



**LORDSHIP LANE**  
PRIMARY SCHOOL

## Parental Leave Policy

Statutory or non-statutory	Haringey Policy adapted for LLPS	Date reviewed	Date of next review
Non-Statutory	Yes	Spring 2025	As updated by Haringey

### Date of issue:

This policy has been developed through a process of consultation with the relevant Recognised Trade Unions and due to the complexities of this area of employment and education law, the Local Authority expects all Governing Bodies of Community and Voluntary Controlled schools to adopt this policy without amendment.

Should, exceptionally, a Governing Body seek to amend this recommended document or adopt an alternative procedure, the Governing Body must undertake formal consultation collectively with the Secretaries of the Recognised Trade Unions and confirm any amendments with the Local Authority via Haringey Schools HR.

This document is also strongly recommended for consideration for adoption by Foundation and Aided Schools.

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## 1 Purpose

The purpose of this policy is to outline the Council's leave and benefit provision for each type of parental leave. Appendix 1 gives details of the entitlements and the associated qualifying service period for each type of benefit.

## 2 Scope

This policy applies to all staff appointed by schools operating under local management of schools. The policy does not apply to agency workers or contractors working in Schools.

## 3 General Principles

Parental leave is planned absence either for pregnancy; for adoption; to enable nominated carers to have time with their baby; to enable both parents to share in the care of their new baby after the birth; to enable employees to have additional time to attend fertility or IVF treatment; to enable employees to take time off following either a miscarriage, premature birth of their baby or following the death of a child. Parents/carers who have been employed by Haringey for one year, are entitled to take up to 18 weeks unpaid ordinary parental leave per child until the child is 18 years old which may be used for reasons such as to spend more time with family, to provide childcare during school holidays or for any other reason.

In addition to the statutory entitlement to pay and/or leave, the governing body offers Enhanced benefits which are dependent on the qualifying service of the employee. A full summary is given in Appendix 1.

This policy covers the following types of leave:

### 3.1 Maternity Leave & Shared Parental Leave

All employees who become pregnant are entitled to 52 weeks maternity leave, made up of 26 weeks of ordinary maternity leave and 26 weeks additional maternity leave.

Depending on the amount of qualifying service that the employee has, the leave may be paid at an enhanced rate, whilst retaining the entitlement to receive statutory maternity pay. See Appendix 1 for details of this.

The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024

Shared parental leave can be taken where the person who will be taking on part of their partner's maternity leave has been employed continuously by the council/school for at least one year by the start of the 11<sup>th</sup> week before the expected week of the birth.

Appendix 1 gives details of qualifying service and rates of pay.

### 3.2 Adoption Leave

3.2.1 Employees who are adopting a child are entitled to 52 weeks of statutory adoption leave, consisting of 26 weeks of ordinary adoption leave and an additional 26 weeks of extended adoption leave.

3.2.2 Depending on the amount of service the employee has, the leave may be paid at an enhanced rate, in addition to the entitlement to receive statutory adoption pay. Full entitlement details can be found at Appendix A.

3.2.3 You do not qualify for Statutory Adoption Leave or Pay if you arrange a private adoption, become a special guardian or kinship carer, adopt a stepchild or adopt a family member.

### 3.3 Special Guardianship or Kinship Care

**3.3.1** Employees who take on Special Guardianship or Kinship care can take leave at the same allowance as employees taking adoption leave; 26 weeks of ordinary leave and 26 weeks of additional leave. As there is no statutory right, the pay for this will be in line with the enhanced payment offered for adoption leave.

### 3.4 Nominated Carers Leave

A nominated carer is an employee who will have, or will expect to have, responsibility for the child's upbringing alongside either the birth parent or the primary adopter. The nominated carer may be either the wife, husband or partner of the birth parent or primary adopter.

If the nominated carer has

- Qualifying service of at least 26 weeks of continuous employment by the council by the 15th week before the expected week of birth or by the week the child is matched with the primary adopter, the entitlement is to two weeks paid leave on full pay.
- If the qualifying service of 26 weeks continuous employment isn't met, the entitlement is 5 days paid leave and one week of unpaid leave.

### 3.5 Keeping in Touch Days

To make the eventual return to work as smooth as possible, and to ensure that absent employees still feel part of their team, the employee on maternity or adoption leave is entitled to take up to ten KIT (Keep in Touch) days during the period of parental leave.

