

# **Warwickshire County**

## **Council**

### **Family Friendly Working**

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Warwickshire County Council (WCC) is committed to family friendly working, often giving more generous benefits than the legal entitlement. We hope that all our employees and their families can benefit from our policies.

This booklet is designed to help answer any questions you may have on family friendly working at WCC, and outlines what you are entitled to as an employee. We have been assisted by colleagues within the Council who have helpfully checked the readability and style of the booklet.

Each section of the booklet will tell you the essential information you will need to know on notification, leave and pay plus a selection of frequently asked questions. If you need any further information please contact the [HR Advisory Team](#).

At the end of the booklet are checklists, which show at a glance the important dates you need to be aware of, plus a Statutory Right to Request Flexible Working Form.

To print selected pages of this document, go to File > Print. Then select 'Print Custom Range' and enter the page(s) number(s) that you wish to print into the field. If there are more than one page, then separate each page number with a comma. E.g. 31,32.

## Maternity

### First Steps

#### Health and Safety

We have a legal responsibility to look after your health and safety and therefore it is important to tell your manager you are pregnant as soon as possible. Your manager will then need to carry out a [new and expectant mothers risk assessment](#) to see if there is any part of your job that you can no longer do or that needs to be changed during your pregnancy or soon after your baby is born. The assessment should be reviewed regularly because as your pregnancy progresses, things may change for you.

If you work night shifts there are special rules that apply. If this is the case contact the HR Advisory Team for more advice.

#### Is working with Display Screen Equipment (VDU's) whilst pregnant a risk?

Although there has been some anxiety around radiation emissions the Health and Safety Executive state that concerns are unfounded and there is no need to stop working with VDU's whilst pregnant. If you would like more information on this or any other Health and Safety matter, please contact [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk).

#### Time off for ante-natal classes

You have the right to paid time off to keep appointments made on the advice of a doctor, midwife or health visitor. You should give your manager reasonable notice and provide evidence such as an appointment card. When possible, you should try to make appointments outside your work hours.

Employees may wish to accompany their partners to ante-natal care appointments. Fathers to be, partners or nominated carers are entitled to unpaid time off to attend two antenatal appointments. See Paternity/Nominated Carer leave below.

### When do I take time off and whom should I tell?

#### What notification should I give?

For health and safety reasons you should notify your manager as soon as you know you are pregnant. However, you must inform your manager at least 28 days before you want your maternity leave to begin. You will need to tell them in writing:

- The expected week of childbirth
- The date you intend to start your maternity leave. This cannot be earlier than 11 weeks before the Estimated Week of Childbirth (EWC).

You must also provide your manager with a copy of the MAT B1 form at this stage, which you can get from a registered doctor or midwife. The MAT B1 will be issued by your doctor or midwife from 20 weeks of pregnancy.

#### What happens if I want to change the date I start my maternity leave?

If you voluntarily want to change your start date you must give as much notice as possible, but you must give at least 21 days' notice.

### **What happens if I give birth much earlier than expected?**

Your maternity leave will automatically be triggered by the birth of your child. If this happens you should let your manager know as soon as you can.

### **What is the Estimated Week of Childbirth?**

The EWC is the week, starting Sunday, in which it is expected that the baby will be born, it is also sometimes called the Date of Delivery or EDD.

## **Maternity Leave**

Please note if you are on NHS terms and conditions please refer to your HR Advisor for information regarding your entitlement to maternity leave and pay.

### **When can I start my maternity leave?**

The earliest date is the 11<sup>th</sup> week before the EWC.

### **When is the latest date is my maternity leave can start?**

Providing you are fit to work you can continue up until the day you give birth.

If however you are absent for any reason either wholly or partly related to your pregnancy after the beginning of the fourth week before the EWC then your maternity leave will automatically start. If this happens you will need to notify your manager as soon as possible in writing.

### **How much maternity leave am I entitled to?**

Provided that you comply with the notification procedures you are entitled to 52 weeks maternity leave regardless of service.

There are two types of maternity leave:

- Ordinary Maternity Leave (OML) – 26 weeks
- Additional Maternity Leave (AML) – 26 weeks

### **When does my maternity leave start?**

OML will usually start on the day you have given written notification of. It will begin earlier if you give birth before that date or if you are absent for any reason wholly or partly related to your pregnancy after the beginning of the fourth week before the EWC. AML will follow on directly after your OML has finished.

### **If I work part-time or term time only will it affect my entitlement to leave?**

No, it will not affect your entitlement to maternity leave.

### **If I am on a Fixed Term Contract will it affect my entitlement to leave?**

If you are employed on a Fixed-Term Contract, your period of Maternity Leave is dependent on your contract being extended beyond your current Fixed-Term Contract end date. Please feel free to contact a member of the HR Advisory Team for advice and guidance.

### **Do I have to take maternity leave?**

Yes, but only for a minimum two week period. You are not allowed to work for the

two weeks immediately after the baby's birth.

### **Can I return to work before my maternity leave ends?**

Yes you can. It is now assumed that you will return to work at the end of your maternity leave. Should you wish to return earlier than your 52 weeks entitlement then you have to give 21 days' notice. This is in accordance with Green Book conditions of service.

### **Can I suspend my maternity leave?**

If a situation arises when it would make sense to suspend all or part of your maternity leave, for example where a baby must remain in hospital, we will do our best to support any request made. Remember though the two weeks directly after you have given birth are compulsory.

## **Maternity Pay**

There are different types of Maternity Pay

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. To qualify for SMP you must:

- earn on average at least the lower earnings limit
- give the correct notice
- give proof you're pregnant
- have worked for WCC continuously for at least 26 weeks continuing into the 'qualifying week' - the 15th week before the expected week of childbirth

You get:

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- Government agreed rate or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks – check up to date info [here](#).
- SMP is paid in the same way as your salary (for example monthly). Tax and National Insurance will be deducted.

If you do not qualify for SMP you may be able to claim Maternity Allowance (MA). The amount you can get depends on your eligibility – check up to date info [here](#). To claim MA you will need to contact your local Jobcentre plus. You will also need an SMP 1 form to make this claim which can be obtained from the Payroll team via [HR Service Desk](#).

Occupational Maternity Pay – this is a contractual payment entitlement to which is dependent on your local government continuous service. If you are entitled to SMP or MA, as well as OMP, then the amount of OMP paid to you will be offset by the SMP or MA paid to you, so that the total paid to you does not exceed your full pay.

