with the Parental Leave Regulations, the employee may only request up to a maximum of four weeks' parental leave, in any leave year, in respect of each individual child.

20.4 Postponing Parental Leave

Employees should be aware that their manager can postpone parental leave, for up to six months, where the activities of the department / ward would be particularly disrupted if the leave were taken at the time requested.

However, managers cannot postpone a parental leave request, where an employee gives notice to take it immediately after the birth of a child or a child is to be placed with the employee's family for adoption.

Where a manager is unable to grant the parental leave requested by the employee, due to service needs (e.g. due to winter pressures, where a significant proportion of the workforce applies for parental leave at the same time; or, when the employee's role is such that their absence at a particular time would unduly harm service delivery) they should discuss the matter with the employee and confirm the postponement arrangements in writing **no later than 7 days** after receipt of the employee's written request to take leave.

The manager's correspondence must clearly state the service reasons why the request has been turned down and set out the new agreed dates of parental leave. The length of the new leave period should be equivalent to the employee's original request. If the postponement goes past the end of the entitlement period (e.g. after the child's fifth birthday), the employee can still take the leave.

20.5 Return to Work Following Parental Leave

During a period of parental leave, the employee retains all of their contractual rights, except remuneration and should return to the same job after the period of leave has ended.

Pension rights and contributions during any period of parental leave will be in accordance with the NHS Pension Regulations.

Periods of parental leave will be regarded as continuous service.

21 BREASTFEEDING IN THE WORKPLACE

The Trust recognises and supports a woman's right to breastfeed their baby and /or express their milk in the workplace. As such managers are required to support employees who choose to return to work, by providing flexibility which may afford them the opportunity and encouragement, to continue breastfeeding their child.

Prior to returning to work a mother who wishes to continue breastfeeding should inform their manager in writing to discuss and agree, where practical, suitable arrangements. The Trust must carry out a formal risk assessment of the employee's working conditions, to identify any health and safety issues.

The time, which will be unpaid, required to continue breastfeeding maybe given to the employee via agreeing;

- flexible working hours / arrangements;
- time off to feed the baby in a local crèche or local childminders;
- the baby can be brought onto appropriate premises to be fed;
- where appropriate, a private, clean, healthy and safe environment, in which the employee may express breast milk and an appropriate refrigerator to store the milk in.

Breastfeeding mothers should be welcomed in the workplace by managers and staff. The Trust does however recognise that breastfeeding is a sensitive issue and a potential source of embarrassment for some employees. Employees with concerns regarding the practice of breastfeeding or expressing breast milk in the workplace should discuss them with their manager in the first instance. Such concerns should not however, be used as a reason to prevent an employee from exercising the right to breastfeed their baby, unless there are real health and safety concerns or implications.

Where a risk assessment determines that an employee's normal duties would prevent them from successfully breastfeeding their child and they wish to continue to do so, the manager should where reasonably practicable offer suitable alternative work, for which the employee will receive the normal salary related payments. If such an offer cannot be made, the employee should be suspended on full pay, until a solution is found.

22 INVITRO FERTILISATION AND OTHER FERTILITY TREATMENTS

The Trust recognises that infertility can cause considerable distress and is sympathetic to employee who may decide to undertake fertility treatment.

22.1 Time off Work Arrangements

The Trust will provide limited paid leave for this purpose, where the request is supported by documentary evidence, from the employee's GP or Consultant / Specialist.

As fertility treatment can be a lengthy process, managers should discuss with the employee concerned, the likely duration of their treatment, together with the number of occasions and where possible dates, when they are likely to need time off from work, to attend hospital for their fertility treatment appointments.

It should be noted that following implantation, in law the employee will be considered to be pregnant and as such should be treated as pregnant and the normal pregnancy provisions applied. An employee will therefore be entitled to paid time off for antenatal care as per Section 3 of this policy, following successful implantation of the embryo.

Where an implantation is unsuccessful, the pregnancy will have deemed to have ended two weeks following the failed treatment.

22.2 Paid Leave Applications

The Trust will provide an employee who is to receive fertility treatment, with up to three days paid leave and up to 7 days unpaid special leave, in any rolling 12-month period. The employee's manager may also offer leave without pay or annual leave or a mixture of all three. No more than 10 days paid leave should be granted in any rolling 12-month period.

To apply for leave to receive fertility treatment, the employee is required to complete an Application for Special and Parental Leave Form (please refer to the Trust's Special Leave Policy), to facilitate this request. Wherever possible, the employee is required to request the leave at least 7 days in advance of the proposed treatment date.