Those who have opted to share their maternity leave are also entitled to up to 20 days SPLIT (Shared Parental Leave In Touch) days which can be used in addition to the ten KIT days.

The days may be taken as a block or as single days and may be used by the employee to attend training, consultation meetings or just to enable them to keep up to date with the changes that will inevitably occur during the absence.

Both KIT and SPLIT days are paid at normal full pay if they are taken during a period of unpaid leave. If they are taken during a period of half pay they will be topped up to full pay for the hours worked. If they are taken during a period of full paid leave, no additional pay will be given.

### **3.5 Miscarriage**

Pregnant employees who are unfortunate in experiencing a miscarriage before 24 weeks of pregnancy are likely to need time to come to terms with their experience. The Employee Assistance Programme is available for support, guidance or counselling if needed.

Headteachers should ensure that employees are reminded of the support that is available to them should they wish to use it. If sickness absence is taken following a miscarriage, it is considered to be pregnancy related and therefore won't impact on sickness trigger levels. In some cases, if it would be beneficial to the employee a period of special leave may be needed and this can be agreed by the Head of Service.

### **3.6 Premature birth [Special Leave]**

Parents or carers of babies born prematurely, either at, or before, 37 weeks of pregnancy, go through a stressful and worrying time while their baby is in hospital. As maternity leave and pay starts from the time that the baby is born, many parents need extra time to spend with their child in hospital, and to recognise this and to provide additional paid leave, birth mothers and their nominated carer will be able to claim one additional week on full pay for each week that their premature baby spends in hospital before the expected due date, or until the hospital discharge, whichever is earlier. The paid leave is added to the end of the normal maternity leave period or to the end of the nominated carers leave.

This additional paid leave must be taken as a single block at the end of the parental leave.

### **3.7 IVF / Fertility Treatment**

It is recognised that employees who are undergoing fertility or IVF treatment are likely to need time off to attend appointments. To support prospective mothers or nominated carers, an additional 3 days paid leave per rolling calendar year will be given which may be taken in either half or full days to attend these appointments.

Any additional leave required may be taken as annual leave, unpaid leave or with the agreement of the headteacher the time may be made up at a later date.

### **3.8 Ordinary Parental Leave**

Parents or nominated carers can take up to 18 weeks of unpaid leave for each child once they have completed one year's service. This can be used up to the child's 18th birthday.

The leave must be taken in a block of one week (unless the child is disabled), up to a maximum of a 4 weeks in a leave year.

### **3.9 Parental Bereavement Leave**

In the sad event of the death of a child under the age of 18 or a still birth after 24 weeks of pregnancy, parental bereavement leave of up to two weeks paid leave can be taken, this may be taken flexibly to suit the needs of the parent and can be taken as two separate weeks or in one continuous period of leave. Leave can be taken within 56 weeks of the date of bereavement. Parental bereavement leave can be taken in addition to any special leave that may be given.

Parental bereavement leave can be granted to employees who have at least 26 weeks of service with the council/school before the week of bereavement and who are:

- 3 birth parent (regardless of gender)
- 4 and adoptive parent (regardless of gender) if the child was living with them
- 5 a person who lived with the child and had responsibility for them, for at least four weeks before they died
- 6 'intended parent'-due to become the legal parent through surrogacy (regardless of gender).
- 7 partner of the child's parent, if they live with the child and the child's parent (regardless of gender) in an enduring family relationship.

### 3.10 Neonatal Leave and Pay

3.10.1 If an employee's newborn baby (aged 28 days or younger) requires neonatal care for 7 or more consecutive days, they are entitled to up to 12 weeks of paid Neonatal Leave. This applies if the baby is receiving:

- Hospital care
- Medical care after leaving hospital, provided it is under a consultant and includes ongoing visits or checks arranged by the hospital where the baby was treated
- Palliative or end-of-life care

3.10.2 This leave is in addition to other parental leave entitlements and ensures parents can be with their child during critical early care. Neonatal Care Leave must be taken at the end of Parental Leave, such as: Maternity, Adoption or Shared Parental Leave. Full entitlement details can be found at Appendix A.

3.10.3 Neonatal Leave can be taken in separate blocks of at least one week at a time while the baby is in neonatal care or within the first week after they leave. After this period, any remaining leave must be taken as a single continuous block.

3.10.4 If an employee has more than one baby neonatal care at the same time the employee can claim neonatal leave for one of them, up to a maximum of 12 weeks. If the babies are in neonatal care at separate times, the employee will be able to claim for each of them, up to a maximum of 12 weeks in total

## 4 Returning to Work

4.1 School employee do not have to take 52 weeks of maternity or adoption leave but they must take at least two (2) weeks leave after their baby is born.