To qualify for OMP you must:

- have more than one year's local government continuous service at the 11<sup>th</sup> week before the EWC
- intend to return to work in local authority employment for at least 13 weeks (this

will be extended on a pro-rata basis if you return on reduced hours) after your maternity leave has ended.

You get:

- 6 weeks at 9/10ths of your salary (offset by any SMP or Maternity Allowance payable) followed by 12 weeks at half pay (unless, when added to your SMP for those weeks, it exceeds the amount your full pay would be) followed by flat rate SMP for 21 weeks. Alternatively, a sum equivalent to 12 weeks at half pay may be paid as a lump sum upon return to work.
- Your right to entitlement however can be lost if you do not provide WCC with sufficient notice of your intention to start your maternity leave or if you do not provide medical evidence of your pregnancy e.g. the MATB1.

### **What happens if I am on a Fixed Term Contract?**

If your fixed term contract ends, then your statutory maternity leave will end on the expiry of your fixed term contract. If you qualify for Statutory Maternity Pay then this will continue to be paid. Please feel free to contact a member of the HR Advisory Team for advice and guidance.

### **What happens if I decide not to return to work but have been paid half pay plus SMP for 12 weeks?**

You will be asked to pay back the whole or part of the half pay you have received on top of your SMP, but not the SMP itself.

### **Reasonable Contact**

It is expected that there will be reasonable contact between yourself and your manager whilst you are on maternity leave. This may include asking you of proposed return dates or whether you are intending to request an alteration in your hours.

The National Conditions of Service allow for you to be kept informed of vacancies, training opportunities and any major workforce developments as they occur anyway.

### **During Maternity Leave – Keeping in Touch Days**

Whilst you are on maternity leave you may, by agreement with your manager, work up to ten days work without bringing your maternity leave to an end. Keeping in touch days are different to the reasonable contact described above as you will actually work for WCC and be paid accordingly.

The type of work you undertake on these days is a matter for agreement between you and your manager but could include training days, team away days, meetings or any other event that would be useful for you to attend. The days may, or may not, be taken as a block. They must be work related and not simply calling into work to bring the baby to show your colleagues.

There is no requirement whatsoever for you to do the days if you do not want to, nor do you have the right to insist that the work is provided. The days you do work are to be agreed with your manager and remember you do not have to do the whole ten days if you would prefer to do less.

Working for part of a day will count as one of your ten days. You will receive your normal contractual rate of pay for the hours worked, however if you are still in receipt of any maternity pay, this will be offset against this. If you work a KIT day after your maternity pay has ended, you will receive your normal contractual rate of pay for the hours worked that day, with no adjustments.

Your manager will need to notify the HR Service Centre of the dates and hours worked of any keeping in touch days to ensure that the payment you receive is correct. You will not lose any SMP.

If you do undertake the ten keeping in touch days this does not mean that your maternity leave is extended, it remains 52 weeks.

## Returning to Work

### **Do I have to give notification that I am going to return to work when my maternity leave ends?**

You must give notification if you want to return early, however unless you say otherwise it will be assumed that you will return at the end of your 52 weeks maternity leave. You should give at least 21 days' notice in accordance with the Green Book Conditions of Service.

### **Do I have the right to return to my old job?**

At the end of your Ordinary Maternity Leave you have the right to go back to the same job on conditions no less favourable than would have applied if you had not been absent. At the end of Additional Maternity Leave you will normally return to the same job, but we are entitled, if that is not practical, to offer you an alternative job that is suitable and appropriate, i.e. on terms and conditions not less favourable to those you previously enjoyed.

### **What happens if my post is made redundant whilst I'm on maternity leave?**

If this happens, we will try to re-deploy you. Whenever possible you will be offered a suitable alternative vacancy on no less favourable terms. This would also be the case if any other exceptional circumstances, such as reorganisation, occur whilst you are on maternity leave and which require a change in the job to which you have been previously employed.

In these situations alternative jobs will be sought that are suitable to you and to the circumstances. Managers should contact the HR Advisory Team.

### **What should I do if I don't know whether I want to come back to work or not?**

If you are not sure it is always best to keep your options open and maintain your right to return. If you qualify for 12 weeks half pay you can ask to have it suspended and then paid as a lump sum when you return to work.

### **Do I have to return to work?**

No but if you do not return to work and have received the 12 weeks higher rate of maternity pay for weeks you will be required to repay the extra money you have



received.

### **What happens if I am sick and can't come back at the end of my maternity leave?**

If you are unwell when your maternity leave is due to end then you will need to get a fit note from the doctor stating that you are not able to return to work. You will need to contact your manager making them aware of the situation and giving them a copy of the doctor's note. You will then be on sick leave and the sickness scheme will apply.

### **What should I do if I want to return to work part-time?**

Whenever possible we will try to accommodate any request to return to work part time. Please also see the section on Statutory Right to Request Flexible Working.

### **Can I apply for other jobs whilst on maternity leave?**

There is nothing to stop you applying for other full or part time jobs whilst you are on maternity leave. If you remain working for local government, even if not WCC, it will generally count as continuous service.

### **What is my position if I am on a fixed term contract?**

If your contract is to be renewed whilst you are on maternity leave or will continue after you would be due to return from your maternity leave then you maintain your right to return. However, if the contract is not due to be renewed (e.g. you were covering a period of sickness absence) then you may not have the right to return.

It is unfair not to renew a fixed term contract or dismiss an employee purely for reasons relating to pregnancy.

### **I'm returning to work but continuing to breastfeed, are there facilities available to me at work?**

We will, wherever possible, allow appropriate flexibility in working hours, including regular breaks for mothers who wish to express milk. Please give your manager 28 days notice to allow sufficient time to find a suitable location for you to use.

As a manager, if your employee lets you know that she will be breastfeeding you must talk to her about any arrangements you will need to make, do a risk assessment and remove any risk you find. As a manager you must seek to provide the facilities to support breastfeeding. This would include a private and secure room, ideally lockable and with blinds. The room should have a chair and be located close to somewhere milk can safely be stored (e.g. a fridge).

