



FAMILY POLICY

for adoption by all CDAT schools

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'
Psalm 106:3

Approved by	Date	Review Schedule	Date of next review
Finance and Operations Committee	September 2026	Annually	September 2027

This policy is presented in two sections:

Section 1 - Starting Your Family

This section covers:

- Maternity
- Neo-natal Care
- Fertility Treatment
- Paternity/Nominated Carer
- Parental Leave
- Shared Parental Leave
- Adoption Leave

Section 2 - Working Around Your Family

This section covers:

- Breastfeeding/expressing milk
- Parental Leave
- Dependants Leave
- Parental Bereavement Leave
- Sabbaticals/career break
- Flexible Working
- Other linked policies

Introduction and Scope

This policy applies to all CDAT employees (within a school setting and centrally) but not to agency workers, consultants or self-employed staff. (Save that the health and safety aspects of this policy apply to certain qualifying agency workers*).

This policy reflects our commitment to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance.

No-one will be discriminated against, be subject to detriment or lose career development opportunities by taking leave under this policy.

Reference is made throughout this policy to 'Headteacher'. For staff who do not work in a school, the term 'CEO' should apply. The CEO may ask another member of staff to manage the matter, as appropriate.

Other policies, such as **Flexible Working** and **Other Leave** are part of our suite of Family-Friendly policies to help guide whatever stage you are on your family journey.

Definitions

The following definitions apply:

Expected Week of Childbirth (EWC)	The week starting on a Sunday in which your doctor or midwife expects you (or your spouse, civil partner or partner) to give birth. It is also sometimes called the Estimated Date of Delivery or EDD.
Qualifying Week	the fifteenth week before the Expected Week of Childbirth, or the week in which you are notified in writing by an adoption agency of having been matched with a child
Intended Start Date	the date on which you would like to start your maternity, paternity or adoption leave
Expected Return Date	the date we will expect you to return to work if you take your full entitlement to maternity leave or adoption leave
Relevant Period	an 8 week period ending with the Qualifying Week in birth cases, or the eight week period ending with the week in which you or your spouse, civil partner or partner were notified of being matched with a child in adoption cases
Ordinary Maternity	a period of 26 weeks' leave available to all employees who qualify for maternity leave

Leave (OML)	
Additional Maternity Leave (AML)	a further period of up to 26 weeks' leave immediately following OML
Partner	someone (whether of a different sex or the same sex) with whom you live in an enduring family relationship, but who is not your parent, grandparent, sister, brother, aunt or uncle, niece or nephew
Parent	one of two people (whether of a different sex or the same sex) who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father)
Expected Placement Date	the date on which an adoption agency expects that it will place a child into your care with a view to adoption
Ordinary Adoption Leave (OAL)	a period of up to 26 weeks' leave available to all employees who qualify for adoption leave
Additional Adoption Leave (AAL)	a further period of up to 26 weeks' leave immediately following OAL
Green Book	Conditions of Service for support staff referred as Local Government Staff
Burgundy Book	Conditions of service for Teaching staff
OH Provider	Trust Occupational Health Provider

Section 1 - Starting Your Family

CDAT wants to support our employees and to ensure our policies help to balance and benefit both work and family life. **Starting your family** provides information about what you can expect as an employee of CDAT in terms of leave, time off, support and how this may affect your pay. We know that having a child is an important and exciting time and we want to support you throughout.

We understand that when starting, growing or extending a family, there will be many things to consider. We want to ensure that you are supported at the earliest opportunity with information and advice and have access/are signposted to information that may guide you. This includes when you must notify us of your pregnancy, adoption or carer responsibilities and specifies when and how to keep in touch during your leave and key dates when you are required to notify us of your return.

1. Maternity Leave

The purpose of maternity leave is to allow employees to give birth and to recover from giving birth to their baby, as well as to bond with and care for their new child. We have a legal responsibility to look after your health and safety and therefore it is advisable to tell the Headteacher you are pregnant as soon as possible; however there is no obligation to do so until the 15th week before the expected week of childbirth. The Headteacher will then need to carry out a risk assessment with you 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. There are two types of maternity leave, which entitle up to 52 weeks, regardless of length of service:

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

You can choose to start your maternity leave on any day of the week, providing it is no earlier than the beginning of the 11th week before EWC. You must give written notification of the date on which you intend to start your maternity leave.

As long as you are well and able to carry out your normal duties safely, you can choose to stay on at work up to the date of childbirth. However, any absence after the beginning of the fourth week before the EWC which is “wholly or partly because of pregnancy or childbirth” will automatically trigger maternity leave. You must inform the Headteacher of the reason for any absence occurring after the beginning of the 4th week to ensure correct pay and entitlements are given. Your maternity leave will automatically be triggered by the birth of your child. If this happens you should let the Headteacher know as soon as is reasonably practicable.

OML will usually start on the day you have given. 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.

You have to take a minimum two week period of maternity leave. You are not allowed to work for the two weeks immediately after the baby’s birth.

1.1. Notification

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

As part of our duty of care to you and in accordance with our health and safety responsibilities, you are required to tell the Headteacher of your intention to take maternity leave by the 15th week before the expected week of childbirth (EWC), unless this is not reasonably practical. This should be in writing and should include:

- that you are pregnant
- the date that your baby is due
- when you wish your maternity leave to start (this cannot be more than 11 weeks before the expected week of childbirth).

You must also provide the Headteacher with the MAT B1 form (a certificate of pregnancy issued by a doctor, midwife or health visitor). This is usually issued between 24-26 weeks of pregnancy. This must be the original of the form: a copy is not acceptable, although you may wish to keep one for yourself.

Within 28 days you will get confirmation from CDAT of the date you are expected to return from maternity leave. This will be 52 weeks from the start of your leave. If you voluntarily want to change your date of return, you must give as much notice as possible, and at least 21 days' notice.

1.2. Ante-natal Appointments

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 the Headteacher 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 antenatal care appointments. See Paternity/Nominated Carer leave below.

1.3. Maternity Pay

Maternity pay is dependent upon your length & conditions of service and whether you earn enough to pay NI contributions. Subject to this eligibility, you may be entitled to Statutory Maternity Pay (SMP). In addition, subject to your length of service and your intention to return to work after your maternity leave you may be entitled to Occupational Maternity Pay (OMP).

Your right to these entitlements however could be lost if you do not provide the Headteacher with notice of your intention to start your maternity leave or if you do not provide medical evidence of your pregnancy e.g., the MATB1.

If you have less than 26 weeks' continuous service at the 15th week before the EWC then you will not be entitled to SMP but if you earn over the NI Lower Earnings Limit you may be entitled to Maternity Allowance.

If you are not entitled to statutory maternity pay you will need a MA1 form to claim Maternity Allowance from Job Centre Plus. Payroll will issue an SMP1 form when they have to refuse to pay SMP.

