

**Family Leave Scheme**

(School based employee)

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# Introduction

These guidelines outline the family leave provisions that apply to all school based employees in schools.

# Paternity leave - eligibility

* 1. Employees must satisfy certain conditions in order to qualify for paternity or parental leave.
	2. In relation to **paternity leave (maternity)** these are:
* Have or expect to have responsibility for the child’s upbringing.
* Be the biological father of the child or the mother’s husband or partner or civil partner.
* Have worked continuously for the employer for 26 weeks ending with the 15th week before the baby is due.
* Give notice in accordance with section 5.
	1. Whilst in relation to paternity leave (adoption) they are:
* Have or expect to have responsibility for the child’s upbringing.
* Be the adopter’s spouse or partner or civil partner.
* Have worked continuously for their employer for 26 weeks ending with the week in which the adopter is notified of being newly matched with a child.
* Give notice in accordance with section 5.
	1. In relation to **parental** leave they may be any partner who cares for a child but for whom they may not have legal parental responsibility and have completed one year’s service with the employer.

# Length of ordinary paternity leave

* 1. From April 2024, eligible employees can choose to take their entitlement as either two single weeks or two consecutive weeks leave. The employee can choose to start their leave:
* From the date of the child’s birth (whether this is earlier or later than expected), or
* From a chosen number of days or weeks after the date of the child’s birth (whether this is earlier or later than expected), or
* From a chosen date later than the first day of the week in which the baby is expected to be born.
	1. Leave can start on any day of the week on or following the child’s birth but must be completed:
* Within 52 weeks of the actual date of birth of the child, or
* If the child is born early, within the period from the actual date of birth up to 52 weeks after the first day of the expected week of birth.
	1. Only one period of leave is available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

# Paternity leave - pay

* 1. During the first week of paternity leave the employee will be paid their normal weekly pay, inclusive of their entitlement of Statutory Paternity Pay (SPP). In the second week most employees will be entitled to SPP. The rate of SPP is the same as the standard rate of Statutory Maternity Pay (SMP) or 90% of average weekly earnings if this is less than the rate of SMP.
	2. To qualify for SPP earnings must have been over the lower earnings limit for the eight weeks prior to the end of the 15th week before the expected week of childbirth or matching.

# Notice of intention to take paternity leave

* 1. An employee must inform the school and employer of their intention to take paternity leave by the end of the 15th week before the baby is expected, unless this is not reasonably practicable. This can be done by email. Then notice to request the actual time off for paternity leave is 28 calendar days. The request for paternity leave can be made using the relevant form set out in Appendix A and Appendix B.
	2. For paternity leave linked to adoption, notice of intention to take leave should be given as soon as the employee receives notification that they have been matched with a child or as soon afterwards as is reasonably practicable.
	3. If an employee wishes to amend the notified date of their paternity leave, they should discuss it with their manager as soon as possible. The school will endeavour to accommodate any change where possible.

Please note, paternity leave must be taken before any period of shared parental leave can commence.

# Time off for ante natal appointments

* 1. The right to unpaid time off, of up to 6.5 hours on up to two occasions applies to:
* The husband or civil partner of the pregnant woman.
* The partner, including same sex partners, who live with the woman.
* The father of the expected child.
* A parent of the expected child by virtue of section 42 or 43 of the Human Fertilisation and Embryology Act 2008 (HFEA) (same sex partner treated as parent in case of assisted reproduction).
* A potential applicant for a parental order under section 54 of HFEA in respect of the expected child (surrogacy cases).

# Shared parental leave – eligibility

* 1. In order to qualify for shared parental leave both partners must meet the eligibility criteria.
	2. For further explanation, please refer to the FAQ section in Appendix C.

# Shared parental leave – pay

* 1. This section sets out the basic points in relation to pay for shared parental leave.
	2. Statutory shared parental leave pay is available for a maximum of 37 weeks within the first year of the baby’s birth.
	3. Statutory shared parental leave pay is paid at the same lower rate of statutory maternity pay.
	4. For further explanation, please refer to the FAQ section in Appendix C.