### **Can I get help with the costs of childcare?**

The childcare voucher scheme was closed to new entrants from October 2018 and was replaced by government scheme [Tax Free Childcare](#)

Further information is available for existing childcare voucher scheme members can be found [here](#). Please note that childcare vouchers will be deducted from Occupational Maternity Pay (OMP), but not deducted from Statutory Maternity Pay (SMP). When OMP stops you should:

- make alternative arrangements to fund the vouchers; or
- you can reduce or stop the vouchers by contacting Payroll – via [HR Service Desk](#)
- if you defer your half pay on return to work vouchers will be deducted off the lump sum payment, or
- vouchers can be deducted from Keep in Touch (KIT) days

## Frequently asked questions

### **Does my maternity leave count as continuous service?**

Yes. Both OML and AML count as continuous service for statutory purposes and for the purposes of calculating annual leave and sick pay entitlements.

### **What happens about my holiday entitlement?**

Your contractual annual leave continues to accrue during your maternity leave and you may be able to use it to reduce your amount of unpaid maternity leave.

If you decide not to come back to work your contractual annual leave only accumulates up to your last day at work. If you have taken more days off than you are entitled to you will have to pay back the extra.

To clarify, whilst you are on maternity leave bank holidays will continue to be deducted in Your HR.

You should discuss holiday entitlement with your Line Manager in the first instance.

### **What if my 52 weeks maternity leave coincides with the annual leave year?**

It is usually recommended that you plan to use either a good proportion of annual leave prior to commencing maternity leave or at the end of the maternity leave period (when otherwise you may be into a period of unpaid leave).

In this way a very large carry over of leave from one year to the next is normally avoided. However, if a woman returning from maternity leave has been prevented from taking leave, especially in circumstances such as the early birth of her child or pregnancy related sickness absence, then exceptions to normal leave carry over policies will be made anyway. Therefore, you are strongly advised to meet with your manager fairly early on in your pregnancy to plan and agree how you will best use your annual and maternity leave entitlements.

### **Am I entitled to any increment or pay rises whilst I'm on maternity leave?**

You will benefit from any pay increases or improvements to your terms and conditions which happen whilst you have been on maternity leave.

### **What happens to my pension?**

Pension deductions will be made from your maternity pay (including SMP). If you are taking unpaid maternity leave then you can still make contributions when you return to work. To do this you will need to contact [Pensions Services](#). If you do not return to work your last day of pensionable service will be when your paid maternity leave ends.

Whilst you are on paid maternity leave any other deductions such as trade unions subscriptions and medical insurance will continue.

### **What happens if my baby arrives prematurely?**

Your maternity leave will be triggered automatically when the child is born and your entitlements would be the same as if you had given birth at the EWC.

### **What should I do if I miscarry?**

If you miscarry before 24 completed weeks of pregnancy you will be able to take sick leave. If you have a still birth after 24 completed weeks of pregnancy onwards you will be eligible to your maternity entitlements.

If a baby sadly dies after birth or after a premature birth, then entitlement to maternity leave and SMP also remains the same.

From 6 April 2020 if you have a still birth after 24 completed weeks of pregnancy you have a statutory right to parental bereavement leave (see page 27), however, you may wish to consider the timing of taking this leave alongside your maternity leave as they two types of leave cannot be taken concurrently.

### **What happens if I have twins (or more)?**

You will be entitled to the same benefits regardless of how many babies you have.

### **What happens if I am on a secondment?**

If the secondment is due to end whilst you are on maternity leave then at that point your pay will reflect any changes in salary which happen as a result and you will return from maternity leave to your original post. If however the secondment is due to be renewed you will have the right to return to it.

### **What will happen if I become pregnant again whilst on maternity leave?**

If you become pregnant again whilst on maternity leave then you will again become entitled to OML and AML as appropriate, even if there is no interval between one period of maternity leave and the next. However, at the end of a second period of OML, which followed on immediately from AML, your right to return is only to the same job or an alternative that is suitable and appropriate.

### **Am I entitled to any time off if I am having fertility treatment?**

Under normal circumstances you will be allowed reasonable time off for fertility treatment, however if possible you should try to arrange appointments in your own time.

### **What happens if the fertility treatment makes me ill?**

If the treatment has side effects that make you unwell and you are not able to come to work then you will be considered to be on sick leave.

## Paternity Leave/Nominated Carer Leave

### Am I eligible to take paternity/nominated carer leave?

Paternity leave is available to employees to assist in the care of a child and to provide support to the mother at or around the time of birth.

The qualification is that you have or expect to have responsibility for the upbringing of the child, and you are the biological father or the husband or partner (including same sex or civil partner) of the mother. However, WCC extends this provision to also include 'nominated carers'. A nominated carer is a person nominated by the mother to assist in the care of the child and to act as their primary provider of support at or around the time of birth. This means the role may be filled by a relative or by someone who has a caring relationship with the mother and /or child and is nominated by the mother as their primary provider of support at or around the time of birth.

If you are seeking to take paternity leave you will be asked to provide a copy of the mother's MAT B1 form and a self-certification form (SC3) to support your request to take paternity leave which can be downloaded from the following link [HMRC Form SC3](#) (the link should be opened in Google Chrome as Explorer is not supported).

This form gives information about the terms and conditions that apply to Statutory Paternity Pay and includes a declaration which must be signed to confirm the entitlement to paternity leave and pay. The completed SC3 Form should be returned by your Manager to the HR Service Centre.

If you are seeking to take nominated carer leave you will be asked to produce a copy of the mother's MAT B1 form and evidence that she nominates you as her primary provider of support.

### How much time off can I have as paternity leave?

You are entitled to one weeks leave without any conditions attached but will only be entitled to the second week if you have 26 weeks service with WCC at the 15th week before the date the baby is expected to be born.

You may take one week, or two consecutive weeks leave but you are not allowed to take odd days.

### When do I need to inform WCC about taking leave?

You need to let us know whether you intend to take paternity/ nominated carer leave by the 15th week before the baby is due to be born. You will need to tell us in writing:

- The week the baby is due
- If you intend to take one or two weeks leave

- The date your leave will start

### **When can I take my leave?**

You have to take your leave within 56 days (8 weeks) after the date the baby is born.

### **What if I need to change or postpone my paternity leave dates?**

You can change the dates but you should, unless it is not reasonably practical to do so (e.g. if the baby arrives prematurely or is kept in hospital), give 28 days notice.

### **How much will I be paid?**

You will be paid your full salary for the first week and Statutory Paternity Pay for the second week (please refer to <https://www.gov.uk/maternity-pay-leave/pay> for the rates. Your pension will not be affected by your paternity leave.

### **Can I take any leave before the baby is born?**

Yes – in addition to paternity leave, if you are the baby's father, mother's husband or partner, including civil partner, you can take time off to accompany her to ante natal or 'preparation for parenthood' classes.