Maternity allowance is paid for a maximum of 39 weeks. It cannot be paid earlier than the 11th week before the EWC and cannot be paid if you are working. There are no deductions for tax or NI and the allowance is normally weekly or every four weeks into a bank account.

Further information on how to claim maternity allowance can be found at the following link: [Maternity Allowance: How to claim - GOV.UK](#).

1.4. Statutory Maternity Benefits

SMP is paid to you by CDAT. To qualify for SMP, you must have been employed by your employer for 26 weeks continuously by the 15th week before EWC; earn enough to pay NI contributions and have provided your employer with the MAT B1 form. SMP is payable for a period of 39 weeks. The earliest date it can be paid is the 11th week before the EWC.

If you have more than 26 weeks but less than one year's continuous service at the 15th week before the EWC you will be entitled to SMP of:

Six weeks at 9/10ths of your salary or the current flat rate SMP payment, whichever is greater followed by 33 weeks at SMP. Further information on SMP can be found at [Maternity pay and leave: Overview - GOV.UK](#)

1.5. Contractual/Occupational Maternity Pay **Support Staff only**

This consists of six weeks pay at 9/10ths (offset by any SMP or Maternity Allowance payable) followed by 12 weeks half pay (unless, when added to your SMP for those weeks, it exceeds the amount your full pay would be), providing you return back to employment for at least 3 months.

Teachers only

This consists of full pay for the first four weeks of leave followed by two 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), provided you return to employment for at least 13 weeks.

All Staff

If you do not know whether you will return to work, a sum equivalent to 12 weeks at half pay may be paid as a lump sum upon return to work. However, to qualify, you must return to work for at least three months or the part time equivalent after your maternity leave has ended.

If you 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.

1.6. Contact During Maternity Leave

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

We will keep you informed of vacancies, training opportunities and any major workforce developments within the School/CDAT as they occur and agree with you the most suitable method to do so, i.e. email, letter, text.

1.7. Keeping in Touch days (KIT)

Whilst you are on maternity leave you may, by agreement with and at the discretion of the Headteacher, work up to 10 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 the school and be paid accordingly.

The type of work you undertake on these days is a matter for agreement between you and the Headteacher but could include training 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 arranged in advance with the Headteacher.

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 the Headteacher and you do not have to do all 10 days if you would prefer to do less.

Working for part of a day will count as one of your 10 days and you will receive your normal contractual rate of pay for the hours worked. However, where you have already received any pay related to your maternity entitlement for a keeping in touch day the difference will be paid to a maximum of your normal contractual rate of pay.

The Headteacher will need to notify payroll 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 10 keeping in touch days, this does not mean that your maternity leave is extended, it remains 52 weeks.

1.8. Returning to work before maternity leave ends

Support Staff

It is 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 must give 21 days' notice. This is in accordance with conditions of service (Green Book).

Teachers

It is 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 28 days' notice. This is in accordance with your conditions of service (Burgundy Book).

1.9. Applying 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. However, if you wish to resign from your post, you should give the correct amount of notice to the Headteacher. Please note you will have to return to work from maternity leave for at least three months (or its part time equivalent) to keep your full maternity pay, unless you have prior agreement from CDAT.

1.10. Continuous service

Maternity leave (both OML and AML) does count as continuous service for the accrual of statutory rights and for contractual annual leave and sickness entitlements. During OML and AML, you are entitled to the benefit of the terms and conditions of employment, which would have applied if you had not been absent, apart from terms and conditions relating to pay.

1.11. Annual leave

Annual Leave calculations for Term Time Only staff

Employees who take maternity leave must be able to take their contractual leave entitlement (including bank holidays) at a time outside of their ordinary and additional maternity leave. Due to the way that term-time only employees are contracted and paid, issues around taking annual leave accrued during maternity leave can be complex. To ensure that you have received your full contractual and statutory entitlements to leave it may be necessary for term-time only workers to take leave during term-time or to pay the additional leave during school closure periods. An employee should not receive payment in lieu of untaken annual leave unless they do not return to the job following maternity leave. This will be calculated on a pro rata basis for the leave year in question. However, it should be noted that if you do not return to your job for 3 months after maternity leave, you may be required to refund any OMP paid - this may be offset by payments due in respect of holiday pay.

Teaching staff do not have an annual leave entitlement included within their terms and conditions of service. Therefore, the statutory entitlement of 5.6 weeks per year (including Bank and statutory holidays) will be considered to apply for any calculations relating to annual leave. As teachers receive full pay during all school closure periods, any such periods will be counted towards their statutory entitlement. For teaching staff the leave year runs from September to August.

Where the return from maternity leave is so close to the end of the leave year that there is not enough time for an employee to take all of her annual leave entitlement, she will be allowed to carry over any balance of her leave to the following leave year. However, CDAT can require her to take the 'carried over' leave during the remaining periods of school closure, after the 28 days' leave due in the new leave year has been accommodated.

If a teacher resigns from her post and does not, therefore, return to work at the end of her maternity leave period, she may be entitled to a payment in lieu of accrued statutory annual leave. However, it is likely that any additional payment would be used to offset any OMP that may need to be repaid, following a failure to return to work for 13 (or equivalent) weeks after a period of maternity leave.

1.12. Increment or pay rise when receiving maternity pay

Any pay (other than flat rate SMP) to which you are entitled during maternity leave will take into account increments or pay awards which you would have received had you not been away from work due to pregnancy.

1.13. Pension

Your Occupational Maternity Leave counts as pensionable service irrespective of whether or not you receive maternity pay (contractual or statutory). You will pay contributions on actual pay (if any) received.

All maternity pay, whether it's OMP or SMP is classed as full service for both Teachers Pension Scheme & the Local Government Pension Scheme. There are no reductions in benefit if you are on reduced pay because of maternity leave.

Support staff can choose to pay pension contributions during any unpaid maternity leave, if you wish this period to count as pensionable service. If you choose not to pay contributions during Additional Maternity Leave, this period will not count as pensionable service. This facility is not available to members of the Teachers Pensions Scheme.

1.14. Deductions from maternity pay

Income tax and NI contributions are deducted. Other deductions, e.g. trade union subscriptions, private medical insurance, any salary sacrifice schemes may be affected as they only continue as long as you are 'in pay'. When in 'no pay', deductions such as trade union subscriptions will cease unless a refund of tax is large enough to cover the deductions. The onus is on you to be aware when you should arrange for your subscriptions to be paid directly.

1.15. Return to Work

It will be assumed that you will return to work at the end of your full maternity leave entitlement.

You must give notification if you want to return early. You should give at least 21 days' notice in accordance with Green Book (support staff) or 28 days' notice in accordance with the Burgundy Book Conditions of Service.

At the end of your Ordinary Maternity Leave (OML) 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 (AML), 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.

If you are not sure if you wish to return to work, 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.

If you do not return to work and have received the 12 weeks half pay you will be required to repay it.

1.16. Requesting to return to work part-time or on different hours

Wherever possible, CDAT will endeavour to support any request for a change to working pattern. Staffing allocations and timetabling across the school calendar can occur months in advance. Therefore, if you are considering a request, the earlier in advance you can notify your Headteacher, the better as requests will be considered in order of receipt.

