

Family Leave and Pay Policy

Policy Purpose

This policy sets out the statutory rights and responsibilities along with any occupational benefits for colleagues wishing to take the following leave:

- Maternity/Birthing leave
- Adoption leave
- Paternity/Partner leave
- Parental leave
- Shared parental leave
- Neonatal Care Leave

The policy gives details of how to make arrangements for leave and/or pay, terms and conditions and details on returning to work. The policy is in addition to other policies which recognise the importance of helping colleagues to balance their work and home life.

Parents/adopters can look at all the entitlements available and decide which works for them. This policy and the guidance available on MiDerby are written to help colleagues decide whether the benefits of Shared Parental Leave will work for them and how it could be used alongside, or instead of, traditional Maternity/Birthing or Adoption Leave.

Document Control

Implementation date	7 July 2021
Author	██████████
Equality impact assessment date	30 June 2021
Revised/updated	1.2 March 2025
Version Control	<p>1.0 Policy was the Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy and has been retitled as the Family Leave and Pay Policy.</p> <p>Policy updated to include more inclusive language.</p> <p>1.1 (18 March 2024) Technical changes to:</p> <ul style="list-style-type: none"> • 5.3 to reflect Paternity Leave (Amendment) Regulations • 11.7 to reflect Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations <p>1.2 (March 2025) Technical changes to:</p> <ul style="list-style-type: none"> • 2.8 to confirm that current levels and eligibility criteria for each type of leave and pay should be checked on gov.uk

	<ul style="list-style-type: none">• 8.2 added the mother/lead adopter must take 2 weeks leave to align with gov.uk• Section 9 Parental Leave to align with gov.uk parental leave guidance.• Policy revised to reflect introduction of Neonatal Care Leave from 6 April 2025
Review required	February 2028 or in response to legislative changes

1 Policy application

- 1.1 This policy applies to all Council colleagues.
- 1.2 This policy does not apply to Teachers. Governing Bodies of Community, Voluntary Controlled and Trust Schools are strongly urged to adopt this policy for non-teaching staff within their delegated powers.
- 1.3 The Council is fully committed to equality, diversity and inclusivity and aims to ensure that all colleagues are treated fairly and equally, irrespective of their race, colour, nationality, ethnic origin, sex, gender reassignment, sexual orientation, marital (including civil partnerships) or parental status, age, disability, religion and belief. With this in mind the Council recognises that over the years the rights of the LGBTQ+ community have changed and LGBTQ+ colleagues now enjoy the same family leave and pay rights as traditional families.

Whilst the Council recognises that there are a number of terms which are specifically defined by legislation and/or government regulations, the Council acknowledges that this language is not always helpful and does not allow for the full representation of gender/sex diversity within parenting. Consequently, for the purposes of this Policy, the legal definitions are interchangeable with the Council's Terms/Explanation as set out in the table below:

Legal Term	Derby City Council Terms/Explanation
Mother	Mother/Parent who has given birth/Adopter
Father	Father/Parent/Adopter
Maternity	Maternity/Birthing
Paternity	Paternity/Partner
Maternity Leave (ML)	The Parent who has given birth is entitled to ML
Statutory Maternity Pay (SMP)	The Parent who has given birth is entitled to SMP
Paternity Leave (PL)	Partners are entitled to PL
Statutory Paternity Pay (SPP)	Partners are entitled to SPP
Statutory Parental Leave (SPL)	Applies to parents, adopters, partners
Shared Parental Pay (ShPP)	Applies to parents, adopters, partners
Neonatal Care Leave (NCL)	Applies to eligible parents, adopters, intended parents, partners
Statutory Neonatal Care Pay (SNCP)	Applies to eligible parents, adopters, intended parents, partners

- 1.4 Colleagues are only entitled to either:
- Maternity, also known as Birthing leave and pay or,
 - Paternity, also known as Partner leave and pay.
- 1.5 The following terms are used throughout the Policy

Mother/Parent who has given birth: the person who gives birth to a child or the adopter (the person who is eligible for adoption leave and/or pay). For example, read mother/parent who has given birth/adopter in place of mother.