4.2 On the return from parental leave, employees will return to their substantive job unless during the period of absence it has been affected by a restructure. If this has occurred, and if there is a broadly similar role in a new structure then the employee would have been assimilated to the new role. If the substantive role has been made redundant employees who are absent or returning from parental leave and have been placed on the redeployment register will be given priority over other affected redeployees for a suitable alternative role.

4.3 Annual leave will accrue during maternity or adoption leave (both paid and unpaid). However, annual leave will not accrue where additional unpaid leave has been agreed in excess of 51 weeks after the week in which the baby is born or a child is placed with the adoptive parents. The annual leave may be taken at the end of the period of the period of paid & unpaid maternity or adoption leave as days or weeks or it may be used to facilitate a phased return to work. Employees must discuss their intention with the headteacher and any request for leave must be agreed in advance. Public holidays which occur during maternity or adoption leave cannot be added to the end of the maternity or adoption leave period.

4.4 Term time only employees are normally required to take their leave in periods of school closure. The headteacher should calculate the number of hours / days of paid leave that the employee has taken at the point at which they go on maternity leave.

If the maternity leave spans across two leave years, the calculation will need to be done for each leave year and the totals added together. If, on a term-time only employee's return from maternity leave, there are insufficient school closure periods to accommodate the employee's outstanding statutory annual leave entitlement the employee must be allowed to take any remaining leave during term time.

For some employees, they may wish to use this just before their return to work. Where there is insufficient time on the employee's return before the end of the annual leave year to take the remaining annual leave, the employee must be allowed to carry over leave to the next leave year. An employee can be required to take this during the remaining periods of school closure after the employee's annual leave entitlement for that leave year has been accommodated. The same principles apply for adoption leave.

4.5 If the employee is not well enough to return to work following maternity leave or adoption leave, the normal sickness absence policy should be followed. The headteacher will need to be informed on the first and fourth day of absence and a fit note submitted after seven days. Sickness taken at the end of the parental leave period will be counted towards sickness trigger levels.

4.6 Headteachers are responsible for arranging a "return to work" induction for the returning employee to bring them up to date with changes to processes and/or procedures and to let them know of any colleagues who have left or joined the team during the time their absence. It can be daunting to return to the work environment after a period of extended absence and the employee may need reassuring that support will be available, they may also be concerned about leaving their child and a phased return may be beneficial for them

in order to allow them to make the transition. There should be re-induction period for an employee following a return from full ordinary or additional maternity leave. This also applies to adoption leave.

4.7 Employees who are returning to work following a miscarriage or the death of a child will need to be supported and treated sympathetically.

4.8 Consideration will be given to approve a further period of unpaid leave (up to 52 weeks) in exceptional circumstances. In this circumstance this period of leave will be classed as Special Unpaid Leave and must be claimed using the Special Leave form available from the school. No annual leave will accrue during this period. The school cannot guarantee the right to return to the employee's original job if any extension of maternity leave is taken.

4.9 If an employee decides to change their date of returning from maternity leave, they must give the headteacher at least 8 weeks' notice of their intention to change their return to work date.

### **Temporary and Fixed Term Employees**

4.10 If an employee is employed on a temporary contract (which also includes fixed term contracts) which is due to end during their parental leave and it is not renewed, this is considered as a dismissal.

If the contract would have been renewed, but for the pregnancy then dismissal would be pregnancy related which would be direct discrimination, however, if the contract would not have been renewed regardless of the pregnancy or adoption leave, a discussion should be held with the pregnant employee to discuss the reasons for the decision not to renew. A temporary employee with over 51 weeks continuous service with Haringey whose contract ends, should wherever possible, be redeployed into a suitable alternative post. The Organisational Change policy gives further details.

4.11 The eligibility of temporary employees for statutory maternity pay (SMP) is dependent on the date of the ending and non-renewal of the contract. For example:

- If the contract ends and isn't renewed before the 15<sup>th</sup> week before the expected week of birth, then there is no eligibility for SMP
- If the contract ends and isn't renewed during the 15<sup>th</sup> week before the expected week of birth and the employee worked during that week, they remain eligible for SMP
- If the contract ends and isn't renewed after the 15<sup>th</sup> week before the expected week of birth they remain eligible for SMP

## **Organisational Change During Family Leave**

### **4.12 Protection of Redundancy**

**4.13** Pregnant employees who are not on maternity leave will be protected during their pregnancy. The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 comes into force 06 April 2024 and has been introduced to extend the redundancy protection for employees on maternity, adoption or shared parental leave for a total period of 18 months beginning with the first day of the expected week of childbirth or adoption placement. In the case of adoptions from overseas, the 18-month period runs from the date the child enters Great Britain.