If you return to work on fewer hours than you worked previously, the three months you are required to work in order to keep the half pay element of your maternity pay will be increased on a pro rata basis. For example, if you return on half the hours you originally worked, you will need to work 6 months in order to keep your additional maternity pay.

All staff have a statutory and day one right to request to work flexibly. You should put your considered request in writing to the Headteacher who may arrange to meet with you to explore how best your request might be accommodated. The Headteacher will then write to either agree to a new work pattern or to provide clear business reasons why your application cannot be granted.

See Flexible Working Policy for more information.

1.17. Absence at the end of 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 the Headteacher making them aware of the situation and giving them a copy of the doctor's fit note. You will then be on sick leave and the sickness scheme will apply in the normal way.

1.18. Bereavement during maternity leave

We understand that losing a partner while caring for a young child is an incredibly difficult and life-changing experience. We want to make sure that all of our employees have the time and space they need to grieve, care for their child and begin to adjust to life following their loss.

CDAT will extend maternity pay and leave until a child turns one in the event of the death of the child's father. This applies regardless of how long you have worked for us, the number of hours you work or how much you earn. The leave is intended to give you the time you need to care for your child and manage the practical and emotional impact of your loss. This is not a statutory entitlement but a local decision to support staff facing such circumstances. You do not have to take the full entitlement if you do not need or want to.

2. Neonatal Care

The Neonatal Care (Leave and Pay) Act gives employed parents a day one right to leave from work if their baby receives neonatal care for more than seven continuous days, before the baby reaches 28 days of life.

The length of leave and statutory neonatal pay will be based on how long their baby receives neonatal care, up to 12 weeks.

To qualify for Statutory neonatal pay, you should have provided the headteacher with form MAT B1. As a statutory entitlement, neonatal pay will be the same level as SMP.

You will have 68 weeks to take the leave and pay entitlements which will commence from the first day of neonatal care. This means that you are able to take the full entitlement to neonatal leave and pay in addition to other types of parental leave.

Notice requirements will differ, depending on when you intend to take the leave. For example, employees who qualify for maternity leave will take their accrued neonatal leave after their maternity leave ends, this is because maternity leave will be triggered by the birth of the baby and cannot be paused and restarted. Similarly, if taking adoption leave, neonatal leave will be taken once this has ended. Alternatively, if you intend to take the leave once the baby has been discharged, notice at least twice as long as the length of leave being taken should be given (capped at 4 weeks).

The interaction of other types of statutory parental leave (shared parental leave and paternity leave with neonatal leave will be more flexible as these can be used at different times. For example, paternity leave can be used at any time between the birth of the baby and 56 days from birth (or due date in the case of prematurity).

3. Fertility Treatment Leave

CDAT appreciates that it may be necessary for employees to take time off from work to undergo fertility treatment, or to support a partner who is undergoing investigations or treatment. CDAT will endeavour to take a flexible, individualised and compassionate approach.

An employee is not obliged to tell their Headteacher that they are undergoing fertility treatment, but if they do, some further protections will apply, such as being protected from discrimination immediately after embryo transfer. This means that any sickness absence the birth mother needs to take following embryo transfer may be considered a 'pregnancy related illness'. The period between the start of the pregnancy to the end of the maternity leave is known as the 'protected period'. If implantation is unsuccessful, the protection continues for two weeks after the confirmation of the unsuccessful pregnancy (which is usually evidenced by a negative pregnancy test).

As soon as you feel comfortable, you should make your Headteacher aware of your circumstances so that you can agree on any support or adjustments that may be helpful. A risk assessment can be completed with you for these purposes, which should be reviewed depending on the stage of the IVF.

If you make a request for time off for IVF treatment you should ensure that you adhere to the procedures set out in this policy. All leave must be authorised in advance by CDAT. We may require production of evidence from you which supports the use of this leave.

There is no statutory right for employees to take time off for fertility treatment. However, CDAT will allow up to a total of 5 days' paid leave in respect of three treatment episodes. A treatment episode may be considered to be the period immediately following harvesting. ***This entitlement does not apply to staff whose partners are undergoing IVF treatment but such requests will be fully considered at the discretion of the Headteacher.***

Any request for further leave will be fully considered and granted at headteacher/management discretion.

You should complete a leave of absence form. Depending on which stage of treatment you are at, any discussions with the headteacher may include adjustments to your role. Adjustments will always be considered on a case by case basis and will include reference to whether any previous requests for time off for IVF treatment have been made (whether paid or unpaid). You should contact the Headteacher immediately if you expect you will need further time off than originally agreed and any extra time may be unpaid.

4. Paternity Leave/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.

You are eligible if 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.

CDAT 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/nominated carer leave you will be asked to provide a copy of the mother's MAT B1 form. For further information on pay see: [Paternity pay and leave: Overview - GOV.UK](#). You must complete the Government's online form, previously called Form SC3. 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 Form should be downloaded or printed and returned to the Headteacher to inform payroll.

You are entitled to two week's leave at full pay (offset by any Statutory Paternity Pay) without any service conditions attached. Your pension will not be affected by your paternity leave.

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

You need to let us know whether you intend to take paternity/ nominated carer leave at least four weeks 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

You have to take your leave within the first year from when the baby is born.

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.

You are entitled to unpaid time off to attend up to two antenatal appointments. It is expected that no more than half a day will be needed for an antenatal appointment.

Bereaved Partner's Paternity Leave

We understand that losing a partner while caring for a young child is an incredibly difficult and life-changing experience. We want to make sure that all of our employees have the time and space they need to grieve, care for their child and begin to adjust to life following their loss.

All eligible employees have a statutory right to up to 52 weeks of Bereaved Partner's Paternity Leave. This applies regardless of how long you have worked for us, the number of hours you work or how much you earn. The leave is intended to give you the time you need to care for your child and manage the practical and emotional impact of your loss. You do not have to take the full entitlement if you do not need or want to.

You can take Bereaved Partner's Paternity Leave until either your child turns one or, if adopted, the first anniversary of your child's adoption placement and you need to take it all in one continuous block.

You can take it before or after any other parental leave and pay you're eligible for and can start the leave from the day after the mother, main adopter or main intended parent of your child dies.

We will work with you to make the process of taking your leave as straightforward and supportive as possible.

Who can take Bereaved Partner's Paternity Leave?

You are eligible if you are the child's father, the spouse or partner of the child's mother or the spouse or partner of the main adopter or main intended parent of your child and if they have died while your child is under one year old (or if they're adopted, was placed with you less than a year ago).

The 'main adopter' or 'main intended parent' would have been the person in an adoptive couple or surrogacy arrangement taking Adoption Leave.

You must also have the main caring responsibility for your child and be taking the leave to care for them.

How do I arrange the leave?