Partner: the child's father/parent (biological or adopted) or the partner of the mother/parent who has given birth or the adopter. This can be their marriage partner, civil partner, or a partner who is living in an enduring relationship with the mother/parent who has given birth or the adopter and the child.

Parents: this refers to the birth mother/parent who has given birth, child's biological father/parent, or partner as outlined above. It also refers to the lead adopter, co-adopter or adopter's partner as outlined above. For example, read parents/adopters/partners in place of parents.

Curtail: where an eligible mother/parent who has given birth brings their maternity/birthing/adoption leave and, if appropriate, pay or allowance entitlement to an end early.

2 Principles

2.1 The different kinds of leave and pay available are as follows:

Maternity/Birthing leave and pay applies to pregnant colleagues and those who have just given birth.

Adoption leave and pay applies to the child's adopter, if a couple are adopting jointly, only one of them is entitled to adoption leave. This also applies to colleagues who are adopting and the intended parents in a surrogacy arrangement where they are applying for a parental order.

Paternity/Partner leave and pay applies to fathers/parents (biological or adopted) or partners, including civil partners.

Parental leave applies to parents, adopters, partners, including civil partners or those with parental responsibilities.

Shared Parental Leave applies to parents, adopters, partners, including civil partners or those with main caring responsibilities, where the mother/parent who has given birth has curtailed (ended) their maternity/birthing or adoption leave early. Agency workers who are entitled to statutory maternity pay or statutory paternity pay are not eligible for shared parental leave, but their employed partner may be. Agency workers and or/their partners may be entitled to statutory shared parental pay.

Neonatal Care Leave applies to parents, adopters, intended parents, partners where the child receives neonatal care for a period of at least 7 days starting within the first 28 days following the birth, subject to meeting specific criteria. Leave may be accrued and taken immediately following the end of a period of maternity, adoption or shared parental leave. The leave must be taken for the purpose of caring for the child.

2.2 There is only one period of leave and pay for each instance of pregnancy or adoption regardless of the number of children born or placed for adoption.

2.3 Throughout the leave period a colleague's terms and conditions are protected.

Colleagues are entitled to any pay rises and improvements in terms and conditions given during their leave.

- 2.4 All periods of leave are counted as continuous service for the sickness scheme and annual leave entitlement. Throughout the leave period colleagues continue to build up holiday entitlement.
- 2.5 **Ordinary maternity leave and statutory maternity pay (SMP), ordinary adoption leave and statutory adoption pay (SAP), paternity leave and pay.** All pregnant colleagues, adopters and partners are entitled to the statutory levels of leave and pay as set by legislation.
- 2.6 **Colleagues entitled to ordinary maternity/adoption leave are also entitled to take a further 26 weeks of additional/adoption leave.** This must immediately follow the 26 weeks ordinary leave, with no break between the two.
- 2.7 All periods of leave and pay are proportional for part-time colleagues.
- 2.8 Please refer to gov.uk for details of the current levels and eligibility criteria for each type of leave and pay.

3 Ante-natal care and adoption support

- 3.1 Colleagues are entitled to time off, with pay, to attend ante-natal or other medical appointments in connection with their pregnancy.
- 3.2 Colleagues who have been matched for adoption are entitled to a maximum of 20 hours of time off with pay to attend adoption appointments. For example, using this time to attend meetings with social workers.
- 3.3 Partners of those eligible for maternity/birthing or adoption leave are entitled to a maximum of 20 hours of time off with pay to attend ante-natal or adoption appointments. For example, using this time to accompany their partner to appointments such as ante-natal care, or adoption meetings with social workers following approval and before placement.