You are entitled to unpaid time off to attend up to two ante-natal appointments. It is expected that no more than half a day will be needed for an ante-natal appointment, and the maximum time, under this entitlement is 6 hours and 30 minutes per appointment.

As an alternative to taking them unpaid, these and additional appointments can be attended during work time, subject to the demands of the service, and providing that such lost time is made up. You will need to give your manager plenty of notice and bring in evidence of the appointment.

## **Frequently asked questions**

### **Will any other contractual benefits be affected if I take paternity leave?**

These will be unaffected, and you will be entitled to return to your same job following paternity leave.

### **What happens if the baby is still born?**

Paternity leave is still available if the baby is still born after 24 completed weeks of pregnancy or if they sadly die during the possible paternity leave period (56 days after the birth).

From 6 April 2020 if the baby is still born after 24 completed weeks of pregnancy you

have a statutory right to parental bereavement leave (see page 27).

**What happens if twins (or more) are born?**

You will get the same entitlement regardless of the number of babies born.

**What if complications occur for either mother or child immediately following the birth?**

Managers may use their discretion to grant compassionate leave.

## Shared Parental Leave

The Shared Parental Leave Regulations 2014 enables eligible employees who have babies to share up to one year's leave with their partner during the first year after birth or following adoption.

The aim of Shared Parental Leave (SPL) is to give parents more flexibility in how to share the care of their child in the first year following birth or adoption. The Regulations will allow mothers to "curtail" their maternity leave and pay, (after the initial two week recovery period) and share the remaining parental leave with their partner. This means couples can either spend time off as a family, the mother can return to work before the year's leave has finished, or parents can take leave in blocks.

There is a new statutory payment for parents on shared parental leave with the same qualifying requirements that currently apply to statutory maternity and paternity pay.

Those who have adopted a child will be entitled to the same pay and leave as birth parents.

SPL can be taken in continuous or discontinuous (depending on the needs of the service) periods of time.

SPL can only be taken during the 12 months following the birth/placement of the child, up to the eve of the child's first birthday/anniversary of placement. SPL not taken by this point will be lost.

The [online calculator](#) allows prospective parents to calculate their entitlement to SPL, and more information is available in the [Shared Parental Leave Policy](#).

## Adoption Leave

Adoption Leave provides a similar entitlement to Maternity Leave and is available to the 'adopter' of a child under the age of 18. Where a couple jointly adopts a child, only one of the couple (the 'primary adopter') is entitled to Adoption leave, but the other may be entitled to Paternity Leave (Adoption)

As a couple you will, therefore, need to decide who will take Adoption Leave. If you are the primary adopter you will be entitled to a period of leave which can total 52 weeks. As the 'secondary adopter' you can take Paternity Leave (Adoption) which mirrors the entitlement to Paternity Leave.

The legislation applies only to couples adopting children within the UK and does not cover overseas adoptions.

### How will I know if I am entitled to take Adoption Leave?

Adoption Leave is only where a child is newly matched for adoption by an approved adoption agency. It would not, therefore, cover the adoption of a stepchild.

You will be eligible to take adoption leave from the day you start working for WCC.

The same qualifications exist in respect of Paternity Leave (Adoption).

### What evidence do I have to provide?

You will need to supply a copy of the 'matching certificate' which should be given to you by the adoption agency. This should include the name and address of the agency, the date when you were notified you were matched with the child and the date the placement is expected to start on. We will also require written confirmation as to whether you will be the primary or secondary adopter.

## Leave

### How much leave am I entitled to?

There are two types of leave available.

- Adoption Leave provides 26 weeks Ordinary Adoption Leave followed by 26 weeks Additional Adoption Leave.
- Paternity leave (Adoption) allows two weeks leave. You may take one week, or two consecutive weeks leave but you are not allowed to take odd days. The leave must be taken within 56 days of the child being placed with you.

Employees and agency workers with 12 weeks service who are matched with the child for adoption are entitled to time off work to attend up to 5 adoption appointments (of up to six and a half hours for each appointment). Where a couple are both adopters of the child, only one of them can take paid time off for these appointments. If only one of the couple is officially adoption the child, only the adopter is entitled to time off to attend adoption meetings.



### **When can my leave start?**

Adoption Leave starts from the date of the child's placement (or if due to work that day, the day following the placement) or an agreed date up to 14 days before the date the child is due to be placed with you.

Paternity Leave (Adoption) must start either on the date of the child's placement or within the following 56 days.

### **What notification do I need to give?**

If you are taking either Adoption Leave or Paternity Leave (Adoption) you will need to let your manager know in writing:

- the date the child will be placed with you for adoption
- the date you intend your leave to start

You have to give this information within 7 days of being told that you have been matched with a child or if this is not possible as soon as you can. In any case, you need to give at least 28 days' notice of the date you want your leave to start on.

Having given notice of the date you intend to start your leave, you can change the date. However, if at all possible you need to let your manager know the revised date of your leave at least 28 days before it is due to begin.

Unless you say otherwise we will assume that you will be returning when your Adoption Leave finishes. We will write to you within 28 days letting you know the date that we expect you to come back to work.

### **What happens if the date of adoption changes?**

If taking either Adoption Leave or Paternity Leave (Adoption) you can change the date upon which your leave starts but if at all possible you need to give 28 days' notice. If this is not possible then you will need to let us know as soon as you can.

### **What should I do if I decide I want to return to work early?**

If you are on adoption leave and want to return to work before it finishes then you will need to give your manager 28 days' notice in writing of the date you want to come back on.

## **Pay**

### **What pay will I get?**

#### **If you are taking the Adoption Leave**

You are entitled to Statutory Adoption Pay (SAP) for up to 39 weeks. However, WCC has enhanced this to 9/10ths of your normal weekly pay for the first six weeks of adoption leave, plus half pay for the following 12 weeks subject to you having one year's WCC service by the notification week and provided you return to Local Government employment for at least 13 weeks (this will be extended on a pro-rata basis if return on reduced hours) after your maternity leave has ended.

The remainder of the 26 week Ordinary Adoption Leave Period and first 13 weeks of Additional Adoption Leave will be paid at the Statutory Level (please refer to <https://www.gov.uk/adoption-pay-leave/pay> for the current rates) in either of the above circumstances.

The remaining 13 weeks of Additional Adoption Leave is unpaid.

If you have earnings below the Lower Earnings Limit for National Insurance Contributions you will not qualify for SAP but may be entitled to benefits which will help you, further information on these are available from your local Jobcentre plus office.

