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| **Leave and Pay for New Parent** | | | | | |
| **Maternity and Adoption (including surrogacy)** | | | | | |
|  | **Service** | **Leave** | **Pay** | **Right to return** |
| **Maternity and Adoption (including surrogacy**) | **Less than 26 weeks** continuous service with the Trust at the:   * **15th week before the expected week of childbirth** * **Beginning of the week in which they are notified of being matched with a child for adoption** * **15th week before the due date if applying via a surrogacy arrangement** | You are entitled to a maximum of 52 weeks maternity or adoption leave irrespective of your length of service. | You may not qualify for SMP or SAP payable by the Trust however you may qualify for maternity/adoption allowance (MA/AA) paid by the Department of Work and Pensions. (MATB1 and SMP1 form required by Payroll for DWP) | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |
| **26 weeks continuous service** with the Trust at the:   * **15th week before the expected week of childbirth** * **Beginning of the week in which they are notified of being matched with a child for adoption** * **15th week before the due date if applying via a surrogacy arrangement** | You are entitled to a maximum of 52 weeks maternity or adoption leave irrespective of your length of service. | You may be entitled to SMP/SAP payable by the Trust if your normal weekly earnings are equal or higher than the lower earnings limit for National Insurance Contributions. SMP will be paid at the current rate (as stated by the Department of Work and Pensions) or 90% of your normal weekly earnings if this is lower. You will receive SMP or SAP paid by the Trust for a total of 39 weeks.   * 6 weeks - 90% of your average weekly earnings * 33 weeks – flat rate (SMP) | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |
| **12 months continuous service** with one or more NHS employers at the beginning of the:   * **11th week before the expected week of childbirth** * **Beginning of the week in which they are notified of being matched with a child for adoption** * **15th week before the due date if applying via a surrogacy arrangement** | You are entitled to a maximum of 52 weeks maternity/adoption leave irrespective of your length of service. | You will receive the following enhanced Occupational maternity/adoption pay:   * 8 Weeks – Full Pay, less any SMP or SAP (including any dependants' allowances) * 18 Weeks – Half pay plus any SMP or SAP (including any dependants’ allowances) providing the total does not exceed full pay. * 13 Weeks – flat rate SMP/SAP * 13 Weeks – Unpaid Leave | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |
| **Shared Parental Leave** | | | | | |
|  | **Service** | **Leave** | **Pay** | **Right to Return** |
| **Shared Parental Leave**  Ways you can use SPL include:   * the birth parent or primary adopter returns to work early from maternity or adoption leave and takes SPL at a later date * the birth parent or primary adopter returns to work and their partner takes SPL * both parents are off at the same time * both parents share SPL evenly and are off at different times * both parents return to work at the same time and take SPL at a later date | **Less than 26 weeks** continuous service with the Trust at the:   * **15th week before the expected week of childbirth** * **Beginning of the week in which they are notified of being matched with a child for adoption** * **15th week before the due date if applying via a surrogacy arrangement** | 52 weeks of shared parental leave (minus any maternity or adoption leave taken) | No eligibility for ShPP   * 52 weeks unpaid | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |
| **26 weeks continuous service** with the Trust at the:   * **15th week before the expected week of childbirth** * **Beginning of the week in which they are notified of being matched with a child for adoption** * **15th week before the due date if applying via a surrogacy arrangement** | 52 weeks of shared parental leave (minus any maternity or adoption leave taken). | You will be entitled to claim up to 37 weeks of statutory shared parental leave pay (ShPP), less any weeks of statutory maternity pay, maternity allowance or statutory adoption pay that has already been claimed by either partner.   * 37 Weeks – flat rate ShPP * 13 Weeks – Unpaid Leave | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |
| **12 months continuous service** with one or more NHS employers at the beginning of the:   * **11th week before the expected week of childbirth** * **Beginning of the week in which they are notified of being matched with a child for adoption** * **15th week before the due date if applying via a surrogacy arrangement** | 52 weeks of shared parental leave (minus any maternity or adoption leave taken). | You will be entitled to claim up to 37 weeks of statutory shared parental leave pay (ShPP), less any weeks of statutory maternity pay, maternity allowance or statutory adoption pay that has already been claimed by either partner.   * 6 Weeks – Full Pay, less any ShPP * 18 Weeks – Half pay plus any ShPP providing the total does not exceed full pay. * 13 Weeks – flat rate ShPP * 13 Weeks – Unpaid Leave | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |
| **New Parent Support Leave (formally Paternity Leave)** | | | | | |
|  | **Service** | **Leave** | **Pay** | **Right to Return** | |
| New Parent Support Leave for the father of a child (including adoptive fathers of a child under 18 years old) the mother’s spouse or partner (whether opposite or same sex) or nominated carer | **Less than 26 weeks** continuous service with the Trust | You may request up to 2 weeks unpaid leave or you may apply for 2 weeks paid annual leave. | No entitlement to occupational paternity pay, however you still may be entitled to statutory paternity pay subject to meeting the qualifying conditions described in the relevant legislation. Details of the qualifying conditions can be found on www.gov.uk | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |
| **26 weeks continuous service** with the Trust | You are entitled to two weeks Parental Support Leave | You are entitled to Statutory Paternity pay (SPP) if your normal weekly earnings are equal to or higher than the lower earnings limit for National Insurance contributions.  SPP is paid at the current rate equivalent to SMP, or 90% of your normal weekly earnings whichever is the lower.  To request Statutory Paternity Pay you need to use <https://www.gov.uk/government/publications/ordinary-statutory-paternity-pay-and-leave-becoming-a-birth-parent-sc3> | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |
| **12 months continuous service** (with one or more NHS employers | You are entitled to two weeks Parental Support Leave | You are entitled to receive full pay less any statutory paternity pay receivable. | You have the right to return to the same job under the original contract and on no less favourable terms and conditions. |