4 Maternity support leave and pay

- 4.1 Maternity/birthing support leave is for the partner or nominated carer around the time of birth or adoption. There is no qualifying service requirement for maternity/birthing support leave.
- 4.2 Maternity/birthing support leave is one complete week, with a proportional amount for part time colleagues.
- 4.3 Where colleagues are eligible for maternity support leave and paternity/partner leave, maternity/birthing support leave pay will be incorporated as the first week of paternity pay.

5 Paternity leave and Paternity Pay

- 5.1 Partners are entitled to paternity leave and pay.
- 5.2 Paternity leave and paternity pay are for the partner following the birth/adoption of a child. Colleagues must have 26 weeks' continuous service by the end of the 15th week before the week the child is due to be born or of being matched with a child.
- 5.3 Paternity leave is for one or two weeks with full pay to be taken after the child's birth/adoption. The leave may be taken as two consecutive weeks or in two separate one-week blocks. Paternity leave can be taken any time in the 52 weeks after the birth/adoption.
- 5.4 Once a partner takes any Shared Paternity Leave or Statutory Shared Parental Pay, they will not be able to take any paternity/partner leave or pay.

6 Occupational maternity pay (OMP) and Statutory maternity pay (SMP)

- 6.1 The Parent who has given birth is entitled to OMP.
- 6.2 Colleagues must have one year's continuous service at the beginning of the 11th week before the baby is due; and intend to return to work for three months, straight after maternity leave or shared parental leave. In shared parental leave, this is the three months after the last period of shared parental leave.
- 6.3 Colleagues will receive half pay, in addition to statutory maternity pay (SMP) or maternity allowance (MA), for 12 weeks, during weeks 7 – 18 of maternity leave. Total payments will not exceed the colleague's normal pay.
- 6.4 Where a partner takes shared parental leave during weeks 7 – 18 following the start of maternity leave, if they are eligible, they will be paid an enhanced payment equivalent to OMP as though they were the mother/parent who has given birth. If the mother is also taking shared parental leave, or maternity leave, the partner will not receive OMP. Total payments will not exceed the employee's normal pay.

7 Occupational adoption pay (OAP) and Statutory adoption pay (SAP)

- 7.1 Colleagues must have one year's continuous service and intend to return to work for three months, straight after adoption leave or shared parental leave. In shared parental leave, this is the three months after the last period of shared parental leave.
- 7.2 Colleagues will receive half pay, in addition to statutory adoption pay (SAP), for 12 weeks during weeks 7 – 18 of adoption leave. Total payments will not exceed the colleague's normal pay.

7.3 Where a partner takes shared parental leave during weeks 7 – 18 following the start of adoption leave, if they are eligible, they will be paid an enhanced payment equivalent to OAP, as though they were the mother/parent /lead adopter. If the mother/parent/lead adopter is also taking shared parental, or adoption leave, the partner will not receive OAP. Total payments will not exceed the colleague's normal pay.

8 Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP)

8.1 Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption. Up to 50 weeks' leave and 37 weeks' pay can be shared between the two parents if the mother/parent who has given birth/lead adopter brings their maternity/adoption leave and pay to an early end. SPL must end no later than one year after the birth/placement of the child.

8.2 The mother/parent who has given birth or lead adopter must take two weeks following the birth or placement for adoption.

8.3 The available shared parental leave is calculated by deducting from 50 the number of weeks of SMP, SAP or MA taken by the mother/lead adopter. The two weeks' leave the mother must take are not included in this calculation.

8.4 The available Statutory Shared Parental Pay is calculated by deducting the number of weeks' statutory maternity/adoption pay the mother has received on their return to work or the leave curtailment date from 37 weeks. The two weeks' leave/pay the mother must take are not included in this calculation.

8.5 To qualify for SPL a mother must:

- be entitled to either maternity/adoption leave or to statutory maternity/adoption pay or to maternity allowance
- have curtailed or given notice to reduce their maternity/adoption leave, or their pay/allowance.

8.6 A parent intending to take SPL must:

- be a colleague
- share the primary responsibility for the child with the other parent at the time of the birth or placement for adoption
- have properly notified their employer of their entitlement and have provided the necessary declarations and evidence.