# Shared parental leave – arrangements

* 1. This section sets out the basic points in relation to shared parental leave. For further explanation, please refer to the FAQ section in Appendix C. The form to request Shared Parental Leave can be found in Appendix D.
* It is compulsory for mothers to take two weeks maternity leave after the birth of the baby.
* In order to take shared parental leave, maternity/adoption leave/pay (excluding compulsory maternity leave) must be terminated early.
* Shared leave can be taken in up to 3 blocks of time within the 52-week period.
* Parents can take periods of concurrent shared leave, providing the correct notice has been given.

# Parental leave

* 1. An employee is entitled to 18 weeks’ (unpaid) parental leave to care for their child even if they may not have legal parental responsibility e.g. foster parents or grandparents who have a significant parenting role. Parental leave can be taken up to the child’s 18th birthday.
	2. Parental leave is for each child, so if there is a multiple birth each parent will get 18 weeks leave for each child.
	3. The leave might be taken simply to enable the employee to spend more time with their young children. Examples of the way parental leave might be used:
* To spend more time with the child in early years.
* To accompany a child during a stay in hospital.
* Checking out new schools.
* Settling a child into new childcare arrangements.
* To enable a family to spend more time together, e.g. taking the child to stay with grandparents.

# Notice to take parental leave

* 1. An employee should attempt to give as much notice as possible, with normally a minimum of seven days’ notice. Whilst the notice does not have to be in writing it would be beneficial for record purposes if the attached “Parental Leave Form” was completed (see Appendix E).
	2. A manager will not unreasonably refuse requests for parental leave. If it is necessary to postpone parental leave taking into account the exigencies of the service, any postponement will be for the minimum time possible and for no longer than three months. The school will also give reasons in writing for any postponement and the dates when the leave can be taken within seven days of the request being made.

# Flexibility

* 1. An employee will be allowed to take parental leave in a number of ways:
* A single block of up to 18 weeks.
* Complete weeks.
* Part weeks.
	1. Alternatively, if the requirement for parental leave is likely to be more than is going to be covered by 18 weeks then an employee may wish to consider reducing hours of work (part-time working) and/or term time only working. More details of these two options are contained in the [Flexible working policy](http://wavemaster/corporate_area/corporate_policy/HR/Polices-Procedures-Guidance-Notes/Flexible-working/Flexible%20Working/Flexible-working-policy) and the associated framework documents.

# Dependent care

* 1. A manager may grant unpaid dependent leave to an employee in special circumstance such as an accident or sudden illness. An employee is entitled to take a reasonable amount of time off during their working hours in order to take action, which is necessary:
* To provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted.
* To make arrangements for the provision of care for a dependant who is ill or injured.
* In consequence of the death of a dependant.
* Because of the unexpected disruption or termination of arrangements for the care of a dependant.
* To deal with an incident which involves a child of the employee and which occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for them.
	1. The employee should advise their manager of the reason for the absence as soon as reasonably practicable, and how long it is expected to last.
	2. In relation to this section "dependant" means:
* A spouse or partner.
* A child.
* A parent.
* A person who lives in the same household as the employee, this could be an elderly aunt or grandparent. It does not include tenants or boarders or someone who lives in the household as an employee, such as a live-in housekeeper.
* Any person who reasonably relies on the employee for assistance on an occasion when the person falls ill or is injured or assaulted or makes arrangements for the provision of care in the event of illness or injury.

This provision is over and above paid special/compassionate leave that may be granted by a manager.

# Carers leave

* 1. From April 2024 an employee providing care or needing time to arrange for the care of a dependant with a long term mental or physical health condition is entitled to five days unpaid leave each year. Leave can be taken as whole or half days.
	2. This provision is available to all employee regardless of their length of service.
	3. The definition of a dependant is as set out above in 13.3.
	4. Employees should aim to give as much notice as possible when requesting leave, however it is recognised that urgent situations may occur and the employer will aim to be as supportive as possible.

