



Supporting New and Expectant Families Policy and Procedure

Version 2.6 / May 2024

Shared Parental Leave

18	Shared Parental Leave	13
19	Eligibility for Shared Parental Leave	14
20	Amount of Shared Parental Leave (SPL)	14
21	Ending Maternity Leave or Adoption Leave and Opting into Shared Parental Leave	15
22	Evidence of Entitlement	15
23	Process of Notification of your SPL and Shared Parental Pay Dates	16
24	Procedure for Requesting Split Periods of SPL	16
25	Changing the Dates or Cancelling your SPL	17
26	Shared Parental Pay (ShPP)	17
27	Returning to Work	17
28	Shared Parental Leave in Touch (Split) Days	18
	Overall Benefits and Entitlement during periods of Maternity / Paternity / Adoption and Shared Parental Leave	
29	Annual Leave	18
30	Bank Holidays and Concessionary Days	18
31	Pay Increases	19
32	Pension	19
33	Family Friendly Provisions	22

1. Purpose

The University wishes to support its employees in balancing work and family life.

The aim of this policy is to encourage employees who are pregnant or are an expectant parent through birth or adoption, to take enough time off work to adjust to having a baby / child; to spend time getting to know their baby / child. It also includes the provision to look after the health of both baby and mother in the weeks following the birth.

2. Scope

This policy provides information relating to Maternity, Paternity, Adoption (Inc. Surrogacy) and Shared Parental leave and pay and is divided into five sections:

Maternity Leave - which applies to University staff, regardless of the number of days or hours worked each week.

Paternity Leave - which applies to University staff, whereby they are the child's father, or is married to, or is the partner of, or is the civil partner of, or has caring responsibilities for the child of the child's mother.

Adoption Leave (incl. surrogacy) - which

4. Time off for Antenatal Care

4.1 You are entitled to 52 weeks statutory maternity leave regardless of how long you have worked for the University.

The 52 weeks of statutory maternity leave is broken into two named time periods known as:

1 -

5. Statutory Maternity Pay (SMP)

5.1 If you fall pregnant after your first week of employment with the University but before your 27th week of employment you may qualify for Statutory Maternity Pay (SMP). If you satisfy the following criteria you will be eligible to 39 weeks statutory paid maternity leave and 13 weeks unpaid maternity leave.

5.2 To qualify for Statutory Maternity Pay (SMP) you must have been:

Employed by the University continuously for at least 26 weeks into the 15th week before the Expected Week of Childbirth (EWC).

Have average earnings above the LEL (Lower Earnings Limit) for the 8 week “relevant” period of weeks 16- 23 of your expected due date. The LEL is the amount you have to earn before you are treated as paying National Insurance contributions.

For each of the next 23

10. ' Kee e piñ Tnøgu c(KIT) Days

10.1 Employees on maternity leave can with the agreement of their Line Manager

the date you intend to start your leave and the length of the leave. This must be done as soon as you receive official notification of a match.

13.2 In both cases of birth and adoption, if you change the intended start date of the leave you must give your Head of School / Service 28 days' notice, wherever practicable.

13.3 You should complete the Application for Paternity Leave form and the appropriate 1tend 5C0052005j0 T6005200/.67T2 1tend 5C03 (reorm)7.1583 (red)0.6267 (theed)

13 weeks unpaid leave.

17. Procedure for Leave

To receive adoption leave and adoption pay you must follow the procedure below.

17.1 Notify your Line Manager in writing of your intention to apply for adoption leave giving as much advance notice as possible. This will allow the university to make provisional arrangements to cover your job in your absence. Ideally the notice should be given when you are notified by the adoption agency / Social Services that a child is likely to be placed with you.

Here is another possible example:

How to calculate SPL entitlement	
52 weeks in total for maternity leave	52
Less the number of weeks taken before the birth	4
Less	

23. Process of Notification of you SPL and Shared Parental Pay Dates

23.1 You must submit Application for Shared Parental Leave Form at least eight

25. Changing the Dates or Cancelling your SPL

25.1 You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.

25.2 You can change the dates for a period of leave by giving us at least eight weeks' notice before the original start date and the new start date.

25.3 You do not need to give eight weeks' notice if you are changing the dates of your SPL because your child has been born earlier than the Expected Week of Childbirth, where you wanted to start your SPL a certain length of time (but not more than eight weeks) after birth. In such cases please notify the University in writing of the change as soon as you can.

25.4 A notice to cancel or change a period of shared parental leave will count as one of your three period of leave notices, unless:

The variation is a result of your child being born earlier or later than the Expected Week of Childbirth;

The variation is at our request; or

We agree otherwise.

26. Shared Parental Pay (ShPP)

ShPP of up to 37 weeks (39 weeks less any weeks of statutory maternity pay or adoption pay claimed by you or the other parent) may be available provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid at a rate set by the government each year.

27. Returning to Work

27.1 If you want to end a period of SPL early, you must give us eight weeks' prior notice of the return date.

27.2 If you want to extend your SPL you must submit a new period of leave notice at least eight weeks before the date you were due to return to work, assuming you still have SPL entitlement remaining and have not already submitted three period of leave notices.

27.3 If you are unable to request more SPL you may be able to request annual leave or unpaid parental leave.

27.4 You are normally entitled to return to work in the position you 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, this may be applicable in the following circumstances: if your SPL and

any maternity / adoption / paternity and / or any parental leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively).

27.5 If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Policy.

27.6 It is helpful if

31. Pay Increases

Where

Employer	Contributions are deducted at normal rate and employer contributions topped up to “normal pay”.	Contributions are deducted at normal rate and employer contributions topped up to “normal pay”.	If employee opts to pay missing contributions, employer will also remit contributions for this period.
-----------------	-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------

University and Colleges Retirement Savings Scheme (UCRSS)

	Weeks 1 – 26	Weeks 27 – 39	Unpaid Weeks 40 – 52
Employee	Contributions are deducted at normal rate based on actual pay.	Contributions are deducted at normal rate based on actual pay.	No deductions are made.
Employer	Contributions are deducted at normal rate based on actual pay.		

33. Family Friendly Provisions

The University will consider all requests for flexible working (please refer to our Formal Flexible Working Requests Policy.)

The government now provides help to parents with childcare costs through Childcare Choices. You can find out more at <https://www.childcarechoices.gov.uk/>

Other family friendly associated policies:

- Formal Flexible Working Requests Policy

- Parental Leave Policy

- Leave of Absence Policy

All other University of Lincoln benefits will continue whilst on maternity / paternity / adoption or shared parental leave.

Supporting New and Expectant Families Policy and Procedure

Owner	Last Reviewed
Human Resources	May 2021