8.7 In addition, a parent wanting to take SPL is required to satisfy the continuity of employment test' and their partner must meet the 'employment and earnings test'.

Continuity of employment test	Employment and earnings test
The individual has worked for the same employer for at least 26 weeks at the end of the 15 th week before the child's expected due date/matching date and is still working for the employer at the start of each leave period.	The partner of the person taking the leave must, during the 66 weeks before the baby is due or the child is matched, have been working for at least 26 weeks (they don't need to be consecutive weeks); and earned at least £30 a week on average in 13 of the 66 weeks, see www.gov.uk for the latest figures.

- 8.8 A mother may reduce their entitlement to maternity/adoption leave by giving notice to curtail their leave at a date of at least eight weeks in the future and at least two weeks after the birth/placement. Forms are available from your manager or MiDerby. The notice must be given at least nine weeks before the 52 weeks of maternity/adoption leave is due to end.
- 8.9 The curtailment notice must be accompanied by a notice of entitlement and intention to take Shared Parental Leave, OR a declaration that the partner has given a notice of entitlement and intention to take Shared Parental Leave to their employer. Forms are available from your manager or MiDerby.
- 8.10 We may ask for further evidence of eligibility. This will be done within 14 days of receiving the Shared Parental Leave notification. Colleagues must provide the additional information within 14 days of our request.
- 8.11 Maternity/adoption leave will end on the date set out in the curtailment notice. A mother may only withdraw their curtailment notice if they have not returned to work, the curtailment date has not passed and one of the following applies:
- where it is discovered in the eight weeks following the notice that neither the mother nor their partner has any entitlement to Shared Parental Leave or Pay
 - in the event of the death of the partner
 - the mother gave curtailment notice before the birth and it is within six weeks of the birth.
- 8.12 Once a mother gives notice to curtail their maternity/adoption entitlements then the partner can take leave while the mother is still using their maternity/adoption entitlements.
- 8.13 If a colleague wishes to opt into taking Shared Parental Leave, they must give at least eight weeks' notice of entitlement. All the requested information must be completed on the form. The notice must be accompanied by written declarations from both parents/partners. Forms are available from your manager or MiDerby.
- 8.14 Colleagues must also give eight weeks' notice to take leave. Leave can be

booked at the same time as you give notice of entitlement or it can be booked later, depending on when the leave is required. It must end no later than one year after the birth/placement of the child.

- 8.15 Where a colleague wants to request more than one period of leave in a single notice, this must be given at least eight weeks before the first period of leave starts.
- 8.16 A colleague can make up to three notification requests for leave, but each notification must be made at least eight weeks before the start of the leave period. The requests may be for a) continuous leave - a single period of leave; or b) discontinuous leave - any weeks of leave, where the colleague intends to return to work between periods of leave.
- 8.17 Shared Parental Leave must be taken in blocks of at least a week but may begin on any day of the week. Parents can elect to be on leave at the same time or at different times. The leave can be taken in continuous or discontinuous blocks.
- 8.18 If a single period of leave is requested the colleague is entitled to take the leave as requested. It cannot, however, exceed the total number of weeks of Shared Parental Leave available to them.
- 8.19 If more than one period of leave is requested in the same notice, managers have 14 days in which to discuss and agree the pattern of leave requested. This response can be agreement, suggesting alternative dates or refusal.
- 8.20 If alternative dates cannot be agreed, or the request is refused, the colleague can take all the leave requested as a single period. This can either start on the first period of leave originally requested or on another date that the colleague chooses, provided that there is eight weeks' notice of the new start date.
- 8.21 The colleague has five days from the end of the 14-day discussion period to notify the manager of the new start date. Or they can withdraw the notice to take leave within 15 days of the date the notice was originally given. In these circumstances where the original request was refused it will not count as one of the three requests that can be made.
- 8.22 Colleagues can cancel or give a variation notice that they wish to change their leave. Forms are available from your manager or are on MiDerby. This must be sent with signed declarations from both partners that they consent to the change. Eight weeks' notice must be given. Managers should follow the steps as laid out at 8.16 to 8.19 to respond to the variation or cancellation.
- 8.23 If the colleague gives less than eight weeks' notice of a change, the manager may require them to take some or all of the leave originally requested. This should only happen in exceptional circumstances.
- 8.24 Requests for cancellation or variation will count as one of the three leave requests allowed.