### **If you are taking Paternity Leave (Adoption)**

You will be paid your full salary for the first week and Statutory Paternity Pay for the second week. Please refer to <https://www.gov.uk/paternity-pay-leave/pay> for the rates.

### **Contact during Adoption Leave**

During the adoption leave period you may make reasonable contact with your manager and in the same way, your manager may make contact with you. The frequency and nature of the contact may be agreed between you and your manager before your adoption leave commences.

The National Conditions of Service allow for you to be kept informed of vacancies, training opportunities and any major work developments as they occur anyway.

### **Working during the Adoption Leave period – “Keeping in Touch Days”**

Whilst you are on adoption leave you may, by agreement with your manager, work up to ten days work without bringing your adoption leave to an end. Keeping in touch days are different to the reasonable contact described above as you will actually work for WCC and be paid accordingly.

The type of work you undertake on these days is a matter for agreement between you and your manager but could include training days, team away days, meetings or any other event that would be useful for you to attend. The days may, or may not, be taken as a block.

There is no requirement whatsoever for you to do the days if you do not want to, nor do you have the right to insist that the work is provided. The days you do work are to be agreed with your manager, and remember you do not have to do the whole ten days if you would prefer to do less.

Working for part of a day will count as one of your ten days. You will receive your normal contractual rate of pay for the hours worked, however if you are still in receipt of any maternity pay, this will be offset against this. If you work a KIT day after your maternity pay has ended, you will receive your normal contractual rate of pay for the hours worked that day, with no adjustments.

Your manager will need to notify the HR Service Centre of the dates and hours worked of any keeping in touch days to ensure that the payment you receive is correct. You will not lose any SAP.

If you do undertake the ten keeping in touch days this does not mean that your adoption leave is extended, it remains 52 weeks.

## Frequently asked questions

### **Does adoption leave count as continuous service?**

Both Ordinary and Additional Adoption Leave count as continuous service for statutory purposes and for the calculation of annual leave and sick pay entitlements.

### **What happens about my holiday entitlement?**

Your contractual annual leave continues to accrue during your adoption leave and you may be able to use it to reduce your amount of unpaid adoption leave.

If you decide not to come back to work your contractual annual leave only accumulates up to your last day at work. If you have taken more days off than you are entitled to you will have to pay back the extra.

To clarify, whilst you are on adoption leave Bank holidays will continue to be deducted by Your HR.

If you would be due to take additional adoption leave but would rather use up any holiday entitlement left you can but you will need to let your manager know in writing that you intend to do this and give the correct notice that you intend to end your adoption leave. If you don't take your annual leave during the current leave year you may lose it.

You should discuss holiday entitlement with your manager in the first instance.

### **Am I entitled to any increment or pay rises whilst I'm on adoption leave?**

You will benefit from any pay increases or improvements to your terms and conditions which happen whilst you have been on adoption leave.

### **What happens to my pension?**

Pension deductions will be made from your Statutory Adoption Pay. If you take all your Additional Adoption Leave then you can still make contributions when you return to work. To do this you will need to [contact Pensions Services](#).

If you do not return to work your last day of pensionable service will be when your Ordinary Adoption Leave ends.

Whilst you are on Ordinary Adoption Leave any other deductions such as trade unions subscriptions and medical insurance will continue.

### **What happens if I adopt more than one child at the same time?**

If you adopt more than one child at the same time your entitlement to leave and pay remain unchanged.

### **Do I have the right to return to my old job?**

If returning from Paternity Leave (Adoption) you will be entitled to return to your same job.

At the end of your Ordinary Adoption Leave you have the right to go back to the same job on conditions no less favourable than would have applied if you had not been absent. At the end of Additional Adoption Leave you will normally return to the same job, but we are entitled, if that is not practical, to offer you an alternative job that is suitable and appropriate, i.e. on terms and conditions not less favourable to those you previously enjoyed.

It is unfair to dismiss an employee purely for reasons relating to their taking adoption leave.

### **Can I return to work part-time?**

You have the right to make a statutory request for flexible working if you have 26 weeks continuous service with Warwickshire County Council. The section on Statutory Right to Request Flexible Working in this booklet gives more details on how to apply for this.

### **What happens if I want to adopt a partner's child?**

In these circumstances you would not be able to take adoption leave as the legislation only covers newly matched children. You may, however, be eligible to take unpaid Parental Leave.

### **Are our entitlements the same if we are an unmarried couple?**

They would be as long as you can show that you meet the eligibility criteria which are given at the beginning of this section. You would need to decide which one of you would take the Adoption Leave and which one would take the Paternity Leave (adoption).

### **What happens if the adoption fails to go ahead?**

You will need to let your manager know as soon as possible so the leave can be cancelled.

### **What happens if the placement ends early?**

If the placement ends early whilst you are on adoption leave or the child sadly dies then you will be able to remain on leave for 8 weeks after the placement has ended.

## **Surrogacy and fostering for adoption**

The parent of a child who is born through surrogacy arrangements and to whom a Parental Order applies, or parents who are fostering for adoption are eligible to take the same leave and pay as a parent eligible to claim adoption leave, pay and statutory paternity leave and pay.

## OVERSEAS ADOPTION

Most of the Regulations covering adoption within the UK also applies to adoption from overseas, for example, where you are adopting jointly, as a couple, you should choose who wishes to take adoption leave and pay.

Details of the standard adoption entitlements can be found on the previous pages; however there are some key differences and these are detailed below.

### **What evidence do I have to provide?**

In order to be eligible, you must have 26 weeks' continuous service with us and you must notify WCC of your intention to take adoption leave or paternity leave within 28 days of receiving official notification.

### **What is "official notification"?**

This refers to a written notification, issued by or on behalf of the relevant domestic authority (usually the Department of Health), that it is prepared to issue a certificate to the overseas authority concerned with the adoption of the child, or has issued a certificate and sent it to that authority, confirming, in either case, that the adopter is eligible to adopt and has been assessed and approved as being a suitable adoptive parent. You will need to provide your manager with a copy of this documentation.

## **Leave**

### **When can my leave start?**

Adoption leave cannot begin before the child enters Great Britain. The latest adoption leave can begin is 28 days after the date of entry.

The earliest paternity leave can begin is the date on which the child enters Great Britain. Paternity leave may only be taken during the period of 56 days beginning with the date on which the child enters Great Britain.

The leave can start on any day of the week.