# Foster Carers Leave

* 1. This provision applies to employees who:
* Are applying to become foster carers.
* Are approved foster carers and have a child in placement.
* Are an approved kinship\* carer and have at least three months service with the employer.
	1. Employees must:
* Have continuous service with the employer of at least one year.
* Provide evidence of their application to become a foster carer.
* Provide a notice of acceptance as a foster carer.
* Provide evidence of any placement.
	1. Paid time off will be:
* For assessment and initial training prior to approval as a foster carer – up to three days
* Attendance at panel for approval – one day.
* Child review meetings, annual foster carer review meeting, settling a child into a placement and training – up to five days.
	1. Leave for assessment and initial training prior to approval as a foster carer and attendance at panel for approval would be a one-off allowance. The remaining five days is available over a 12-month period on an annual basis.
	2. Requests for time off should be discussed initially with the manager and then requested in writing. Leave will be approved on a discretionary basis taking into account the individual circumstances and operational needs.

# Special/Compassionate Leave

* 1. This provision is normally applied in respect to death/serious illness of an immediate member of the family. Paid special leave will be granted for up to five days depending on the circumstances.
	2. The following are general guidelines on what can be granted:
* Spouse, parent or child – up to five days
* Other close relative – up to three days
	1. Any period in excess of five days may be granted in exceptional circumstances only and with the prior approval of the Head Teacher.

# Parental bereavement leave

* 1. In April 2020, Regulations were introduced that provided for Statutory Parental Bereavement Leave and pay. In implementing the Regulations, the employer/school has decided to be as flexible as possible to support any employee who unfortunately finds themselves in this situation.
	2. If an employee suffers the loss of a child under the age of 18 or the stillbirth of a child 24 weeks or more into the pregnancy, there is an entitlement to two weeks leave with full pay regardless of their length of service. Some employees may qualify for Statutory Parental Leave pay, which will be offset against normal pay.
	3. The definition of ‘parent’ in this context includes adoptive parents, foster carers, guardians and kinship carers.
	4. Under the Regulations, leave can be taken as two consecutive or two individual weeks within 52 weeks of the date of the death of the child. However, the school will be as flexible as possible and consider requests on a case-by-case basis for individual days or periods of less than one week.
	5. Managers are required to record the dates of Parental Bereavement Leave on the form that can be found in Appendix G. A copy of the form, should be emailed to payroll.manager@rbwm.gov.uk
	6. Managers are advised to contact the HR Business Partner team for advice as to how best to support an employee in this situation.

# Neonatal care leave and pay

* 1. Effective from 6 April 2025, Regulations were introduced that set out the rights of employees to Neonatal Care Leave and Pay following the birth of their child. The employer/school understands that having a child in neonatal care is an extremely stressful and challenging experience. We are committed to supporting employees and doing what the school can to help ensure that employees are able to be by their child’s side while looking after your own health and wellbeing. Employees are encouraged to speak to their managers if they are finding it difficult to cope at work because their child is in neonatal care.
	2. Neonatal care leave is designed to assist new parents of babies who are admitted into neonatal care. Under the Regulations, neonatal care means:
* medical care that your child receives in a hospital;
* medical care that your child receives in any other place providing:
	+ your child was previously admitted to a hospital as an inpatient and needs continuing care after leaving the hospital;
	+ the care is under the direction of a consultant; and
	+ the care involves ongoing monitoring and visits from healthcare professionals arranged by the hospital where your child was an inpatient; or
* palliative or end-of-life care.
	1. **Entitlement to Neonatal Care Leave:**

Employees are entitled to take neonatal care leave from the first day of employment. Additionally, the following conditions must be satisfied:

* + - If an employee’s baby needs neonatal care lasting at least seven days without interruption (counted from the day after the neonatal care started) within 28 days of birth (counted from the day after the child is born).
		- Available to employees with a parental responsibility for the child, including a mother’s partner if they too have responsibility for the child’s upbringing, intended parents in a surrogacy arrangement and to adopters and prospective adopters.
		- Available to employees taking the leave to care for their child who born on or after 6 April 2025, provided they have complied with the relevant notice requirements set out in 18.5.
	1. **Length and timing of Neonatal Care Leave:**
		+ Employees are entitled to one week’s leave for each week of neonatal care provided without interruption, subject to a maximum of 12 weeks’ leave. It does not increase in the event of multiple births.
		+ Any neonatal care leave must be taken in blocks of at least one week.
		+ The neonatal care leave can be started on any day after your child has received seven days of uninterrupted neonatal care.
		+ This is in addition to any other statutory leave entitlements, such as maternity, paternity, or shared parental leave. If an employee already started a period of statutory leave, neonatal care leave can be taken once the statutory leave has ended.
		+ The neonatal care leave must be taken within 68 weeks from the date of the child’s birth.
	2. **Notice to take Neonatal Care Leave:**

The notice requirement is different depend on when the employee wants to take leave, with the Regulations categorising this into ‘Tier one’ and ‘Tier two’ periods. It is likely that mothers will take leave during the ‘Tier two’ period as they will be on maternity leave during the ‘Tier one’ period in most cases.

* + - **Tier one period:**
* Employees can take neonatal care leave in non-consecutive blocks of a minimum of one week during the period when the child is receiving neonatal care and for one week after they are discharged.
* An employee should notify the school and give notice as soon as is reasonably practicable, preferably before the first day of absence of each week. The form to request Neonatal Care Leave can be found in Appendix H.
	+ - **Tier two period:**
* If an employee does not use all their Neonatal Care Leave entitlement during the ‘Tier one’ period, they can take the remainder of their leave in consecutive weeks.
* Employees should give 15 days’ notice of a single week of leave, or 28 days’ notice of two or more consecutive weeks’ leave. The form to request Neonatal care leave can be found in Appendix H.
* The above-mentioned notice requirement must be met, along with other eligibility criteria set out in 18.6, to qualify for neonatal care pay, however due care and consideration will be given to the circumstances and flexibility may be shown where appropriate by the Headteacher if the leave is required with a shorter notice requirement.
	1. **Neonatal Care Pay**:

Statutory Neonatal Care Pay set by the Government or 90% of average weekly earnings (whichever is lower) will be payable to qualifying employees who:

* + - Have at least 26 weeks' continuous employment from the end of “relevant week”, which is:
1. Birth: If employee is entitled to Statutory Maternity Pay (SMP) or Statutory Paternity Pay (SPP), relevant week is 15th week before expected week of childbirth.
2. Adoption: If employee is entitled to Statutory Adoption Pay (SAP) or SPP, relevant week is week in which they are notified of being matched with child for adoption.
3. Otherwise, relevant week is the week immediately before week in which the neonatal care begins.
	* + Provide the required notice and form.
		+ Earn more than the national insurance lower earnings limit to qualify for statutory neonatal care pay.
	1. Employees who have accrued neonatal care leave entitlement can still take the leave if their child passes away. In such cases, they may also be eligible for parental bereavement leave.
	2. Managers are required to approve Neonatal Care Leave on the form that can be found in Appendix H. A copy of the form, should be emailed to payroll.manager@rbwm.gov.uk
	3. Managers are advised to contact the HR Business Partner team for advice on how best to support an employee in this situation.

# Protection from detriment and dismissal

* 1. No employee will suffer unfair treatment or dismissal for taking, or seeking to take, statutory paternity or parental leave. If an employee believes they have been treated unfairly they should raise the matter in the first place through the Royal Borough’s Grievance Procedure.
	2. From 6 April 2024, employees who are pregnant or returning from maternity, adoption or shared parental leave will gain priority status for redeployment opportunities in a redundancy situation, which is extended to employees who are on neonatal care leave from 6 April 2025. Please refer to the School’s Redundancy and Early Retirement Policy for further details.

# Further help

* 1. Should you have any questions, please contact HR. Refer to Appendix F for a glossary of terms relating to family leave.
	2. For further information - <https://www.gov.uk/browse/working/time-off>

The school reserves the right to revise this Family leave scheme or any of its components. Employees should review these terms periodically for any updates or changes.