Where an employee miscarries or gives birth to a stillborn child before 24 weeks, she will be protected for 2 weeks after the pregnancy ends.

**4.14** If, during a period of an employee's parental leave, a reorganisation of the team or section is being undertaken, the employee must be kept fully informed of the restructure and receive the same documents which are made available to those affected by the proposed change. These must be posted to the employee's home address or via personal email so that they receive the same information as close a time as reasonably possible as their colleagues. Any employee who is absent due to extended parental leave must be afforded the same opportunity as other to comment on the proposals.

**4.15** If the employees substantive post is affected and a redundancy situation occurs, in line with Regulation 10 of the Maternity and Parental Leave Regulations 1999 (Amendment) Regulations 2024, the school has a statutory obligation to offer an "at risk" employee who is absent due to maternity leave, adoption leave or shared parental leave at the start of consultation, any suitable alternative vacancy that exists within the new structure.

In these circumstances, as part of the consultation period, the staff member will be offered a suitable role of equivalent terms and conditions (if available) within the new structure and will not need to submit an application or undergo a competitive interview process. Although they have a priority right to such a post, they will still be considered as part of the overall selection process. Further details relating to reorganisations can be found in the Organisation Change Management Policy.

## **5 Not Returning to Work**

**5.1** If, following a period of maternity or adoption leave, the employee decides not to return to work, an element of the enhanced maternity / adoption pay must be repaid, for details of this see the Parental Leave Practice Notes. However, if the employee returns to work for at least 3 months there is no requirement to repay maternity / adoption pay. Part time working, absence on a phased return, annual leave, public and privilege holidays, or sickness at full or half pay count towards the return period.

5.2 In the event that the employee decides to resign from the Council/school to take up continuous employment with another Council or with another public sector employer (identified on the Redundancy Modification Order) during the course of the maternity / adoption leave, there will be no requirement to repay any pay received.

## **6 Roles and Responsibilities**

Further details can be found in the Parental Leave Practice Notes.

### **6.1 Employees**

- Must notify their headteacher, in writing, at the appropriate time, of their intention to take each type of parental leave by completing the relevant claim forms outlined in the Parental Leave Practice Notes.
- Pregnant employees must provide their headteacher with a copy of the MatB1 form as soon as practicable.
- Employees intending to take adoption leave must provide their headteacher written notification and a copy of the Matching Certificate once the match is confirmed.
- Employees intending to return from maternity leave must provide written notice of their intended date of return at least 21 days before if returning on same hours. If returning on reduced hours, a discussion about their options must be arranged with their headteacher. Options may include a phased return, taking annual leave at the end of the maternity leave (for support staff only), amending their working hours to a compressed hour week or fortnight or permanently reducing their hours of work. Leave can be extended by taking annual leave (support staff) from the intended date of return
- Employees returning from adoption leave must give written notice of their intention to return to their substantive job at least 21 days before the date of their return. A request to return on a working arrangement other than the substantive hours (these may be the same as outlined in the paragraph above) must first be discussed with their headteacher and then written notice of their intention provided. Accrued annual leave may be claimed from the intended date of return.

### **6.2 Headteachers**

- Maintain communication by agreeing dates for KIT or SPLIT days. The days may be used to enable the employee to attend meetings or training courses or to maintain contact with their work area. KIT days may be taken in blocks or in single days (attending for part of a day would be counted as one full day). If attending a KIT or SPLIT day during a period of unpaid leave, pay for the day(s) of attendance will be on full pay. If attendance is during a period of full pay, additional pay will not be given.
- There are specific issues which affect pregnant employees, new mothers and mothers who are breastfeeding. To enable a safe working environment for these groups, headteachers will be required to undertake a risk assessment for the pregnant employee as soon as they are made aware of the pregnancy and to update it as necessary over

the period of the parental leave. The outcome of the assessment should be discussed with the employee and if needed, temporary reasonable adjustments put in place to meet the specific needs identified.