We appreciate that it may not be possible to think about paperwork or notice requirements immediately following a bereavement. You should speak to your line manager as soon as you reasonably can or you can ask someone you trust to contact us on your behalf if that would make things easier.

We will keep any questions and administrative requirements to a minimum and will handle your circumstances sensitively and confidentially. You will not be expected to provide unnecessary evidence of your bereavement.

In the first eight weeks after the death, you only need to tell us when you want the leave to start. You do not have to tell us when you will return until after 8 weeks.

If you wish to use more leave after that 8 weeks, you will need to tell us in writing how much leave you want to take and confirm this is to care for your child.

If you only want to start your leave after 8 weeks, you will need to give one week's notice in writing, advising how much leave you want to take and confirming this is to care for your child.

[Giving notice of changes to the leave](#)

In the first 8 weeks after the death, you need to give us a week's notice if you wish to return to work.

If you have taken further leave after the 8 weeks and wish to change your return date, you will need to tell us 8 weeks before the new date if it's earlier, or 8 weeks before the original return date if it's later.

If you have taken additional leave after the 8 weeks and wish to cancel it, you will need to provide one week's notice.

[Pay and rights during Bereaved Partner's Paternity Leave](#)

Bereaved Partner's Paternity Leave is 2 weeks of full pay followed by up to 50 weeks unpaid.

All employment rights are protected during this leave, including any eligible pay increases and your right to return to your role.

[Other support available](#)

Bereaved Partner's Paternity Leave may be taken alongside other types of leave or support that may be available to you, depending on your circumstances.

This may include bereavement or compassionate leave, sickness absence, annual leave or other family-related leave including shared parental leave and statutory unpaid parental leave.

We recognise that everyone responds to bereavement differently. There is no expectation that you will simply return to normal immediately after your leave. We will keep in touch with you in a way that is appropriate for your circumstances and will discuss any support you may need when you are ready.

Our priority is to support you and your child through an exceptionally difficult time, while giving you the time and space you need to grieve and care for your family.

5. Shared Parental Leave

Shared Parental Leave (SPL) is a form of leave available to working parents following the birth or adoption of a child and enables eligible parents to choose how to share the care of their child during the first year after birth or following adoption.

SPL allows parents to take up to 52 weeks leave in total (includes statutory 2 weeks maternity/adoption leave) following the birth (or placement) of a child. You may be able to take this leave at the same time or at different times during the 12 months following the birth/placement of the child.

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 parent may wish to consider using statutory paternity leave before taking SPL. Once you start SPL, you will lose any untaken paternity leave entitlement. SPL entitlement is additional to paternity leave entitlement.

Eligibility

SPL can only be used by 2 people:

- The mother/adopter, and one of the following:
 - a) The father of the child (in the case of birth), or
 - b) The spouse, civil partner of the child's mother/adopter

Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family.

You are entitled to SPL in relation to the birth or adoption of a child if:

- You are the child's mother and share the main responsibility for the care of the child with the child's father (or your partner, if the father is not your partner).
- You are the child's father and share the main responsibility for the care of the child with the mother, or
- You are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).
- You have at least 26 weeks' continuous service with CDAT by the end of the Qualifying Week (the fifteenth week before the expected week of childbirth, EWC) and still be employed by CDAT in the week before the leave is taken.
- The other parent/spouse/civil partner, must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC (the week beginning on a Sunday, in which the doctor or midwife expects the child to be born) and had average weekly earnings of at least £30 during 13 of those weeks.
- If you are the mother, SPL cannot begin until after the statutory 2 weeks maternity leave following the birth of your child. After this period of time, you are able to end maternity leave early and opt into SPL and pay instead.

Notification

An employee who is eligible to take SPL must provide the Headteacher with their intention to take SPL at least 8 weeks before they can begin this period of leave.

You and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any maternity leave, Statutory Maternity Pay (SMP) or maternity allowance (MA) periods:

- Curtailment notice - if you are the child's mother and are still on maternity leave, you must give CDAT at least 8 weeks' written notice to end your maternity leave before you can take SPL
- If you are the child's father or the mother's partner, you must provide 8 weeks' notice before you intend the SPL to start

- The curtailment notice must state the date your maternity leave will end. You can give the notice before or after you give birth, but you cannot end your maternity until at least 2 weeks after the birth of your child.
- If the other parent is eligible to take SPL from their employer, they may be able to take this before your maternity leave ends, provided you have submitted the curtailment notice.

The curtailment notice is usually binding and cannot be revoked. You are only able to revoke a curtailment notice if maternity leave has not yet ended and only if one of the following applies:

- You realise that neither you, nor the other parent are in fact eligible for SPL or ShPP. In this situation you can revoke the curtailment notice in writing up to 8 weeks after it was submitted.
- If you submitted the curtailment notice before giving birth, you can revoke it in writing up to 8 weeks after it was given, or up to 6 weeks after birth, whichever is later.
- If the other parent has died.

If you are the child's father or the mother's partner, you will only be able to take SPL once the mother has:

- Returned to work
- If the mother has given her employer a curtailment notice to end her maternity leave
- If the mother has given her employer a curtailment notice to end her SMP (if she is entitled to SMP but not maternity leave); or
- Given a curtailment notice to the benefits office to end her MA (if she is not entitled to maternity leave or SMP).

Evidence

CDAT may request the following evidence:

- A copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth)
- Or in the case of Adoption a 'matching certificate'
- The name and address of the other parent's employer (or a declaration that they have no employer)

Continuous and Discontinuous Leave

The minimum period of leave that can be taken for SPL is 1 week. A period of SPL will be taken as one continuous period of leave or in separate blocks of leave (up to a maximum of 3 separate blocks). If you request SPL in one continuous block of leave, you are entitled to take this leave as set out in the notice and this will be confirmed by the Headteacher in writing.

It may be possible to allow a period of SPL where the leave is split into shorter periods (of at least a week) with periods of work in between. This is dependent on service need and whether CDAT are able to accommodate such a request. For discontinuous leave, you may be able to take up to 3 separate blocks of SPL, returning to work between the periods of leave.

You need to inform the Headteacher as soon as possible of your intentions to take SPL, the start and end dates of this leave and the pattern of leave that you would like to take.

You must submit a period of leave notice, setting out the requested period of leave and pattern of leave at least 8 weeks before the requested start date. If it is not possible to agree to your request straight away, there will be a 2 week discussion period. At the end of that period, the Headteacher will confirm any agreed arrangements to you in writing. If an agreement is not reached, you will be entitled to take the full amount of requested SPL as one continuous block, starting at the start date that you have provided by you. For example, if you have requested 3 separate periods of 4 weeks each, you will be entitled to take one 12 week period of leave.

Alternatively, you may wish to choose a new start date (this must be at least 8 weeks after your original period of leave notice was given, and tell your Headteacher within 5 days of the end of the 2 week discussion period or, withdraw your period of leave notice within 2 days of the end of the 2 week discussion period (in which case it will not be counted and you may submit a new one if you choose).

