

# Maternity Supporting Documents

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Principles

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Appendix A - Definitions

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**Issued by:** Human Resources (HR)

**Issue Date:** 1 December 2019

**Version 1.0**

**Review Date:** January 2025

## Principles

- Because we value diversity and equality highly, we have designed our procedures to be fair and inclusive. In putting our procedures into practice, we expect all members of the University community to abide by the spirit and detail of the Equality Act 2010 and our policy and strategy for equality, diversity, and inclusion.
- The University aims to promote a consistent and supportive approach to our family friendly policies across the University and increase awareness about the provisions available for staff with or starting a family. The policies in place are as follows:
  - Maternity
  - Adoption
  - Shared Parental Leave
  - Paternity
  - Parental
  - Flexible Working
- Our policies set out the occupational and statutory rights to which staff are entitled.
- For staff expecting a child, All steps will be taken to ensure the protection of the health and well-being of the mother and her child/unborn child, and compliance with legislative requirements.
- Flexible Working Arrangements and associated HR processes will support the achievement of the University's objectives, ensuring that the core business operations, current and future, are not compromised.
- A staff member has the right to appeal against the decision reached on their application for flexible working.
- Queries regarding the application of these procedures should be directed to HR.

## Appendix A: Definitions

### **Statutory Adoption Leave (SAL) / Statutory Maternity Leave (SML)**

All staff will be entitled to take up to 52 weeks of SAL when they adopt a child and are the primary adopter. This is made up of 26 weeks of Ordinary Adoption Leave (OAL) and 26 weeks of Additional Adoption Leave (AAL).

If a staff member is going on Maternity Leave this will be made up of 26 weeks Ordinary Maternity Leave (OML) followed by 26 weeks Additional Maternity Leave (AML).

### **Statutory Adoption Pay (SAP) / Statutory Maternity Pay (SMP)**

A staff member who has completed 26 weeks continuous service by the start of the Qualifying Week (QW) and meets earnings criteria will be entitled to receive either SAP or SMP which is payable for the first 39 weeks of SAL or SML on the following basis:

90% of the staff member's average weekly earnings (before tax) for the first 6 weeks

Current rate of SAP/SMP or 90% of the staff member's average weekly earnings (whichever is the lowest) for the next 33 weeks.

### **Qualifying Week (QW)**

For statutory adoption pay, this is normally the week in which the staff member is notified they have been matched for adoption with a child.

### **Occupational Adoption Pay/ Occupational Maternity pay**

A staff member who has completed more than one year's service by the start of the adoption/maternity leave will be eligible to receive enhanced adoption/maternity pay for the first 20 weeks of the statutory adoption/maternity pay period. The enhancement will be in the form of a top-up to ensure the staff member receives the equivalent of full pay.

### **Statutory Paternity Leave**

A staff member who meets certain qualifying criteria will be entitled to take up to two weeks of paternity leave. This must be taken in either one week or two consecutive weeks (not odd days). Leave must finish within 56 days of the birth (or due date if the baby is early). The end dates are different if the staff member is adopting.

### **Occupational Paternity Pay**

A staff member who is eligible for statutory paternity leave and pay and complies with the notice provisions will be given a top-up to their salary during the period of paternity leave to ensure they receive their normal basic rate of pay. Shared Parental Leave (SPL) – applies for children due to be born or adopted on or after 5 April 2015

A staff member who meets the eligibility criteria may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available will be calculated by deducting from 52 the number of weeks of adoption or adoption leave taken by the mother/adopter.

### **Statutory Shared Parental Pay (ShPP)**

A staff member on SPL can get up to 37 weeks ShPP if one of the following applies:

- They qualify for Statutory Adoption Pay
- They qualify for Statutory Paternity Pay and have a partner who qualifies for Statutory Adoption Pay.

ShPP is paid at the current set rate of ShPP (you will need to check the most accurate rate with HR) or at 90% of a staff member's average weekly earnings (whichever is lowest).

## **Ordinary Parental Leave**

A staff member who meets the statutory qualification and notification requirements is entitled to up to 18 weeks' unpaid leave for each child under 18 years of age. The limit on how much ordinary parental leave each parent can take in a year is 4 weeks for each child. If the child is adopted the entitlement is available up to the child's 18th birthday or fifth anniversary of their adoption, whichever comes first.