- Be sympathetic to employees who may have experienced either a miscarriage or the death of a child. Allowing the employee time to adjust to the situation will be needed and a period of special leave or unpaid leave may be needed. During this transition, support is available from the Employee Assistance Programme or they can signpost to other sources of support, guidance or advice if needed.

### 6.3 Human Resources

- Provide advice and guidance on the implementation of this policy or on the operational implementation of the practice notes.
- Will confirm, in writing, receipt of documents giving the employee's intention to take parental leave or to return from parental leave.

## 7 Appendices

Appendix 1: Summary of Entitlements

## 8 Further Advice

Parental Leave Practice Notes

Change Management Policy & Practice Notes

## Appendix A - Summary of Entitlements

Type of Parental Leave	Qualifying Service	Entitlement
<b>Maternity Option 1</b>	Employed continuously for 1 year at the beginning of the 11th week before the expected week of birth	14 weeks full pay Plus entitled to 25 weeks Statutory Maternity Pay  <b>OR</b>  8 weeks full pay & 12 weeks half pay Plus entitled to 19 weeks Statutory Maternity Pay

<b>Maternity Option 2a)</b>	One year's continuous Local Government service at start of 11th week before the expected week of birth <b>AND</b> 26 weeks continuous service with Haringey at the start of 15th week before the expected week of birth	6 weeks at 9/10ths (90%) of one week's pay and 12 weeks at half pay.  Plus entitled to 21 weeks Statutory Maternity Pay
<b>Maternity Option 2b)</b>	One year's continuous Local Government service at start of 11th week before the expected week of birth <b>BUT</b> without 26 weeks continuous service with Haringey at the start of 15th week before the expected week of birth	6 weeks at 9/10ths (90%) of one week's pay and 12 weeks half pay.  No entitlement to Statutory Maternity Pay
<b>Maternity Option 3</b>	Completed 26 weeks of continuous Haringey service by the end of the 15th week before the expected week of birth	6 weeks at 9/10ths (90%) of one week's pay  Plus entitled to 33 weeks Statutory Maternity Pay
<b>Maternity Option 4</b>	Less than 26 weeks continuous local government service by the end of the 15th week before the expected week of birth	No entitlement to Statutory Maternity Pay. May be eligible to claim Maternity allowance from DWP. Further information can be found <a href="#">here</a> .
<b>Adoption Option 1</b>	Employed continuously for 1 year at the beginning of the 11th week before the expected week of matching	14 weeks full pay Plus entitled to 25 weeks Statutory Adoption Pay  <b>OR</b>  8 weeks full & 12 weeks half pay Plus entitled to 19 weeks Statutory Adoption Pay
<b>Adoption Option 2</b>	Between 26 weeks - 1 year continuous Haringey service by the week of matching with the child	6 weeks at 9/10ths (90%) of one week's pay  Plus 33 weeks Statutory Adoption Pay
<b>Adoption Option 3</b>	Less than 26 weeks Haringey Service ending with the week the individual is matched with a child	No entitlement to Statutory Adoption Pay. Entitled to unpaid adoption leave
<b>Paternity &amp; Nominated Carers Leave Option 1</b>	26 weeks continuous service before the 15th week before either the expected week of birth, or week of matching	Two weeks full pay (inclusive of Statutory Paternity Pay)
<b>Special Guardianship or</b>	Employees with over 1 year's	14 weeks full pay