The Headteacher should discuss any requests with HR to ensure that they are working within the legislation and are aware of their responsibilities.

If you change your mind about taking SPL, you are able to cancel your period of leave by notifying the Headteacher in writing at least 8 weeks before the start date of the period of SPL.

You can also change the dates of your period of SPL by informing the Headteacher at least 8 weeks before the start date of your original leave and the intended start date of your amended period of leave. You do not need to give notice if the date of your SPL changes due to your child being born earlier than the EWC, where you wanted to start your SPL a certain length of time (but not more than 8 weeks after birth).

[Payment](#)

Eligible employees may be entitled to up to 37 weeks Shared Parental Pay (ShPP) while taking SPL. The number of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave. In addition to meeting the eligibility requirements for SPL, an employee seeking to claim ShPP must further satisfy each of the following criteria:

- The mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
- The employee must intend to care for the child during the week in which ShPP is payable;
- The employee must have an average weekly earnings for the period of 8 weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for national insurance contributions;
- The employee must remain in continuous employment until the first week of ShPP has begun;
- The employee must give proper notification in accordance with the rules set out below.

Where an employee is entitled to receive ShPP they must, at least 8 weeks before receiving any ShPP, give their Headteacher written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL.

In addition to what needs to be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- The start and end dates of any maternity/adoption pay or maternity allowance;
- The total amount of ShPP available, the amount of ShPP the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim ShPP;
- A signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the organisation should they cease to be eligible.

It must be accompanied by a signed declaration from the employee's partner confirming:

- Their agreement to the employee claiming ShPP and for CDAT to process any ShPP payments to the employee;
- (in the case where the partner is the mother/adoption) that they have reduced their maternity/adoption pay or maternity allowance'
- (in the case where the partner is the mother/adoption) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Any ShPP will be paid at a rate set by the Government for the relevant tax year. Further information can be found at [Shared Parental Leave and Pay: How it works - GOV.UK](#)

The online calculator available at: <https://www.gov.uk/government/news/calculate-your-leave-and-pay-when-you-have-a-child>, allows perspective parents to calculate their entitlement to SPL

During the period of SPL, the employee's contract of employment will continue, and you will continue to receive all of your contractual benefits, except for salary.

Shared Parental Leave - SPLIT Days

Headteachers may make reasonable contact with employees from time to time during SPL. This may include contact to discuss arrangements for an employee's return to work.

Each parent may ask or be asked to work (including attending training) on up to 20 Shared Parental Leave In Touch Days (SPLIT days) during SPL. SPLIT days are not compulsory and must be discussed and agreed with employee and Headteacher. This is in addition to any "Keeping-In-Touch" days (KIT days) that may have been taken during maternity leave.

An employee will be paid at normal basic rate of pay for time spent working on a SPLIT day and this will be inclusive of any shared parental pay entitlement. Alternatively, the employee may agree with the Headteacher to receive the equivalent as paid time off in lieu.

Returning to work after Shared Parental Leave

If an employee wants to end a period of SPL early, they must give eight weeks' prior notice of the return date. It is helpful if this notice is given in writing.

If an employee wants to extend SPL, they must submit a new period of leave notice at least eight weeks before the date they were due to return to work, assuming they still have SPL entitlement remaining and have not already submitted three period of leave notices. If an employee is unable to request more SPL, they may be able to request annual leave or ordinary parental leave, which will be subject to business need.

An employee is normally entitled to return to work in the position they held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:

- if SPL and any maternity or paternity leave taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
- if SPL was taken consecutively with more than four weeks of statutory parental leave (under Parental Leave).
- If an employee wishes to change hours or other working arrangements on return from SPL, they should make a request under our Flexible Working Policy.
- If an employee decides not to return to work, they should give notice of resignation in accordance with their contract.

6. 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 Maternity Leave.

The legislation applies only to couples adopting children within the UK and does not cover overseas adoptions. Therefore the entitlements set out in this policy will not apply to the adoption of children outside of the UK.

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

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

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, to be taken as two consecutive weeks or two separate one-week blocks. The leave must be taken within 56 days of the child being placed. Employees with 12 weeks service who are matched with the child for adoption are entitled to paid 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 adopting the child, only the primary adopter is entitled to time off to attend adoption meetings.

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.

If you are taking either Adoption Leave or Paternity Leave (Adoption) you will need to let the Headteacher 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.

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 the Headteacher 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.

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.

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

Pay

If you are taking Adoption Leave you are entitled to Statutory Adoption Pay (SAP) for up to 39 weeks. However, CDAT as the employer has enhanced this as follows:

- Support staff - 9/10ths of your normal weekly pay for the first six weeks of adoption leave (offset by any SAP payable), plus half pay for the following 12 weeks (unless, when added to your SAP for those weeks, it exceeds the amount your full pay would be), subject to you having one year's service by the notification week and provided you return to your job in CDAT for a period of 3 months.
- Teachers - full pay for the first four weeks of leave followed by two weeks at 9/10ths of your salary (offset by any SAP payable) followed by 12 weeks at half pay (unless, when added to your SAP for those weeks, it exceeds the amount your full pay would be), provided you return to employment for at least 13 weeks or the part time equivalent.

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 final 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 can be found at: [Statutory Adoption Pay and Leave: employer guide: Entitlement - GOV.UK](#)

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 the Headteacher and in the same way, the Headteacher may make contact with you. The frequency and nature of the contact may be agreed between you and the Headteacher before your adoption leave commences. School should ensure that you are 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 and at the discretion of the Headteacher, work up to 10 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 the school and be paid accordingly.

The type of work you undertake on these days is a matter for agreement between you and the Headteacher but could include training 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 arranged in advance with the Headteacher.

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 the Headteacher and you do not have to do all 10 days if you would prefer to do less.

Working for part of a day will count as one of your 10 days and you will receive your normal contractual rate of pay for the hours worked. However, where you have already received any pay related to your maternity entitlement for a keeping in touch day the difference will be paid to a maximum of your normal contractual rate of pay.

The Headteacher will need to notify the payroll provider 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.

Overseas Adoption

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

However, 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.

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

"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 the Headteacher with a copy of this documentation.

Leave

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](#)

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.

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

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

Section 2 - Working Around Your Family

This part of the policy provides information and guidance when returning to work following maternity and highlights other policies or procedures that may support work/life balance whilst raising a family and/or caring for a dependant. As unique as we all are, we recognise that the journey of family life may have some common themes whilst others do not. We will do our best to support you whilst at the same time ensuring that requests are balanced with the need to retain sufficient staffing to meet operational requirements. We must also ensure that 'our children' are supported to learn and thrive.

1. Breastfeeding or Expressing Milk

We recognise the benefits and importance of breastfeeding for both the health and development of children and of parents. We recognise that maternal health benefits can be substantial to mother and baby. If you wish to breastfeed or express milk, CDAT will seek to accommodate this.