8.25 Fraudulent information or claims will be dealt with using the disciplinary process.

9 Parental Leave

9.1 Parental leave is a right to take unpaid time off work to look after the welfare of a child for whom the colleague has parental responsibility.

9.2 Parental leave applies up to the child's 18th birthday. Parental leave applies to each child, not to an individual's job.

9.3 Eligible colleagues have an entitlement of 18 weeks.

9.4 21 days' notice should be given for parental leave requests where possible, although shorter notice requests can still be considered.

9.5 A maximum of four weeks parental leave for each child can be taken in a year.

9.6 Parental leave should be taken in blocks of a week or multiples of a week. It can only be taken in single days in exceptional circumstances, or if your child is disabled.

9.7 Parental leave requests should only be postponed for significant operational reasons. If postponed, the reason(s) for postponement should be explained in writing within five working days of the request, together with suggested revised leave dates within six months of the requested dates. Parental leave cannot be postponed if it immediately follows the birth or adoption of a child, or if postponement means the colleague would no longer qualify for the leave (e.g. postponing it until after the child's 18th birthday).

10 Working during maternity/birthing, adoption or shared parental leave

10.1 A colleague on Maternity/Birthing or Adoption Leave may work up to 10 'keeping in touch' days' without the period of leave coming to an end. Colleagues are not obliged to work keeping in touch days, nor is the Council obliged to offer them. Colleagues will be paid contractual pay for the hours they work.

10.2 A colleague on Shared Parental Leave may work up to 20 shared parental in touch days. This is in addition to maternity/birthing/adoption keeping in touch days. Colleagues are not obliged to work shared parental in touch days, nor is the Council obliged to offer them. Colleagues will be paid contractual pay for the hours they work.

11 Returning to work following maternity/birthing, adoption, paternity/partner, parental or shared parental leave.

11.1 Parental leave of up to 18 weeks can be taken immediately following maternity/birthing, adoption, paternity/partner or shared parental leave. Where

the colleague then returns to local government employment, for a period of at least three months, they will not be required to refund money from any occupational maternity, adoption or shared parental paid leave.

- 11.2 Where a colleague has received occupational pay for maternity, adoption, paternity or shared parental leave and does not return to local government employment, the Council will recover in full the additional half pay the colleague received.
- 11.3 Where colleagues return to work but leave the Council's employment within three months, the Council will recover the additional half pay proportionally.
- 11.4 Colleagues have the right to return to their job if they take:
 - Ordinary maternity or ordinary adoption leave
 - Ordinary paternity leave
 - Shared Parental Leave
 - Parental leave of four weeks or less
- 11.5 Colleagues who take additional maternity, adoption leave, shared parental leave or more than four weeks of parental leave have the right to return to the same job or a similar job, if it's not possible for them to return to their job due to restructure proposals.
- 11.6 If a redundancy situation arises while a colleague is on maternity/birthing, adoption, paternity/partner, parental or shared parental leave they have the same rights to consultation as their colleagues.
- 11.7 If a redundancy situation arises in the following circumstances colleagues will also have the right to be offered any suitable alternative job if they're selected for redundancy, even if other colleagues are more suitable for the role:
 - From the date the colleague informs their manager they are pregnant
 - During maternity/birthing, adoption, or shared parental leave
 - From the end of maternity/birthing or adoption leave, until the date 18 months from the date of birth, or date of placement, of the child
 - From the end of a period of shared parental leave lasting six or more consecutive weeks, until the date 18 months from the date of birth, or date of placement, of the child
 - Following a miscarriage before 24 weeks of pregnancy, until the date two weeks after the end of the pregnancy