<b>Kinship Care Option 1</b>	continuous Haringey service at the date of guardianship or kinship	OR 8 weeks full pay and 12 weeks half pay.  Leave beyond these weeks would be unpaid
<b>Special Guardianship or Kinship Care Option 2</b>	Employees with between 26 weeks and 1 year continuous Haringey service	6weeks at 9/10ths pay Any leave beyond this would be unpaid.
<b>Special Guardianship or Kinship Care Option 3</b>	Employees with 26 weeks or less of continuous Haringey service	Headteacher and employee to discuss whether it is possible to accommodate a period of unpaid leave.
<b>Paternity &amp; Nominated Carers Leave Option 2</b>	Less than 26 weeks continuous service before the 15th week before either the expected week of birth, or week of matching.	1 week's full pay and 1 week unpaid (inclusive of Statutory Paternity Pay)
<b>Nominated Carers Leave Option 3</b>	Eligible from day one of employment. Anyone who applies for this paid leave may be required to provide eligibility.	5 days paid leave (Maternity Support Leave) plus one-week unpaid leave.
<b>Ordinary Parental Leave</b>	Employed continuously by Haringey for 1 year.	Up to 18 weeks unpaid leave per child. Leave may be taken in blocks of one week up to a maximum of 4 weeks in one year. If child is disabled leave can be taken in days.
<b>Shared Parental Leave Option 1</b>	<p>If both parents want to share the Statutory Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP):</p> <ul style="list-style-type: none"> <li>Employed continuously by same employer for at least 26 weeks by the end of the 15th week before the expected week of birth</li> </ul> <p>If the birth parent's partner wants to take the SPL and ShPP:</p> <ul style="list-style-type: none"> <li>the birth parent must have been working for at least 26 weeks of the 66 weeks before the expected week of birth (the 26 weeks do not need to be continuous and</li> <li>The nominated carer must have been employed continuously for at least 26 weeks by the end of the 15th week before the expected week</li> </ul>	<p>If maternity or adoption leave and pay are ended early (or Maternity Allowance), then:</p> <ul style="list-style-type: none"> <li>the rest of the 52 weeks of maternity or adoption leave can be taken as Shared Parental Leave (SPL)</li> <li>the rest of the 39 weeks of maternity or adoption pay (or Maternity Allowance) can be taken as Statutory Shared Parental Pay (ShPP)</li> </ul>

	<p>of birth</p> <p>If the birth parent wants to take the SPL and ShPP:</p> <ul style="list-style-type: none"> <li>• The birth parent's partner must have been working for at for at least 26 weeks of the 66 weeks before the expected week of birth (the 26 weeks do not need to be continuous) and</li> <li>• The birth parent must have been employed continuously for at least 26 weeks by the end of the 15th week before the expected week of birth</li> </ul> <p>NB: For adoption the service requirement is by the end of the week your child was placed with your family.</p>	
<b>Shared Parental Leave Option 2</b>	Less than 26 weeks continuous service by the end of the 15th week before the expected week of birth	No entitlement to Shared Parental Leave or Pay.
<b>Premature Baby Leave</b>	No qualifying service	For babies born at or before 37 weeks, both birth mothers and partners entitled to one additional week on full pay (as Special Leave) for every week their premature baby spends in hospital before the expected due date or until hospital discharge whichever is earliest. Leave claimed is added to end of normal maternity leave period or to the end of the nominated carers leave.
<b>Parental Bereavement Leave</b>	No qualifying service	Two weeks full pay (inclusive of statutory parental bereavement pay)
<b>IVF treatment</b>	No qualifying service	Prospective pregnant employees and nominated carers can claim up to 3 days paid leave per rolling calendar year which may be taken in half days. Any additional leave may either be taken as annual leave, unpaid leave or with the agreement of the line manager, the time taken may be made up later.
<b>Miscarriage - before 24 weeks of pregnancy</b>	No qualifying service	Each case will be specific to the parent concerned and will be considered as such. If sick leave is

		taken following the miscarriage, it would be pregnancy related so would not impact on sickness monitoring triggers. Special leave can be granted by manager.
<b>Neonatal Leave and Pay</b>	No qualifying service for the leave, however for the pay employees will be required to be working continuously for 26 weeks to be entitled to pay leave. To be applied at the end of parental leave.	Up to 12 weeks of full paid leave if the baby aged 28 days or younger stays in hospital for 7 or more consecutive days.

\*Where statutory pay is paid it is included in full pay. It is paid in addition to half pay.

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## Document Control

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Key Information		
<b>V1</b>	<b>Title</b>	<i>Model Parental Leave Policy</i>
<b>Document Status</b>		<i>Approved (For final union comments)</i>
<b>Date Presented to SCG</b>		<i>13 March 2023</i>
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<b>V2</b>	<i>Draft update to Branch Secretaries</i>	21.12.2023
<b>Main Change update changes</b>	New 4.10 & 4.11 added to reflect The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 comes into force 06 April 2024.	
<b>Agreed with Branch Secretaries</b>		20.02.2024
<b>Agreed by SCG</b>		<b>11.03.2024</b>
<b>V3</b>		
<b>Main Change</b>	<ul style="list-style-type: none"> <li>• 3.2 – Added to adoption leave</li> <li>• 3.3 – New Guardian/Kinship care [<i>to reflect latest Council local agreement with support staff unions which should be available to those employed in schools</i>]</li> <li>• 3.10 [Neonatal Leave and Pay] to reflect change in legislation</li> </ul>	
<b>Issued</b>		<b>September 2025</b>