Employees who are breastfeeding/expressing milk at work should, wherever possible, do this during their contractual rest breaks (e.g. lunchtime). If this is not possible, a time should be agreed between the employee and the Headteacher. We will endeavour to provide private facilities for breastfeeding/expressing milk. If milk is to be kept in a communal fridge, it must have a clearly visible label.

A risk assessment will always be carried out for employees who have returned from maternity leave and are breastfeeding/expressing milk. Any risks identified must be addressed. The risk assessment will focus on all relevant areas including physical, biological and chemical agents and any operational methods adopted by CDAT. CDAT will seek ways to eliminate the risk fully or alternatively seek a reduction in the risk where this is acceptable. Adjustments will be made to the employee's role in order to eliminate or reduce the risk for the period that the employee continues to breastfeed/express milk. If no adjustments can be made which have the desired effect, CDAT will seek suitable alternative work to be offered to the employee on a temporary basis until the risks are removed or breastfeeding/expressing milk ends. As a last resort if no alternative work is available, maternity suspension will be implemented.

Maternity suspension is not in any way a disciplinary action but is a protective measure for both the employee and the company. Employees will remain on full pay and all of the employee's normal terms and conditions will continue to apply for the duration of the suspension.

2. Parental Leave

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 in total until their child is 18. The same entitlement is available if the child is disabled.

Parental Leave enables either parent to take 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 (see point 8) and refer to Other Leave Policy.

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, you must declare any previous Parental Leave taken with another employer.

Parental leave applies to each child and not to an individual's job. For example, if you have used 10 weeks of leave in a previous job, you will be eligible for 8 further weeks.

Eligibility

To qualify for parental leave, you must:

- Have at least one year's continuous service
- Be named on the child's birth or adoption certificate or have parental responsibility

We may ask that you provide proof of this when applying for parental leave.

You are entitled to 18 weeks' Parental leave in total for each child, so, for example, if you have twins, you would be entitled to 18 weeks for each one.

How to use Parental Leave

You will need to give the Headteacher 21 days' notice in writing of your intention to take Parental Leave, giving the start and end dates of the leave.

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.

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.

Your application for Parental Leave can't be refused or delayed if:

- There isn't a 'significant reason', e.g. it would cause serious disruption to the business
- It's being taken by the father or partner immediately after the birth or adoption of a child
- It means an employee would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday

If a decision is made to delay your leave, we will write explaining why within 7 days of the original request and must suggest a new start date within 6 months of the requested start date. We cannot change the amount of leave being requested.

You will not be paid whilst you are on Parental Leave, although you may be able to get help with benefits.

3. Dependants Leave

Dependants Leave is designed to help you cope with unplanned or unexpected emergencies. It allows you reasonable time off to deal with the immediate situation and to make longer term arrangements if necessary. A dependant is a husband, wife, civil partner, child or parent. It can also be someone who is living in the same house, such as an elderly relative who you look after, but not a tenant, lodger or employee e.g., nanny.

Dependants leave can also be used if you are the primary carer for someone, or the only person who could help out in an emergency situation e.g. helping an elderly neighbour in an emergency.

You should use it to sort out an emergency situation, such as:

- Illness of a dependant
- If a dependant is injured or assaulted
- To arrange for longer term care
- To sort out problems when there is a disruption to or breakdown of care arrangements
- To deal with an unexpected incident with a child (whilst you are at work).
- In cases of domestic violence, to ensure your child's safety

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

A good example would be if your child is unwell. Dependant's Leave could be used to take them to the doctor and sort out the longer-term care arrangements. It would not, however, enable you take the time off to care for your child throughout their illness and until they are better.

There are no qualifying service requirements for Dependants leave. Although you cannot plan to take Dependants leave, you will need to contact the Headteacher as soon as you can to let them know there is an emergency.

Pay

Employees of CDAT will be granted up to 5 days' paid leave in a rolling 12-month period.

4. Parental Bereavement Leave

We acknowledge that coping with a loss will be incredibly difficult and will be as unique as you; therefore we recognise that it can be hard to know how much bereavement leave you may need. We will endeavour to support establishing how and when to contact you and/ or signposting you to other policies or procedures that may assist you at this time.

Up to 2 weeks parental bereavement leave (PBL) will be granted for parents, with parental responsibility, to help them cope with the death of a child under the age of 18 years. This includes birth parents, adoptive parents, individuals who are fostering to adopt, legal guardians, most foster parents, (excluding short term and emergency foster care), intended parents under a surrogacy arrangement, if you look after the child in your home other than a paid carer and have done so for at least 4 weeks and parents who suffer a still birth after 24 weeks or more into pregnancy. There is no minimum service requirement for eligibility to take this leave. Eligible parents have a right to 2 weeks' Statutory Parental Bereavement Leave and Statutory Parental Bereavement pay. There is no qualifying service required to take parental bereavement leave. It can be taken in the 56 weeks following their child's death.

If more than 1 child dies, the employee is entitled to 2 weeks' Statutory Parental Bereavement Leave for each child.

[Parental Bereavement Pay](#)

You will be paid full pay for the two-week period.

[Taking Statutory Parental Bereavement Leave](#)

You can choose to take either 1 or 2 weeks' leave.

If you take 2 weeks, this can be taken in one go, or as 2 separate weeks. For example, you could take 1 week immediately after the death, and take the other week later on. The leave must end within 56 weeks of the child's death. The date of the child's death is the first day of the 56 weeks.

[Giving notice to take leave](#)

You will need to tell your Headteacher (we understand in this situation that this may be easier by text or an email) and give 'notice' to use Statutory Parental Bereavement Leave. You must tell your Headteacher:

- when you want the leave to start
- whether you want to take 1 or 2 weeks leave
- the date your child died

This notice does not have to be in writing and the amount of notice depends on when you're taking the leave.

[Taking leave in the first 8 weeks](#)

If it is within 8 weeks (56 days) of your child dying, you can start leave as soon as you give notice.

You must advise your line manager before you start your leave.

You can also cancel the leave, as long as you tell your line manager before your leave starts. Any cancelled leave can be taken later by giving notice again.

[Taking leave after the first 8 weeks](#)

If leave will be taken more than 8 weeks (56 days) since your child died, then you must give your line manager 1 week's notice:

- to take the leave
- if you want to cancel the leave

Any cancelled leave can be taken later by giving notice again.

Further information in the first instance will be via the Occupational Health provider.

5. Sabbaticals/Career Breaks

Whilst there is no entitlement to a career break, we recognise that there may be times when you may want to take an extended break from work for personal reasons. We will endeavour to support our colleagues, however we also recognise that this must be balanced with the business need to retain sufficient staffing levels and meet operational requirements.

There may be circumstances where it is beneficial both to the colleague and to CDAT to allow an unpaid period away from work. We'll therefore do our best to help facilitate reasonable requests for a career break where we can.