Statutory adoption leave cannot be used to cover the period you spend travelling overseas to arrange the adoption or visiting the child.

## **Pay**

### **What evidence do I need for Statutory Adoption Pay?**

As well as the official notification, you should provide a declaration that you are not also claiming Statutory Paternity Pay and, within 28 days of the child entering Great Britain, you must give further evidence of the date of entry, such as a plane ticket or copy of entry clearance documents.

For further details on pay entitlements for the primary adopter see previous pages.

**What evidence do I need for claiming Statutory Paternity Pay?**

In order to claim SPP, you must make the following declarations to WCC:

- That you are either married to or the partner, including civil partner, of the child's adopter;
- That you are taking leave to care for the child or to support the adopter;
- That your partner or spouse has received official notification of their suitability for adoption;
- That you have or expect to have main responsibility (other than the adopter) for the upbringing of the child;
- That you have chosen to claim SPP and not SAP.

**Frequently asked questions****What if I adopt a child from overseas who is already a relative?**

If you adopt a child from overseas who is already a relative you may qualify for adoption leave if you have been assessed and approved as being a suitable adoptive parent.

**What happens if the adoption ends early?**

If the child ceases to live with you during the adoption leave period, you can continue adoption leave for up to 8 weeks after this point.

## Parental Leave

### What is Parental Leave and when do I use it?

Parental Leave is a statutory entitlement to unpaid leave and is available to employees who are parents.

A child's parents have the right to take up to 18 weeks' Parental Leave until their child is 18.

Parental Leave enables either parent to take significant time off to care for or spend more time with their child. However, if you need a short time off work to attend to an emergency or crisis you should use Dependants Leave, or WCC's arrangements for special or compassionate leave, whichever is more appropriate, (details are given in the section on Dependants Leave).

### Am I eligible to take Parental Leave?

To qualify for Parental Leave in all cases you must have completed at least one year's continuous service with WCC, at either:

- The date of birth of your baby
- The date you receive your child from an Adoption Agency

Both parents either natural, adoptive, or the person with legal responsibility for the child are entitled to take Parental leave.

If you are a new employee with WCC you must declare any previous Parental Leave taken with another employer.

## Leave

### How much notice do I need to give?

You will need to give your manager 21 days' notice in writing of your intention to take Parental Leave.

### How much leave am I entitled to?

You will be entitled to 18 weeks Parental leave for each child, so for example if you have twins you would be entitled to 18 weeks for each one

You must take your leave in weekly blocks, unless your child is disabled in which case you will be able to take leave in days as well as weeks. However you are only able to take a **maximum of 4 weeks Parental Leave in one year for each child.**

A week is your normal working week so if you work Monday to Friday this would be 5 days, however if you are part time and work for example Tuesday and Wednesday a week's leave would be equal to 2 days.

## Pay

### **Will I be paid when I take time off for Parental Leave?**

You will not be paid whilst you are on Parental Leave although you may be able to get help with benefits. You would need to check this with Jobcentreplus.

## Frequently asked questions

### **Does WCC keep a record of the time I have taken off?**

HR will keep a note of how much time off you have taken and you must inform us of any previous Parental Leave you have taken.

### **Can my application to take time off be turned down?**

WCC can postpone your leave for up to 6 months if it would be particularly disruptive to the service for you to take time off when you have requested.

Leave cannot be postponed if a father wants to take it directly after the birth of his child or an adopter immediately following the placement of a child.

### **Can my leave be transferred to my partner?**

No, Parental Leave is not transferable.

### **Can Parental Leave be taken directly after maternity leave?**

You can ask to take it as soon as your maternity leave (either OML or AML) finishes but you will need to make sure you that you give the correct period of notice.

### **Will taking Parental Leave affect my entitlements?**

You will still accrue contractual annual leave whilst you are on Parental Leave. It will also count as continuous employment for redundancy purposes.

For the first 30 days you are on unpaid leave at any one time your pension will continue as normal and deductions will be made when you return to work.

You have a right to return to the same job if you have taken off 4 weeks or less Parental Leave.

### **What happens if I decide I don't want to come back when my Parental Leave finishes?**

You would need to hand in your notice in the usual way.



## Dependants Leave

### What is dependants leave?

The Employment Rights Act 1996 provides for reasonable unpaid time off to attend to emergency situations involving a dependant.

The purpose of the time-off provision is to deal with the immediate crisis. For example, if a child falls ill time-off may be taken to deal with the immediate care of the child, visit a doctor if necessary and to make longer-term arrangements – the employee is not entitled to take leave for the next two weeks because the child cannot attend school or nursery. The circumstances where the time-off provision applies includes:

- where a dependant dies, falls ill, is injured or assaulted or gives birth
- where the care arrangements for a dependant are unexpectedly disrupted or terminated
- where a dependant child is involved in an incident at school, for example their exclusion from school

It does not cover other domestic problems such as burst water pipes or car breakdowns.

### Who is a dependant?

A dependant is a partner, child or parent of the employee or a person who lives in the same household other than a tenant, lodger or boarder, or a person who reasonably relies on the employee for assistance or arranging care provision in the case of illness or injury.

### How much time may be taken?

There is no set limit to the amount of time-off that may be taken, and in normal circumstances in most cases this should be no longer than a day or two at the most.

### Am I entitled to take dependants leave?

You will be able to take dependants leave from the day you start working for WCC.

## Leave

### How long do I get off?

There is no specified time limit set out but you should take what is considered a reasonable time in the circumstances, probably no more than one or two days

**When should I let my manager know I need the time off?**

Although you cannot plan to take dependants leave you will need to contact your manager as soon as you can to let them know there is an emergency.

**Pay****Will I get paid?**

Generally not, as the statutory provision does not include the right to paid time-off. However, discretion may be exercised by managers to allow paid time-off or to allow the time lost to be made up at a later date without loss of pay. Consideration may also be given as to whether compassionate or special leave could reasonably be granted under the circumstances.

**Frequently asked questions****Can both my partner and I take time off together?**

This is not usually necessary but in extreme circumstances it is possible.

## Statutory Parental Bereavement Leave

### What is Parental Bereavement Leave

Parents who suffer the loss of a child under the age of 18, or a stillbirth after 24 completed weeks of pregnancy, on or after **6 April 2020**, will be entitled to two weeks statutory parental bereavement leave.