# Affiliated Document

* Maternity Guidance
* Redundancy and early retirement policy

# Document History

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| --- | --- | --- | --- |
| **Version** | **Date** | **Contributor** | **Approver**  |
| V6.2.0 | March 2025 |  |  |

# Appendix

## Appendix A: Request Form to take Paternity Leave

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Request to take Paternity Leave

|  |  |
| --- | --- |
| **EMPLOYEE NAME:** |  |
| **EMPLOYEE NO.:** |  |
| **SCHOOL:** |  |

1. I notified my manager of my intention to take paternity leave on \_\_\_\_\_\_\_\_\_\_
2. I am intending to take one/two weeks paternity leave (delete as appropriate)
3. The baby was born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I intend to start my paternity leave on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I am due back at work on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **You must be able to tick all four boxes to get paternity leave and Statutory Paternity Pay.**

I declare that:

|  |
| --- |
| 1. I am
* the baby’s biological father, or
* married to the mother, or
* living with the mother in an enduring relationship,
* but am not an immediate relative
 |[ ]
| 1. I have responsibility for the child’s upbringing
 |[ ]
| 1. I will take time off work to support the mother or care for the child
 |[ ]
| 1. I enclose a copy of the mother’s Mat B1
 |[ ]

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher’s signature

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please supply a copy of this form to your Headteacher and send a copy to payroll.manager@rbwm.gov.uk If you have any queries, please contact HR Operations.

## Appendix B: Request Form to take Paternity Leave (Adoption)

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Request to take Paternity Leave (Adoption)

|  |  |
| --- | --- |
| **EMPLOYEE NAME:** |  |
| **EMPLOYEE NO.:** |  |
| **SCHOOL:** |  |

1. I notified my manager that I have been matched with a child on: \_\_\_\_\_\_\_\_\_
2. I am intending to take one/two weeks paternity leave (delete as appropriate)
3. The child is expected to be placed or was placed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. I intend to start my paternity leave on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am due back at work on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***You must tick this box if you are adopting a child with your partner***

|  |
| --- |
|[ ]  I declare that I am adopting the child with my partner and I want to receive Statutory Paternity Pay and paternity leave not Statutory Adoption Pay and adoption leave. |

1. **You must be able to tick all three boxes to get paternity leave and Statutory Paternity Pay.**

I declare that:

|  |
| --- |
| 1. I am
* married to the person adopting the child, or
* living with the person adopting the child in an enduring family relationship, but am not an immediate relative
 |[ ]
| 1. I have responsibility for the child’s upbringing
 |[ ]
| 1. I will take time off work to support the person adopting the child or care for the child
 |[ ]

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher’s signature

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please supply a copy of this form to your Headteacher and send a copy to payroll.manager@rbwm.gov.uk. If you have any queries, please contact HR Operations.

## Appendix C: Shared Parental Leave FAQ

**SHARED PARENTAL LEAVE**

**Frequently asked questions (FAQ)**

1. **What is shared parental leave (SPL)?**

This scheme allows ‘parents’ to share time off work during the first year after the child’s birth or adoption.

1. **Who can take shared parental leave?**

Leave can be taken by mothers, fathers, adopters or their partners subject to the eligibility requirements.

1. **Can I take shared parental leave even if my partner does not qualify?**

Yes. You can use the shared parental leave arrangements to take your leave in a more flexible way however your partner must still meet certain eligibility criteria.

1. **What are the time limits on taking leave?**

Leave must be taken within the baby’s first year.

1. **What are the eligibility criteria?**

For the child’s mother:

* has at least 26 weeks' continuous employment by the end of the 15th week before the expected week of childbirth and remains in continuous employment with that employer until the week before any period of shared parental leave that she takes.
* has the main responsibility for the care of the child at the date of the birth (apart from the responsibility of her partner or the child's father) and intend to care for the child during SPL period.
* is entitled to statutory maternity leave in respect of the child.
* has curtailed her statutory maternity leave.
* has complied with the relevant notice and evidence requirements.
* For Shared Parental Leave Pay -has average earnings in the eight weeks ending with the relevant week of not less than the lower earnings threshold applicable in that week.