To be eligible to apply for a career break, you must have worked for CDAT for more than 12 consecutive months. You can request a career break for the following reasons:

- Paid /unpaid Charity Work
- Volunteering
- Travelling Abroad
- Personal study, training, or development
- Carer's responsibility
- Health reasons

When considering a career break application, the following factors will be considered:

- The purpose of, or reasons for, the career break
- The period of absence requested
- The employee's length of service
- The employees' remaining length of employment contract (if fixed term);
- The operational needs of the business i.e.to ensure the retention of key skills, knowledge and experience in the short term to cover the post
- The number of colleagues already on a career break or other leave to ensure we can minimise any impact to education and learning.
- The potential to be able to cover the post on a temporary basis and associated costs
- The potential benefits to the Trust and/or the colleague
- Any previous career breaks

This list is non-exhaustive and therefore other factors may influence the decision.

A career break is unpaid and can be for any length of time between 3 and 12 months. If you want to take a break of less than 3 months, e.g., for a lifestyle break (i.e. extended summer holiday), please talk to your headteacher about taking annual leave or agreeing some unpaid leave.

Remember, parents of children under 18 can take unpaid parental leave.

Usually, you can make a request for a career break every 12 months. So, if your application is turned down, you'll need to wait a year before you request again. If you have already taken a career break, you will need to have returned to work for at least 12 months before asking for another career break.

[Pay and Benefits](#)

All Career breaks will be unpaid. You won't be eligible for performance-related benefits, during your career break but any payments will be pro-rated for any complete months you work during the performance year and payable following your return to work.

If your career break is for a full academic year you will not qualify for an annual review and/or salary increment.

A career break will not be regarded as a break in service for the purposes of statutory employment provisions; you will remain an employee of CDAT and be bound by the terms and conditions of your employment, including the Code of Conduct. Service related benefits will also continue to accrue.

[Holidays](#)

You will not receive a paid holiday entitlement while on a career break.

[Sick Pay](#)

You will not be eligible for sick pay if you are unwell during your career break.

[Other Benefits](#)

These will cease from the date that you enter unpaid leave.

[Pensions](#)

If you're a member of the Local Government pension scheme or the Teachers' Pensions scheme, all pension contributions will stop during your career break but you'll still be covered for death in service benefits.

[Returning to work](#)

After a career break, you'll usually be able to return to your original role, unless it's affected by a reorganisation and this isn't possible. If any changes are proposed to your role during your career break, your headteacher/CDAT will contact you as part of any consultation process.

You should return on the agreed date of work. This will be the date agreed with you prior to you commencing your career break. If you want to return earlier, you will need to give at least a month's notice in writing and we will do our best to accommodate this, but it might not always be possible, especially if someone has been appointed to cover your role.

If you want to return later than originally agreed, again you'll need to write to your manager at least a month before your original return date. A career break can only last for 12 months.

If you are unable to come back to work on the date agreed, you must let your headteacher know as early as possible. If you don't return to work as expected, we'll treat this as unauthorised absence.

If you decide that you no longer want to return to work, you will need to send in your resignation in writing and need to give your contractual notice ending on the date your career break is due to finish.

[Applying for a career break](#)

To apply for a career break, please complete the Career Break Request Form and return it to your Headteacher. Ideally the more notice and flexibility about the timing of your career break you can give, the better as it will make it easier for your Headteacher to agree to your request.

[Keeping in touch](#)

Before you start your career break, you must agree with your headteacher how you will keep in touch while you're away from work if required. It's also important that you keep us informed of any changes of personal details, such as change of address, new mobile number.

6. Flexible Working

CDAT is a fully inclusive trust, with a vision to build thriving learning communities, that provide everyone with the ability to achieve the very best. CDAT is committed to agreeing any flexible working arrangements, provided that the needs and objectives of the Trust, school and the

employee can be met. There are many different types of flexible working. While some might not be practical for every role, CDAT is open to flexible working and the benefits it provides.

For more information, please refer to the separate Flexible Working Policy.

7. Review and Monitoring

CDAT will review the outcome of requests made under this Family Friendly Policy to check that the proper procedures have been followed and to identify any points that can be learned from those cases and implement any necessary changes.

Records will be treated as confidential. The procedure will be monitored to ensure consistency of application and adherence to equalities legislation, to ensure that the policy operates in accordance with the duties to promote equality, to eliminate discrimination and to promote good relations between staff with protected characteristics as required under the Equality Act 2010.

When carrying out any reviews or monitoring, CDAT will ensure that individuals' personal data is handled in accordance with UKGDPR.

Appendix A: Shared Parental Leave - Notice of Entitlement

Information required:

Your name and the name of the other parent

If you are the child's mother, the start and end date of your maternity/adoption leave

If you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period

The child's EWC, actual date of birth or date of placement

The total SPL entitlement, 52 weeks minus the number of weeks' maternity leave, SMP or MA taken/to be taken

The amount of SPL that you intend to take (you can change your allocation by providing CDAT with written notice, you do not have to use your full allocation)

If you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA periods taken or to be taken.

How much of the 39 weeks will be allocated to you and how much to the other parent (you can change this by providing further written notice and you do not have to use your full allocation)

An indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave

Declarations by you and the other parent that you meet the statutory conditions for entitlement to SPL and ShPP, that you will be sharing responsibility for the care of the child, the mother has given notice to end her maternity entitlement, the information provided is accurate and should you cease to be eligible you will immediately inform your manager.

Adoptive parents must also confirm the date the parents were matched with the child, the date the child is expected to be placed with the parents and a declaration which includes the parents national insurance numbers and consent to the amount of time the other parent intends to take.

A declaration signed by the other parent which states their name, address, NI number. It also needs to state that the other parent:

- Satisfies, or will satisfy the eligibility conditions required for the parent to take SPL;
- Consents to the amount of leave the other parent intends to take;
- Consents to the employer processing the information in the parent's declaration;
- If it is the mother's declaration, to immediately inform her partner if she ceases to be entitled to statutory maternity leave, statutory maternity pay or maternity allowance.
- All notifications must be provided in writing and be signed by the employee.

Appendix B: Quick Checklists

Maternity	
Notify that you will be taking maternity leave 15th week before the EWC At least 28 days' notice needed to receive SMP	
Employer will respond to this request within 28 days giving a date of return from maternity leave	
If you need to change the start date give 21 days' notice	
You cannot start your leave more than 11 weeks before the EWC	
Leave will automatically start if on sick leave for reason relating to pregnancy at the beginning of the 4th week before EWC	
Entitlement to 52 weeks maternity leave regardless of length of service	
Compulsory maternity leave of 2 weeks following birth	
Notification of early return to work During OML 7 days During AML 21 days for Support Staff “ “ “ 28 days for Teachers	
No entitlement to SMP if less than 26 weeks continuous service	
Pay if more than 26 weeks continuous service but less than one year: 6 weeks at 9/10^{ths} 33 weeks at SMP	
1 year plus service 6 weeks at 9/10^{ths} of your salary (offset by any SMP or Maternity Allowance payable) 12 weeks at half pay (unless, when added to your SMP for those weeks, it exceeds the amount your full pay would be) and 21 weeks SMP For teachers the only difference is 4 weeks full pay, 2 weeks at 9/10^{ths}.	
Return to work on notified date assumed at the end of OML or AML unless you give notice to the contrary.	
Stillbirth from 25th week of pregnancy still entitled to maternity rights	