12 Neonatal Care Leave and Statutory Neonatal Care Pay

12.1 Neonatal Care Leave applies to parents of children born on or after 6 April 2025; where the child requires 7 days or more of continuous neonatal care following the birth, the care must start within 28 days of the birth and must meet the neonatal care criteria, as set out below, in line with the www.gov.uk (as amended) as follows:

- Medical care received in a hospital
- Medical care received in any other place which meets the following criteria:
 - The child was an inpatient in hospital and the care was received on leaving hospital
 - The care is under the direction of a consultant; and
 - The care includes ongoing monitoring by and visits to the child from healthcare professionals arranged by that hospital
 - Palliative or end of life care

12.2 Eligible colleagues have an entitlement of up to 12 weeks Neonatal Care Leave.

12.3 The leave must be taken within 68 weeks of the baby's date of birth, adoption placement or their entry into the UK (for overseas adoptions).

12.4 The leave may be accrued during any period of maternity, adoption or shared parental leave and taken immediately following the end of that period of leave.

12.5 For entitlement to leave, for any period where more than one child is in receipt of neonatal care at the same time, entitlement may only be accrued in respect of one child.

12.6 A parent intending to take Neonatal Care Leave must:

- be a colleague
- be the child's parent, intended parent or the partner of the child's mother/adoptive parent and
- have or expect to have the main responsibility for the child or shared responsibility with the partner
- have properly notified their employer of their entitlement and have provided the necessary declarations and evidence

12.7 Statutory Neonatal Care Pay (SNCP) is payable to the mother/parent/adopter/partner for a maximum of 12 weeks provided you meet the 'continuity of employment test' as follows:

Continuity of employment test

The individual has worked for the same employer for at least 26 weeks continuous service by the end of the relevant week, are still working for the employer the week that Neonatal Care starts and have average earnings of at least the lower earnings limit in the eight weeks up to the end of this week.

12.8 The maximum number of weeks entitlement to Statutory Neonatal Care pay

remains the same where more than one child is receiving neonatal care at the same time.

Notice period requirements

- 12.9 You must provide notice of your intention to take Neonatal Care Leave before the leave starts by completing the **form** to request leave or by specifying:
- Your name
 - The child's date of birth or the date the child is placed with you for adoption, or the date the child enters the UK (for overseas adoption)
 - The date the child starts to receive neonatal care
 - The date the neonatal care ended, if appropriate
 - The date you wish the leave to start the leave
 - The number of weeks requested
 - Confirming that you are taking leave to care for the child
 - Confirming that you meet the criteria to claim SNC Pay
- 12.10 There are two qualifying periods for neonatal care leave
- For a Tier 1 period – this is leave which starts the day after the day the child starts to receive neonatal care and ending on the 7th day after the child stops receiving neonatal care
 - notice must be provided for each week before you are due to start work or as soon as is reasonably practicable;
 - leave may be taken in continuous weeks or non-continuous weeks.
 - For a Tier 2 period – this is leave that is not in the Tier 1 period which occurs at any other time, notice must be provided:
 - For a single week of leave - at least 15 days before the start of the week of the intended leave;
 - For two or more consecutive weeks at least 28 days before the start of the week of the intended leave;
 - leave must be taken in one continuous period.
- 12.11 Where a colleague chooses not to take their Neonatal Care Leave whilst the child is receiving neonatal care (or within 7 days afterwards) you have the option to take your accrued leave at a later date, the leave must be taken within 68 weeks following the date of birth/placement for adoption.
- 12.12 Refer to Section 11 for further information regarding contractual rights during or following neonatal care leave.