For the child’s father or the partner of the child’s mother:

* has at least 26 weeks' continuous employment by the end of the 15th week before the expected week of childbirth and remains in continuous employment with that employer until the week before any period of shared parental leave that he or she takes.
* has the main responsibility for the care of the child at the date of the birth (apart from the responsibility of the mother) and intend to care for the child during SPL period.
* has complied with the relevant notice and evidence requirements.
* For Shared Parental Leave Pay - has average earnings in the eight weeks ending with the relevant week of not less than the lower earnings threshold applicable in that week.

In addition, both parties need to satisfy the employment and earnings test:

Have been employed or self-employed for any part of at least 26 weeks of the 66 weeks immediately before the expected week of childbirth and have average weekly earnings in any 13 of those 66 weeks of at least £30.

Use this on-line calculator to determine your eligibility: [Eligibility calculator](https://www.gov.uk/pay-leave-for-parents)

1. **How much time can be taken?**

The maximum amount of SPL is 50 weeks, whilst the maximum shared parental leave pay (ShPP) is 37 weeks.

Mothers must take a compulsory two weeks leave after the birth of the baby.

1. **How can the leave be taken?**

The leave can be taken in up to three blocks of time during the first year. It can only be taken in whole weeks.

1. **How much is shared parental leave pay?**

Statutory Shared Parental Leave Pay is available for a maximum of 37 weeks and is payable at the same lower rate of Statutory Maternity Pay (SMP), or 90% of your average earnings, whichever is lower. Check the current rate [Shared Parental Leave and Pay: How it works - GOV.UK (www.gov.uk)](https://www.gov.uk/shared-parental-leave-and-pay)

1. **What are the notification rules?**

If you are taking maternity/adoption leave in order to take SPL you must do one of the following:

* End your maternity/adoption leave by returning to work.
* Give ‘binding notice’ of the date you will end your maternity/adoption leave.
* End your maternity/adoption pay.

Anyone wishing to take SPL must give at least 8 weeks notice of their intention to take leave.

1. **How can I notify you that I want to take SPL?**

In Appendix D, you will find a form that you and your partner need to complete. Due to the complexity of the potential variations in the taking of SPL, it is recommended that you discuss your plans for shared parental leave with your line manager and HR at the earliest opportunity. Please contact the HR Business Partner team.

1. **Can you refuse my request for SPL?**

Providing you have submitted your request at least eight weeks before you intend to start your SPL, want to take it as a continuous period of leave and have complied with the notification requirements, then we cannot refuse.

1. **What evidence will you want as my employer that my partner qualifies for shared parental leave?**

The form in Appendix D, requires both you and your partner to declare that you qualify for SPL and ShPP. The regulations allow an employer to ask for the details of the partner’s employer.

1. **What happens to my maternity leave and pay?**

If you opt to take SPL, then your maternity leave and pay end. You may then opt to receive ShPP.

1. **What about Keeping in Touch (KIT) days?**

In addition to the 10 KIT days for maternity leave, during SPL, there are an additional 20 days called Shared Parental Leave In Touch (SPLIT).

1. **What about notification to return to work?**

You will have already given an intended return to work date when you applied for SPL. This can be varied if you wish to take any remaining SPL.

1. **Can I change my dates?**

Once you have given notice to take SPL, you cannot change the dates unless you give at least 8 weeks’ notice.

1. **How does this affect ordinary paternity leave?**

Ordinary paternity leave will continue. However, it must be taken before any period of shared paternity leave begins.

1. **Some examples of the way shared parental leave can work.**

Example 1 - Time off together

Mother plans to take 26 weeks maternity leave. She gives 8 weeks notice before she starts her maternity leave, that she will return to work after 26 weeks leave.

This will leave 26 weeks for SPL and 13 weeks ShPP.

Father/Partner takes two weeks ordinary paternity leave and then takes 13 weeks SPL and ShPP whilst the baby’s mother is also on maternity leave. Leaving 13 weeks unpaid SPL, that either parent can take within the first year.