22.3 Sickness Absence

Where an employee experiences side effects or ill health as a result of their fertility treatment, which renders them unfit for work, such absences must be reported, certificated and recorded in accordance with the Sickness Absence Policy. Should the illness be attributable to pregnancy (i.e. following implantation), it will not be counted towards the trigger of the management of sickness absence.

23 POLICY REVIEW

Review of this policy must be undertaken no later than three years after the date of approval or sooner if required by revised legislation.

APPENDIX A

GLOSSARY OF TERMS

Summary of abbreviations and terminology used in this policy

AML	<i>Additional Maternity Leave</i> (further 26 weeks of leave).
Continuous Service	<ul style="list-style-type: none"> • <i>Continuous Service</i> with any NHS organisations, without a break in service of three calendar months or more. Continuous service is calculated up to the 11th week before the expected week of childbirth (EWC) for Occupational Maternity Pay (OMP) or the 15th week before the EWC, the Qualifying Week, for Statutory Maternity / Adoption Pay.
EDC	<i>Expected date of childbirth</i> is the date the child is expected to be born on
EWC	<i>Expected week of childbirth</i> is the week starting on a Sunday, during which the employee's doctor or midwife expects her to give birth
KIT	<i>Keep in Touch</i> Days, employees may work up to 10 during their period of maternity / adoption / additional paternity leave
MA	<i>Maternity Allowance</i> (paid by Department of Work and Pensions).
MAT B1	Maternity Certificate confirming expected date of childbirth (available from GP or midwife around the 26th week of pregnancy).
OML	<i>Ordinary Maternity Leave</i> (first 26 weeks of leave)
OMP	<i>Occupational Maternity Pay</i> (paid by Velindre NHS Trust)
SAP	<i>Statutory Adoption Pay</i> (paid by Velindre NHS Trust)
ShPL	<i>Shared Parental Leave</i> (where maternity / adoption leave has been voluntarily curtailed)
ShPP	<i>Shared Parental Pay</i> (paid by Velindre NHS Trust)
SMP	<i>Statutory Maternity Pay</i> (paid by Velindre NHS Trust)
QW	<i>Qualifying Week</i> is the 15 th week before the expected week of childbirth

APPENDIX B

MATERNITY PAY ENTITLEMENTS

Service	Qualifying Period	Intention	Pay Entitlement
< 26 Wks.	@ 15 th week before EWC	Returning/Undecided/ Not returning	Unpaid
26 – 51 Wks. Service	@ 15 th week before EWC	Returning/Undecided/ Not returning	6 Weeks 90% pay 33 weeks SMP 13 weeks unpaid
52 + Wks. service Fixed Term/Temp	@ 11 th week before EWC If contract expires after 11 th week before EWC, contract extended (subject to eligibility criteria in AfC T&Cs Section 15.7) for the paid period of Statutory Maternity Pay	Not returning as contract expires AfC Section 15.42	8 weeks at full pay 18 weeks ½ pay + SMP (limited to normal full pay) 13 weeks SMP 13 weeks unpaid Contract ends
52 + Wks. service	@ 11 th week before EWC	Returning	8 weeks at full pay 18 weeks ½ pay + SMP (limited at normal full pay) 13 weeks SMP 13 weeks unpaid
52 + Wks. service	@ 11 th week before EWC	Undecided/Not returning <i>If decides to return then the difference owed will be paid upon her return</i>	6 Weeks 90% Pay 33 weeks SMP 13 weeks unpaid

APPENDIX C**PROTECTION FROM EXPOSURE TO RISKS**

It is the duty of the Trust to assess any risks to the health and safety of all employees. In particular it is important to assess any possible effect on pregnant or breastfeeding employees. Managers have a responsibility, once they are aware of an employee's pregnancy to undertake a Risk Assessment (**Appendix C**) in accordance with the Health and Safety Obligations for New and Expectant Mothers at Work.

An employee or their manager may seek advice on any possible effects of their normal working conditions during the stages of their pregnancy and after their return to work, including any special assessments if the employee continues to breastfeed following their return. Any such advice will be discussed with the employee to decide if any alterations to 'normal' working are required. Advice may also be sought at any stage from the Occupational Health Department.

The following is not an exhaustive list of risks to be considered in regard to working conditions of a pregnant employee, but is intended to provide some guidance:

Moving and Handling – the Manual Handling Regulations (1992) should be used as a basis for risk assessment;

Standing – excessive standing should be discouraged;

Violence – the risk to pregnant workers who are exposed to violence in the workplace must be assessed and reduced as far as possible;

Long hours, on call and shift work - the risks to pregnant workers working long hours must be assessed. Suspension from work may take place if the employee provides a certificate from a medical practitioner or midwife, stating that such a suspension is necessary for their health and safety. Should an employee feel unable to continue working on night shifts on health and safety grounds, advice should be sought from the Occupational Health Department. Managers should make every effort to offer suitable alternative work, in these circumstances;

Infections – immunity to normal childhood diseases e.g. rubella (German measles) should be checked and advice sought by the employee from their midwife or Occupational Health Department;

Radiation – care should be taken where an employee is required to treat and care for patients who are undergoing treatment with sealed or unsealed radioactive sources. Advice should be sought from the Occupational Health Department;

Extremes of Temperature – environmental conditions must be taken into account.