### Who is defined as a parent?

Under the *Parental Bereavement Leave Regulations 2020* and *Statutory Parental Bereavement Pay (General) Regulations 2020* parents are defined as adults with parental responsibility:

- The child's parent or adoptive parent.
- A person who has become a parent under the various statutory provisions on surrogacy and fertility treatment.
- A natural parent of the child, where the child has been adopted but there is a court order for the child to have contact with the natural parent.
- A person with whom the child has been placed for adoption,
- In cases of overseas adoption, a person living with the child who intends to adopt them and has received "official notification" that they are eligible to adopt.
- An intended parent under a surrogacy arrangement where it was expected that the court would make a parental order.
- A "parent in fact", defined as someone in whose home the child is living and who has had day to day responsibility for the child's care for at least the four weeks prior to death. This would therefore include a guardian or a foster parent but also goes wider than this. However, this does not include a paid carer (other than a local authority foster carer), nor does it apply if the child's parent or anyone with legal parental responsibility is also living in the home with the child.
- The partner of any of the above. "Partner" means a person living with another person and the child in an enduring family relationship, and who is not that person's parent (including adoptive parents), grandparent, sibling (including a half-sibling), aunt or uncle (including half-aunts and uncles).

### Am I entitled to take parental bereavement leave?

You will be able to take parental bereavement leave from the day you start working for WCC as an employee.

If a parent has more than 6 months continuous service with WCC then they may also be entitled to statutory parental bereavement pay.

Where more than one child has died or been stillborn, the parent is entitled to a separate period of leave (and a separate right to statutory parental bereavement pay) in respect of each child.

## Parental Bereavement Leave

### How long do I get off?

Leave can be either one week or two weeks (taken as either a single block of two weeks, or as two separate blocks of one week) during the 56 weeks after the sad loss of their child.

This means the leave can be taken at times it is needed most, for example, the first anniversary of the child's death.

Leave can be started on any day of the week. A week is a continuous period of 7 days.

In the case of stillbirth existing rights to maternity and paternity leave are preserved.

### When should I let my manager know I need the time off?

If leave is to start within 56 days of the child's death, notice must be given to the employer before the day the leave is to start, or if this is not possible, as soon as is reasonably practicable.

If the leave is to start after the 56 days following the child's death at least one week's notice must be given.

Notice for leave can be given orally or in writing, and must specify:

- Date of child's death or stillbirth
- Date on which parent intends leave to start, and
- Whether absence is for one week or two

Leave can be cancelled or rearranged with the same notice periods as when requesting the leave. However, a period of leave cannot be cancelled once it has started.

## Parental Bereavement Pay

### Will I get paid?

Parents with at least 26 weeks' continuous service and weekly average earnings over the lower earnings limit will also be entitled to statutory rate of parental bereavement pay or 90% of average weekly earnings where this is lower. Details of rates paid [here](#)

Parents with less than 26 weeks' continuous service will be entitled to unpaid leave

Notice to receive parental bereavement pay must be given to the employer in writing within 28 days of the start of the leave (notice can be withdrawn before leave starts), or as soon as is reasonably practicable and must specify:

- Date of child's death or stillbirth
- Confirm that the parent meets one of the qualifying conditions in terms of relationship with child
- The week or weeks that parental bereavement pay is being claimed

Statutory parental bereavement pay is not payable unless there is a full and continuous seven-day period in which no work is done.

Employees may cancel a request for statutory parental bereavement pay with the same notice periods as cancelling the parental bereavement leave itself (see above section).

Statutory parental bereavement pay is not payable when an employee is entitled to statutory sick pay (even for part of a week).

## Support

During this difficult time parents can contact Vita Health Group, our Employee Assistance Programme (EAP) provider for practical and emotional support.

Call 0800 1116 387 to speak to a helpline specialist.

- Go to your online EAP at [www.my-eap.com](http://www.my-eap.com)
- User Name / Organisation Code WorkplaceWellness

The helpline is also available to dependents. An eligible dependent is your:

- spouse or domestic partner
- unmarried dependants, under 21 years of age, who are dependant upon you for maintenance and support - this includes legally adopted children, stepchildren and children who are dependant upon you by reason of legal guardianship
- unmarried dependent child under 25 who is in full-time education (they may live away from home)
- unmarried dependent child who is incapable of self-sustaining employment because of physical or mental disability, who became disabled prior to age 21.

Please note that dependants will not be offered counselling independently or Legal Support.

Contact HR Advisory Service ([hradvice@warwickshire.gov.uk](mailto:hradvice@warwickshire.gov.uk)) for advice on parental bereavement leave and pay.

Contact Customer Service Team via [HR Service Desk](#) portal for information on how to process parental bereavement leave and pay in YourHR.

## Statutory Right to Request Flexible Working

The Council operates flexible working so that we can meet the needs of the business in the most effective way. Flexible working arrangements are based on the local business needs of each team. If, however, you want to change, for example, your contracted hours or pattern of work on a permanent basis you have a statutory right to request this through a “statutory right to request flexible working” if you have been employed by the Council for 26 weeks. The Council is supportive of such requests where they can be accommodated within service needs. This means that if you put forward a case, we will seriously consider whether your needs can be met.

As a manager, you may find it helpful to consult with the HR Advisory Team before responding to a request for flexible working.

### Am I entitled to request flexible working?

Any employee who has 26 weeks continuous service with Warwickshire County Council has the right to request flexible working.

### What does flexible working mean?

Flexible working can cover:

- A change in the hours you work
- A change to the times you work
- A change to your place of work

This could be, for example, job sharing, term time working, or working from home.

### How do I apply?

A Statutory Right to Request Flexible Working Form is included at the end of this document that you should use to make your request to your manager. The form asks for the following information that under the regulations you need to provide in writing:

- the change to working conditions you want
- the date you want the change to start from
- what effect, if any, you think the change you are requesting will have on your employer, and how that might be dealt with
- the date of your request, the fact that it is a statutory request, and if and when you have made any previous request

### How will my request be dealt with?

The law requires that all requests, including any appeals, must be considered and decided on within a period of three months from first receipt. It is possible for the manager and the employee to agree an extension to this timescale. All correspondence from both parties should be dated.

- Your manager will consider your written request and arrange to discuss with you as soon as possible and within 28 days, what changes you are looking for, how they might benefit you and the business, and any alternative options available if

there is any problem meeting your request. You can bring a work colleague with you to this meeting for support if you wish. If your request can be easily met it may not be necessary to meet.