Example 2 – Mother takes leave first, returns to work and father/partner takes leave.

Mother takes 26 weeks maternity leave and pay and returns to work. Father/ Partner takes 26 weeks SPL, 13 of which are paid at ShPP and 13 unpaid.

Example 3 – alternating leave between parents

Mother takes 18 weeks maternity leave and pay and returns to work. Father takes eight weeks SPL and ShPP and returns to work. Mother takes 13 weeks SPL and ShPP and returns to work. Father takes remaining unpaid SPL of 13 weeks.

There is scope for a huge range of leave combinations.

1. **Who can I speak to for advice?**

If you are considering taking SPL, you should discuss this first with your manager and then arrange for you both to meet with HR for advice.

## Appendix D: Request Form to take Shared Parental Leave

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Request to take Shared Parental Leave

|  |
| --- |
| **Section 1** (To be completed by RBWM employee, wishing to take Shared Parental Leave (SPL) |
| **Employee full name:** |  |
| **Employee no.:** |  |
| **School:** |  |
| **Qualifying partners name (in full):** |  |
| **EWC date:** |  |
| **Baby’s birth date:** |  |
| **Start date of maternity leave:** |  |
| **End date of maternity leave:** |  |
| **No. of weeks SPL available** |  |
| **No. of weeks Shared Parental Leave Pay (ShPP) available:** |  |
| **My SPL will commence on:** |  |
| **My SPL will end on:** |  |
| **No. of SPL weeks I intend to take:** |  |
| **No. of ShPP weeks I intend to take:** |  |
| **Further information:** |  |

I confirm that I am sharing the childcare responsibility with the above-mentioned qualifying partner during the SPL period and that the information given above is accurate. I understand that a false declaration will be treated as a disciplinary matter.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please turn over for the declaration by the qualifying partner.

|  |
| --- |
| **Section 2** (To be completed by the qualifying partner of the RBWM employee, wishing to take Shared Parental Leave (SPL) |
| **Full name:** |  |
| **National Insurance (NI) number:** |  |
| **Address:** |  |

I confirm that all the information given in the above sections is accurate and that:

* I satisfy the qualifying requirements for taking Shared Parental Leave and Statutory Shared Parental Leave Pay.
* I am the father/mother of the child or married to/the civil partner or partner of the above named RBWM employee.
* I agree to share with the above named RBWM employee Shared Parental Leave and Statutory Shared Parental Leave Pay.
* If required by RBWM I will supply a copy of the birth certificate and the name and address of my employer within 14 days of the request.
* I agree to RBWM processing my information in relation to the administration of Shared Parental Leave and Statutory Shared Parental Leave Pay.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please supply a copy of this form to your Headteacher and email a copy to payroll.manager@rbwm.gov.uk

If you have any queries, please contact HR operations.

## Appendix E: Request Form to take Parental Leave

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Request to take Parental Leave

|  |  |
| --- | --- |
| **EMPLOYEE NAME:** |  |
| **EMPLOYEE NO.:** |  |
| **SCHOOL:** |  |

* You are entitled to up to 18 weeks’ (unpaid) parental leave to care for your child even if you do not have legal parental responsibility e.g. you are a foster parent or grandparents who have a significant parenting role. Parental leave can be taken up to the child’s 18th birthday.
* You should give as much notice as possible with a minimum of seven (7) days, giving the dates when the leave is to start and finish.
* This form is designed to assist you in giving the information required to enable your manager to approve your request for parental leave on the dates you have requested.
* Your manager will not unreasonably refuse your requests for parental leave. If it is necessary to postpone parental leave taking into account the exigencies of the service, any postponement will be for the minimum time possible and for no longer than 3 months. The school will also give reasons in writing for any postponement and the dates when the leave can be taken within 7 days of the request being made.