Paternity/Nominated Carer	
Notify that you will be taking paternity leave 15 th 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 two separate weeks or two weeks consecutive leave as you wish	
Leave must be taken within the 52-week period after birth.	
If the child is stillborn after 24 weeks or dies during the possible period of paternity leave 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 https://www.gov.uk/paternity-pay-leave for the rates), or 90% weekly salary if less for the second week	

Adoption	
Adoption Leave	
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	
CDAT will respond to the request within 28 days	

Adoption Pay during OAL is SAP of (For Adoption pay please visit: https://www.gov.uk/employers-adoption-pay-leave/entitlement) Your employer will pay 9/10th 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.	
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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	

Paternity Leave (Adoption)	
Notify that you will be taking paternity leave 15 th 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 th week before the child is placed	
Leave must be taken within 56 days or 8 weeks of the child being placed	

Appendix C: Model Maternity Leave Letter

PRIVATE & CONFIDENTIAL

DATE

Dear

MATERNITY LEAVE

Notification requirements

Thank you for informing me of your pregnancy. I am aware that you have informed the Headteacher and **she/he** will carry out a risk assessment with you to ensure that your workplace is safe for you to carry out your duties.

If the dates you have given me do not change, then the earliest you may start your maternity leave is the **date**, which is 11 weeks before your EWC and (**either**) the date you have informed me you want to start your maternity leave **or** however the date you have given me for your maternity leave to commence is **date**.

You may continue to work right up to the birth of your child if you are able and wish to do so, without any loss of maternity pay.

You must confirm to the Headteacher in writing at the latest during the 15th week before the Estimated Week of Childbirth (EWC) of the date you intend to start your maternity leave. (The EWC is the week in which it is expected that the baby will be born.)

Maternity Leave

There are two types of maternity leave which give a total period of 52 weeks from the date your maternity leave starts:

- Ordinary Maternity Leave (OML)
- Additional Maternity Leave (AML)
- You will be entitled to take up to 26 weeks **OML**, based on the date shown above this would cease on **date**. Your **AML** would cease on **date**. Unless you say otherwise, it will be assumed that you will return at the end of your **AML**. However, you must give 21 days notice in writing if you want to return before that date or if you wish to change the return date you have already given.

Maternity Pay

Your pay entitlement will vary depending on how long you have worked for us.

You are entitled to Statutory Maternity Pay (SMP) as follows:

- 6 weeks at 9/10ths of your salary followed by (offset by any SMP), or for teachers 4 weeks full pay, 2 weeks at 9/10ths.
- If you have more than one year's continuous service at the 11th week before the EWC you are entitled to 12 weeks at half pay plus SMP without deductions (unless this exceeds the amount your full pay would be) is payable. To be eligible you will also need to earn above the Lower Earnings Limit threshold.

This payment is conditional on a return to work for CDAT for at least 3 months after your maternity leave has ended. If you did not come back, then you would have to repay the 12 weeks half pay. If you would like this payment suspended until your return to work please ensure you advise the Headteacher, otherwise it will be assumed that payment should automatically be made.

- 19-39 weeks - you will be paid SMP, (please refer to <https://www.gov.uk/maternity-pay-leave/pay> for the rates). Maternity pay is subject to normal deductions such as NI and tax.

Other issues relating to your maternity

If 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 the Headteacher as soon as possible in writing.

You are able to attend work for up to 10 'keeping in touch' days during your maternity leave without losing SMP or bringing your maternity leave to an end.

Your entitlement to annual leave will continue to accrue during your maternity leave. If you wish to extend your paid leave period by taking annual leave you have accrued, please discuss this with the Headteacher before starting your maternity leave.

I would like to take this opportunity to wish you health and happiness over the coming months and if you have any further queries on your maternity entitlements please contact me on **telephone number**.

Yours sincerely

Name

Job Title

Maternity Leave- Frequently asked questions

What happens if my baby is premature?

Your maternity entitlement would remain the same. Your maternity leave will commence automatically on the day of childbirth if your baby is born so early that you have not yet ceased work.

Neo-Natal leave and pay may be payable where a child is born and remains in neo-natal care for more than 7 days.

What happens if my baby is stillborn or dies?

Your maternity entitlement would remain the same if the still-birth or death occurs from the 25th week of pregnancy.

What happens if I have a miscarriage?

Where a miscarriage occurs before the 25th week of pregnancy, you will be entitled to sick leave and pay in the normal way, provided that the absence is covered by a doctor's statement. In exceptional circumstances, where sick leave is not appropriate, special leave may be considered, depending on the individual circumstances.

What happens if I have twins?

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

Can I be dismissed for reasons relating to my pregnancy or childbirth?

No. Any dismissal for reasons relating to a woman's pregnancy is automatically unfair, regardless of hours worked or length of service. The right not to suffer unfair treatment at work for reasons relating to pregnancy, childbirth or taking maternity leave applies to all employees, regardless of their length of service.

What is the position if I am employed on a fixed-term contract (FTC) and become pregnant?

The non-renewal of a fixed-term contract for reasons relating to your pregnancy or childbirth will automatically be unfair. If the fixed-term contract under which you are employed is to be renewed but you become pregnant and take maternity leave before the renewal date you have a right to return to the renewed FTC at the end of your maternity leave.

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.

Who should I contact if I have any queries?

In the event of any general queries, you should contact your Headteacher in the first instance or your payroll provider.

Specific queries relating to salary or SMP payments should be made to Payroll.

Paternity 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 stillborn?

Paternity leave is still available if the baby is stillborn after 24 weeks of pregnancy or it dies during the possible paternity leave period (56 days after the birth).

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?

Headteachers may use their discretion to grant compassionate leave.

Parental Leave Frequently asked questions

Does the CDAT keep a record of the time I have taken off?

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

Can my application to take time off be turned down?

CDAT 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 annual leave whilst you are on Parental Leave. It will also count as continuous employment for redundancy purposes.

For Local Government Pension Scheme members, 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 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.

Adoption Leave 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?

If you work a 52 weeks of the year contract (as opposed to Term time only or teacher contract) annual leave continues to accrue as usual during your adoption leave and you may be able to use it to reduce your amount for unpaid adoption leave (see maternity Q&A's on page 9, 10, 11). If you decide not to come back to work your 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.

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 the Headteacher 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.

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 the Local Government Pension Scheme. Members of the Teachers' Pension Scheme will be unable to make up lost pension contributions for Additional Adoption Leave.

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 Union 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 apply for flexible working.. Refer to the Flexible Working policy for further information.

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. 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?

What happens if the placement ends early?

If the placement ends early whilst you are on adoption leave or the child 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.

Dependents leave 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.

Overseas Adoption 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.