- Following the meeting your manager will consider the request carefully looking at the benefits of the requested changes for both you and the business, and weighing these against any adverse business impact of implementing the changes. Once a decision has been made they will inform you in writing within 14 days whether or not it is possible to meet your request, giving the reasons for that decision. If the request is agreed they will also give you a start date for the new arrangements to begin on. They may also put forward alternative suggestions if it is not possible to meet with your exact request.
- If you are not happy with the decision you can appeal. You should do this within 14 days of receiving notice that the request has been rejected or not fully met, and give the reasons why you are appealing in writing.
- Your manager will consider your appeal as soon as possible and arrange a meeting to discuss it with you if necessary, or agree with you that it can be held, for example, by phone. You will get the results of your appeal within three months of the receipt of your original request for flexible working. The outcome of the appeal will be given in writing and outline the reasons why the request is refused or, if agreed, the start date will be given.

### **Can I withdraw my request?**

You can withdraw your request at any point before the changes have been agreed and implemented.

### **What happens if my request is rejected and I want to make another one?**

You cannot make another request for 12 months. The same process will need to be followed and you will need to state that you have made a request before.

### **Will these changes be permanent?**

Yes, a request that is made and accepted under the statutory right will be a permanent change to your contractual terms and conditions. You have no right to revert to your previous working arrangement. However, agreement can be made for the flexible working arrangement to be for a specified period of time, or a trial period may be agreed. If a trial period is agreed a review date should be set to discuss how the new arrangements are working and confirm what permanent arrangements will apply at the end of the trial period.

### **Why might my request be rejected?**

There are a variety of business reasons why a request can be rejected, these include:

- Burden of additional costs
- Detrimental effect on ability to meet customer demand
- Inability to reorganise work amongst existing staff
- Inability to recruit additional staff
- A detrimental impact on quality or performance

- Not enough work during the periods requested to work
- A planned structural change to the business

If a meeting is arranged to discuss your request or appeal, and you do not attend both this and a rearranged meeting without a good reason, your request can be considered as withdrawn.



## Useful Numbers and Links

For all general queries, in the first instance contact the **HR Advisory Team** at [hradvice@warwickshire.gov.uk](mailto:hradvice@warwickshire.gov.uk).

For queries on forms or process please contact Customer Service Team at HR Service Centre on 01926 738444 or [HR Service Desk](#).

Employee Assistance Programme 0800 1116 387.

## Social Security/Jobcentre plus

Contact your local office for advice on benefits available and also the following leaflets

NI17A	A Guide to Maternity Benefits
BC2	Expecting a Baby
CH1	Child Benefit
BC1	Babies and Children
PL514	Paternity Leave and Pay
PL515	Adoption Parents – Rights to leave and pay

For details on any of the above click onto [www.direct.gov.uk](http://www.direct.gov.uk)

## [Free courses for expectant and new parents](#)

[Childcare Link](#) Information on children's services

[Daycare Trust](#) Information on childcare

[Maternity Action](#) Promotes wellbeing of pregnant women, new parents and families, also information on parental benefits

Gingerbread - [National Council for One Parent Families](#) Information for lone parents

[The Miscarriage Association](#) Information and support on miscarriage and entopic pregnancy

[Tommy's](#) Information aimed at understanding and preventing premature birth, miscarriage and stillbirth

[Adoption UK](#) Support before, during and after adoption

[CoramBAAF](#) Is an independent organisation and charity promoting the highest standards of child centred policies

[Carers UK](#)

[Age UK](#) Is the largest charitable movement in the UK concerned with the needs of older people

## Quick Checklists

Maternity checklist for Managers – available [here](#)

Paternity	
Notify that you will be taking paternity leave 15 <sup>th</sup> week before the week the baby is due	
Complete self certification form to benefit from entitlements	
28 days' notice is required to change this date	
Entitled to one week or two weeks consecutive leave as you wish	
Leave must be taken within 56 days or 8 weeks of the baby being born	
If the child is still born after 24 weeks or sadly dies during the possible period of paternity leave father is still entitled to Paternity Leave	
Same entitlement if the mother has more than one child	
Statutory paternity pay of full pay for the first week only then (please refer to <a href="https://www.gov.uk/paternity-pay-leave/pay">https://www.gov.uk/paternity-pay-leave/pay</a> for the rates), or 90% weekly salary if less for the second week	

<b>Adoption</b>	
<b>Adoption Leave</b>	
You are eligible if the child is newly matched for adoption by an approved agency within the UK for children under 18.	
Evidence required is a matching certificate plus details of the placement date and child's date of birth.	
Entitled to OAL of 26 weeks AAL of 26 weeks	
Leave can begin from start date of placement or up to 14 days prior to when they arrive to live permanently with the family	
Need to notify within 7 days of being told of the match and within 28 days prior to the start date of the placement	
To change this date, you need to give 28 days' notice	
WCC will respond to the request within 28 days	
Adoption Pay during OAL is SAP of (For Adoption pay please visit: <a href="https://www.gov.uk/employers-adoption-pay-leave/entitlement">https://www.gov.uk/employers-adoption-pay-leave/entitlement</a> ) WCC will pay 9/10 <sup>th</sup> of your normal weekly pay for the first 6 weeks then 12 weeks at half pay if you have sufficient continuous service and return to Local Government for 3 months following Adoption Leave, followed by 21 weeks paid on SMP, up to a total of 39 weeks' pay. Remaining AAL is unpaid	
Employee return assumed at the end of OAL or AAL unless they give notice to the contrary.	
To return early from either OAL or AAL 28 days' notice is required	
<b>Paternity Leave (Adoption)</b>	
Notify that you will be taking paternity leave 15 <sup>th</sup> week before the week the child is placed	
28 days' notice is required to change this date	
Entitled to two weeks consecutive leave if you have 26 weeks continuous service at the start of the 15 <sup>th</sup> week before the child is placed	
Leave must be taken within 56 days or 8 weeks of the child being placed	

Statutory Right to request Flexible Working Form	
Name	
Job Title	
Team and Directorate	
Manager	
Date of this request	Date of previous request

Reason for statutory request

Describe your current working pattern (days/hours/times worked)

Describe the working pattern you would like to work in the future (days/hours/times worked)

Impact of the new working pattern
Describe how the new pattern will affect the service, the team and colleagues
Accommodating the new working pattern
Describe how the issues you have highlighted above can be dealt with by your manager

<b>Date you would like new working pattern to start</b>

**I confirm that I have worked continuously as an employee of Warwickshire County Council for 26 weeks, and that I have not made any other request to work flexibly in the previous 12 months**

Signed

Dated