

## **Employees' Guide to Maternity Support Leave and Conditions**

The Council grants Maternity Support Leave to a member of staff whose wife or partner is pregnant or who plans to adopt a baby.

### **Who is Eligible for the Leave?**

All staff employed by Huntingdonshire District Council are entitled to a block of 5 days Maternity Support Leave payable at 90% of weekly wage (including Statutory Paternity Pay (SPP) if applicable).

All staff who have been employed within Local Government for a period of not less than 26 weeks ending with the week immediately preceding the 14<sup>th</sup> week before the expected week of the child's birth are eligible to a block of 10 days Maternity Support Leave which includes 5 days payable at 90% of weekly wage (including SPP if applicable) plus 5 days payable at SPP.

### **When can leave be taken?**

Maternity Support Leave can only be taken in one block, it is up to you whether you wish to take one or two weeks leave. If you choose to take two weeks, they must be taken together. Leave cannot start before the child has been born and cannot continue later than the 56<sup>th</sup> day after the date of childbirth or the 56<sup>th</sup> day after the expected week of confinement (EWC) or date of adoption, whichever is later.

### **Requesting Leave**

It is recognised that in many cases it will be difficult to predict exactly when the leave is required, but staff wishing to take Maternity Support Leave should inform their Head of Department/Section as soon as possible of the likely dates of their absence. If possible, firm applications for leave should be made at least 15 weeks before the expected date of childbirth or adoption, although applications later than this will, of course, be considered.

You are also able to take annual or flexi leave from your entitlement and have the option to take unpaid parental leave, details are available from the Personnel Department.

### **Extent of Provision**

The notice requirement for claiming SPP is 28 days before the expected date of childbirth or adoption, or if this is not reasonably practicable, as soon as possible.

You Must:

- Give us, as your employer, notice of your intention to take Maternity Support Leave and the start date and whether you will be taking 1 or 2 weeks off, in or before the 14<sup>th</sup> week before the expected week of childbirth or as soon as it is reasonably practicable. You will need to complete a Maternity Support Leave and Pay application form.

If you wish to change the start date, you must give your employer 28 days notice or if this is not reasonably practicable, as soon as possible.

The period of leave can be taken as a two-week block or two separate weeks, as agreed with the Head of Department/Section.

### **Notification for Maternity Support Leave and Pay**

You must inform us of:

- The date the baby is due or the adoption date
- The date you intend to start your Maternity Support Leave
- Whether you wish to take either 1 or 2 weeks leave

You may choose to begin this period of leave on:

- The date on which the baby is born (This is a movable day)
- The date falling a chosen number of days after the date the baby is born. (This is a movable day)
- A predetermined date - this date must be later than the first day of the expected week of birth. If you have chosen a predetermined date and the baby is not born on or before that date, you must change your choice to another later predetermined date or you can choose to take leave from the actual date of birth or a specified number of days after the date of birth.