13 Support and guidance

- 13.1 Colleagues should read this policy in conjunction with the guidance on MiDerby. A full description of the various entitlements can be found at the links below:

[Maternity/birthing leave](#)
[Adoption Leave](#)
[Parental Leave](#)

[Shared Parental Leave](#)
[Neonatal Care Leave](#)

14 Roles and responsibilities

- 14.1 The roles and responsibilities of key stakeholders are summarised in Appendix 1.

POLICY ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS

Chief Executive and Chief Officers Tiers 1 and 2	Head of Service Tier 3	Managers	Colleagues	Human Resources
Every colleague must use the procedure and guidance on MiDerby				
Fairness and equality				
To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	To provide reasonable adjustments as required.	To notify managers of reasonable adjustments required.	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.
General Operation of the Scheme				
Ensure managers carry out their responsibilities	Ensure managers carry out their responsibilities	Ensure colleagues are aware of where to access information on maternity/birthing, adoption, paternity/partner and parental leave	Comply with statutory requirements for notification of leave requests	Provide advice and guidance to managers and colleagues
Maternity/Birthing, Adoption and Paternity/Partner Leave				
	<p>Approve requests for time off taking into account the needs of the service</p> <p>Agree arrangements for a reasonable level of contact</p> <p>Discuss viability of keeping-in touch days with colleague</p>	<p>Approve requests for time off taking into account the needs of the service</p> <p>Agree arrangements for a reasonable level of contact</p> <p>Discuss viability of keeping-in touch days with colleague</p> <p>Discuss annual leave entitlement and options for taking it</p>	<p>Discuss arrangements for leave with line manager</p> <p>Agree arrangements for a reasonable level of contact with line manager</p> <p>Discuss potential for keeping-in-touch days with line manager</p> <p>Discuss annual leave options and options for taking it</p>	<p>Confirm in writing arrangements for leave and pay within 28 days of receiving applications for leave</p> <p>Process applications and payments</p> <p>Provide information on annual leave entitlement</p>

Chief Executive and Chief Officers Tiers 1 and 2	Head of Service Tier 3	Managers	Colleagues	Human Resources
Parental Leave				
<p>Approve requests for time off taking into account the needs of the service</p> <p>If postponing leave, write within five working days explaining the reasons for postponement. Suggest an alternative within six months of the requested start date</p>	<p>Approve requests for time off taking into account the needs of the service</p> <p>If postponing leave, write within five working days explaining the reasons for postponement. Suggest an alternative within six months of the requested start date</p>	<p>Approve requests for time off taking into account the needs of the service</p> <p>If postponing leave, write within five working days explaining the reasons for postponement. Suggest an alternative within six months of the requested start date</p>	<p>Discuss arrangements for leave with line manager</p>	<p>Process applications</p>
Shared Parental Leave				
<p>Approve requests for time off taking into account the needs of the service.</p> <p>Where discontinuous periods of leave are requested discuss alternative arrangements if necessary.</p>	<p>Approve requests for time off taking into account the needs of the service</p> <p>Where discontinuous periods of leave are requested discuss alternative arrangements if necessary.</p>	<p>Approve requests for time off taking into account the needs of the service</p> <p>Where discontinuous periods of leave are requested discuss alternative arrangements if necessary.</p>	<p>Discuss arrangement for leave with line manager.</p> <p>Discuss any SPLIT days.</p> <p>Discuss annual leave arrangements</p>	<p>Process applications</p>

Chief Executive and Chief Officers Tiers 1 and 2	Head of Service Tier 3	Managers	Colleagues	Human Resources
Neonatal Care Leave				
Ensure managers carry out their responsibilities.	<p>Discuss arrangements for leave with colleagues.</p> <p>Approve requests for leave in line with Neonatal Care Leave & pay criteria.</p>	<p>Discuss arrangements for leave with colleagues.</p> <p>Approve requests for leave in line with Neonatal Care leave & pay criteria.</p>	<p>Discuss arrangements for leave with line manager.</p> <p>Provide evidence to support request for leave in line with criteria for leave and pay.</p>	Process applications