If a pregnant or breastfeeding employee believes that they are not capable of carrying out their full range of duties safely, it may be necessary to temporarily adjust their working conditions or to move them to another job. Should this not be possible then suspension with pay, on maternity grounds, should be considered to protect their health, safety and wellbeing.

APPENDIX D

Regulation 16 of the Management of Health and Safety at Work Regulations 1999 places a duty on employers to carry out a risk assessment in respect of new or expectant mothers

Does the risk assessment for the post identify any of the following as being special risks for an employee who is a new or expectant mother? * Please delete as appropriate

Recommendations: e.g. Role modified, medical recommendations, re-deployment
(subject to section 67 of the Employment Rights Act 1996)

a. Radiation	Yes/No*			
b. Hazardous substances	Yes/No*			
c. Manual Handling and lifting	Yes/No*			
<i>Training compliant</i>				
d. Ultrasound	Yes/No*			
e. Infection	Yes/No*			
f. Shift work or unsocial hours	Yes/No*			
g. Workstation e.g. Desk, PC	Yes/No*			
<i>DSE Assessment undertaken</i>				
h. Other risks not identified above	Yes/No			
<i>Fire safety - PEEPS</i>				

Recommendations e.g. Referral date etc.

Is Occupational Health Referral required?	Yes/No		

Important: It is the employee's responsibility to inform the Trust should any circumstances change specified within the risk assessment

Employee (Print & Sign)		
Date		
Manager (Print & Sign)		
Date		

APPENDIX E

MATERNITY / ADOPTION LEAVE APPLICATION FORM

This form must be completed for **ALL** applicants, i.e. returning to work, not returning to work or undecided following maternity / adoption leave, on or before the 15th week before the baby is due or no more than 7 days after they have been matched with a child for adoption, or if that is not practicable, as soon as reasonably practicable to do so.

Part A - Employee's Details

Forename		Surname	
Home Address			
		Home Tel:	
Division		Dept	
Staff No:		Contracted Hours	
Date of commencement in Velindre NHS Trust (<i>or successor Org</i>)			
Date of commencement in NHS			
Any break in service more than 3 months? *Yes / No			
If yes, please specify from _____ to _____			

Part B – Maternity / Adoption Leave Request (*please tick one box only*)

I wish to apply for Maternity Leave **or** Adoption Leave

I will be returning to work following maternity / adoption leave and I intend to work for the Trust or another NHS employer for a minimum period of 3 months	
I will not be returning to work following maternity / adoption leave	
I am undecided whether to return to work following maternity / adoption leave	

	Date
Expected date of childbirth/placement <i>As stated on the MAT B1 Form or Matching Certificate</i>	
Proposed date of commencement of maternity leave	
Proposed date of placement for adoption	
Form MATB1 / Matching Certificate attached:	*Yes/No
Are you in receipt of childcare vouchers:	*Yes/No

Full year Annual leave entitlement	
Annual Leave already taken	

Annual Leave remaining at the time of application	
---	--

I wish/do not wish* to apply to take.....days/hours annual leave prior to commencing my Maternity Leave (*Delete as appropriate)

I would like the annual leave to commence from.....to.....

I confirm that I agree to adhere to the Velindre NHS Trust Policy and Procedure:

Applicant Signed.....Date.....

Part C - Authorisation by Manager

I confirm the maternity / adoption leave as indicated above has been checked and approved and will run as follows:

.....weeks Paid Maternity / Adoption Leave from.....to.....

.....weeks Unpaid Maternity / Adoption Leave from.....to.....
(Maximum 13 weeks)

I can confirm that I have discussed with the employee their right to 'keep in touch' days and have agreed to discuss these with the applicant at her convenience.

Manager Print Name..... Signed.....

Job Title.....Date.....

Following authorisation please send this form along with the MATB1 Form / Matching Certificate to the Workforce Department as soon as possible. Please ensure the employee retains a copy for their records.

Part D – For Completion by the Line Manager/Payroll

Based on the information received you *are / *are not eligible for maternity /adoption leave / pay:

.....weeks Paid Maternity / Adoption Leave from.....to.....

.....weeks Unpaid Maternity / Adoption Leave from.....to.....
(Maximum 13 weeks)

Workforce Rep Print Name.....Signed.....