Parental leave can be requested as:

* A single block of up to 18 weeks
* Complete weeks
* Part weeks

|  |  |
| --- | --- |
| **No. of weeks I request to take unpaid parental leave for:** |  |
| **My parental leave will commence on:** |  |
| **My parental leave will end on:** |  |
| **No. of weeks parental leave I have already had with this child since its birth or placement for adoption:** |  |
| **I declare that my relationship to the child is:** |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher’s signature

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please supply a copy of this form to your Headteacher and email a copy to payroll.manager@rbwm.gov.uk. If you have any queries, please contact HR operations.

## Appendix F: Glossary of family leave

|  |  |
| --- | --- |
| **Leave type** | **Description** |
| **Maternity leave** | Leave of up to 52 weeks year and statutory pay, and for qualifying staff enhanced occupational pay. |
| **Adoption leave** | As for maternity. |
| **Ordinary paternity leave** | For fathers/partners, two single or two consecutive weeks paid leave to be taken as a block, within 52 weeks of the birth. |
| **Parental leave** | For those with parental responsibility, up to 18 weeks unpaid leave until child’s 18th birthday. |
| **Shared parental leave** | Replaces Additional Paternity Leave. Mother can share up to 37 week’s pay and 50 weeks leave with father/partner. |
| **Dependent care** | Reasonable unpaid time off to deal with events of dependants such as sudden illness or accident. |
| **Carers leave** | Up to five days unpaid leave annually to provide care or arrange for the care of a dependant with a long term physical or mental health condition. |
| **Foster carers leave** | Leave provided to foster carers to attend to the needs of a foster child, allowing them to support the child’s well-being. |
| **Special/Compassionate leave** | Leave granted to employees for urgent personal matters, such as the illness or death of a close family member, usually up to 3 to 5 days, depending on the situation. |
| **Parental bereavement leave** | Leave provided to parents following the death of a child, allowing time to grieve and manage related matters, up to two weeks for qualifying employee. |
| **Neonatal care leave** | Leave provided to parents of newborns requiring extended medical care, supporting them during their child's critical early stages, up to 12 weeks for qualifying employee. |

## Appendix G: Request Form to take Parental Bereavement Leave

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Request to take Parental Bereavement Leave (PBL)

To be completed by the employee’s manager

|  |  |
| --- | --- |
| **EMPLOYEE NAME:** |  |
| **EMPLOYEE NO.:** |  |
| **SCHOOL:** |  |

The above-named employee has taken \_\_\_\_\_ days Parental Bereavement Leave (Insert number of days)

Leave was taken on the following dates:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send this form to payroll.manager@rbwm.gov.uk

## Appendix H: Request Form to take Neonatal Care Leave

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

Request to take Neonatal Care Leave

|  |
| --- |
| **Section 1** (Information to be provided by employee) |
| **Employee name:** |  |
| **Employee number:** |  |
| **Job title:** |  |
| **School:** |  |
| **Child's date of birth:** |  |
| **My child started receiving neonatal care on:** |  |
| **Number of consecutive days my child has received neonatal care:**(counted from the day after the neonatal care started) |  |
| **My child’s neonatal care ended on (if applicable):**  |  |
| **I request to start and end my neonatal care leave on the following dates:**(Refer to the Family Leave Scheme for detailed requirement of leave during Tier 1 and Tier 2 periods) |  |
| **I request neonatal care pay on the following dates (if eligible):** |  |
| **Section 2** (Declaration to be completed by employee) |
|[ ]  **(Birth)** I am the child’s parent / partner of the mother at the date of the child’s birth and am responsible for the child’s upbringing. I declare that I am taking this leave to care for my child. |
|[ ]  **(Adoption)** I am the child’s adopter / partner of the adopter at the date the child entered Great Britain and am responsible for the child’s upbringing. I declare that I am taking this leave to care for my child. |
|[ ]  **(if requesting neonatal care pay)** I am entitled to neonatal care pay and have at least 26 weeks' continuous employment from the end of the “relevant week” as specified in the Family Leave Scheme.  |

I will immediately inform my manager of any changes to my neonatal care leave and pay entitlement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee signature:** |  | **Date:** |  |
| **Headteacher’s signature:** |  | **Date:** |  |

Please supply a copy of this form to your Headteacher and email a copy to payroll.manager@rbwm.gov.uk.