Job Title.....Date.....

Copy of the maternity / adoption leave form and Maternity / Matching certificate must be forwarded to Payroll Services Department. A copy also retained on the personal file

APPENDIX F

ORDINARY PATERNITY LEAVE APPLICATION FORM

Employee's applying for Paternity Leave must complete this form

Employees Details:

Forename		Surname	
Home Address			
Division		Dept	

Paternity Leave Request:

	Date
I confirm that the expected week of childbirth is	
I confirm the child was born / placed with the adopter on <i>(*delete)</i>	
I would like my OSPP/OPL to start on	
The date the baby is born / placed with the adopter within 8 weeks of the date of birth / placement	
I shall be returning to work from my Paternity Leave on	
I want to apply for <i>(tick appropriate box)</i>	
One week	
Two weeks	

Eligibility:

Please read through the following eligibility requirements for Paternity Leave carefully, prior to signing the declaration section below. Employees must be able to tick all five boxes below to qualify for Paternity Leave, as a birth or adoptive parent or partner.

I am the child's biological father, or married to or in a civil partnership with the mother, or living with the mother in an enduring family relationship, but am not an immediate relative	
I have responsibility for the child's upbringing	
I have been continuously employed with one or more NHS employers for a period of no less than 12 months either at the beginning of the week in which the baby is due or ending with the week I have been notified of a successful match with a child/ren.	
I have been continuously by the Trust for at least 26 weeks by the end of the 15 th week before the week the baby is due or in which I have been notified of being matched with the child for adoption	
I am taking time off work to support the mother and care for the child	
I have provided a MAT B1/ letter from the GP or Midwife confirming my partners pregnancy or provided a 'Matching Certificate' from the adoption agency	

Declaration

I declare that I have read the eligibility criteria for paternity leave above and confirm that I meet all of the relevant conditions, as to the relationship with the child and the child's mother / adopter.

I understand that by giving false information it may disqualify me from payment and will be regarded as a serious disciplinary offence by the Trust.

Applicant's Signature: _____

Date: _____

Evidence: Please tick one box only

Paternity Leave - Childbirth Applications	
I attach a MAT B1 Form / Letter from GP / Midwife as evidence of my application	
Paternity Leave – Adoption Applications	
I attach a Matching Certificate from the adoption agency, as evidence of my application	

Paternity Leave Approval:

Managers Signature: _____ **Date:** _____

Following approval please send this form along with the MATB1 Form / Matching Certificate to the Workforce Department as soon as possible. Please ensure the employee retains a copy for their records.

Please send a copy of this form along with the MATB1 Form / Matching Certificate to the Payroll Department

APPENDIX G

**MATERNITY / ADOPTION LEAVE
RETURN TO WORK / KEEP IN TOUCH FORM**

CONFIRMATION OF RETURN FROM MATERNITY LEAVE			
A: Employee Details (to be completed by the manager)			
Name:			
Address:			
Tel No. (work):		Tel No. (home):	
NI Number:		Employee Number:	
Post Held:		Position Number:	
Department:		Base:	
B: Maternity Details			
The above named returned to work from Maternity /Adoption leave on		/	/
She will be paid annual/sick* leave from		/	/
She will be reducing her hours to _____ per week from		/	/
Other comments:			
C: KIT days worked (if appropriate)			
Date:	Number of hours worked:	Was this member of staff on PAID leave on this date? (Yes/No)	
Manager Print			
Manager Sign			Date:
When completed please return to: Payroll Services, Velindre NHS Trust Employment Services, Companies House, Cardiff CR14 3UB			
N.B. PAYMENT CANNOT BE PROCESSED UNTIL PAYROLL IS IN RECEIPT OF THIS COMPLETED AND SIGNED FORM.			
Copies to	Personnel file		

PARENTAL LEAVE APPLICATION FORM

The Parental Leave Regulations (2002), as outlined in the Employment Relations Act 1999 and Sections 35.5 – 35.10 of the Agenda for Change: Terms and Conditions of Service Handbook, requires the Trust to grant its employees parental leave.

Part A - Employee's Details

Forename		Surname	
Home Address			
		Home Tel:	
Division		Dept	
Staff No:		Contracted Hours	
Date of commencement in Velindre NHS Trust			
Date of commencement in NHS			
I wish for the parental leave to commence on			
I will return to work on			

Declaration:

I have completed one year's continuous service with the Trust or another NHS organisation	
I have a child under the age of 18 five	
I enclosed documentary evidence that I am the parent/person legally responsible for the child	

I understand that by giving false information it may disqualify me from payment and will be regarded as a serious disciplinary offence by the Trust.

Applicant's Signature: _____

Date: _____