

7-Minute Briefing: Maternity, Paternity, Neonatal and Family Leave

1. Why it matters

The purpose of this policy is to outline the entitlements, responsibilities, and procedures related to Maternity, Paternity, Neonatal, and Adoption leave for employees of Coventry & Rugby GP Alliance (CRGPA). In addition, what support maybe available to staff.

2. Who It Applies To

The policy applies to all CRGPA employees (substantive).

3. Key Principles

- Employees must let their manager and HR know asap if maternity, paternity, neonatal or family leave will be required.
- Pregnancy absence related illness is treated differently (no trigger point).
- Managers and employees must complete a Pregnancy Risk Assessment and share with HR for any pregnant employees.
- Employees can take up to 10 days KIT (Keeping in Touch) days before returning from maternity leave.
- Annual Leave still accrues whilst an employee is on this type of leave.
- Time is allowed off for anti-natal appointments.
- New day one right: Statutory Neonatal Care Leave.
- Policy now covers Adoption, Fostering and Shared Parental Leave.

4. What you need to do

- Ensure compliance with the policy and seek support from HR.

5. Roles and Responsibilities

- Chief Executive has overall responsibility for all CRGPA policies and procedures.
- Managers/Heads of Service will ensure they support HR by complying with the processes within this policy.
- All staff must ensure all processes are followed within the policy.
- HR will ensure the policy is complied with and support staff and managers in its fair application.

6. Consequences of Breach

- Delay/errors in maternity pay.
- Delay in obtaining work cover for when the employee is off.
- Health and Wellbeing risks (risk assessments/reasonable adjustments).
- Employee relations issues (discrimination/grievance)

7. Where to find more information

- The policy is very detailed with a lot of information in it.
- Contact the HR Team.

8. Review & Monitoring

Reviewed every 3 years or if employment law changes.



Document Title	Maternity, Paternity, Neonatal and Family Leave Policy
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Table of Contents

1.	Introduction	3
2.	Purpose	3
3.	Scope.....	3
4.	Definitions	4
5.	Roles and Responsibilities.....	4
5.1	CRGPA Board.....	4
5.2	Chief Executive	4
5.3	Managers/Heads of Service	4
5.4	All CRGPA staff (including Bank/Contracted/Temporary Staff)	5
6.	Process.....	5
7.	Consultation.....	21
8.	Implementation	21
9.	Training and Support	21
10.	Review.....	22
11.	Monitoring and Compliance	22
12.	Version Control	22
13.	Equality Impact Assessment.....	22
14.	References	23

Introduction

1.1	Maternity, Paternity, Neonatal, and Adoption leave provide employees with time off to care for a newborn or adopted child. Maternity leave is for the mother, while paternity and shared parental leave are for the baby's other parent(s). Neonatal care leave is for parents whose babies require specialised medical attention. Adoption leave covers the period after a child is placed for adoption.
1.2	Coventry & Rugby GP Alliance (CRGPA) is committed to supporting its employees through key life events, including the birth or adoption of a child and circumstances requiring neonatal care. This policy outlines the organisation's approach to Maternity, Paternity, Neonatal, and Adoption leave, ensuring that all staff are treated fairly and consistently in line with current legislation and best practice. It provides clear guidance on leave entitlements, pay, responsibilities, and procedures, helping employees and managers navigate these important periods with confidence and clarity. CRGPA recognises the importance of work-life balance and aims to foster a supportive and inclusive working environment for all.
1.3	Individuals' data will be kept safe and secure in accordance with our Data Protection Policy and CRGPA Privacy Notice.

Purpose

2.1	The purpose of this policy is to outline the entitlements, responsibilities, and procedures related to Maternity, Paternity, Neonatal, and Adoption leave for employees of Coventry & Rugby GP Alliance (CRGPA).
2.2	This policy aims to ensure that all eligible staff are supported during significant family-related life events, in compliance with current employment legislation and best practice. This policy provides clear guidance on leave eligibility, pay entitlements, notification requirements, and return-to-work arrangements, promoting a fair, inclusive, and supportive working environment for all employees.

Scope

3.1	This policy applies to those members of staff that are directly employed by Coventry & Rugby GP Alliance and for whom Coventry & Rugby GP Alliance has legal responsibility. For those staff covered by a letter of authority / honorary contract or work experience this policy is also applicable whilst undertaking duties on behalf of Coventry & Rugby GP Alliance or working on Coventry & Rugby GP Alliance premises and forms part of their arrangements with Coventry & Rugby GP Alliance.
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Definitions	
4.1	Maternity Leave - A period of absence from work granted to a mother before and after the birth of her child.
4.2	Paternity Leave - A period of absence from work granted to a father after the birth of his child.
4.3	Neonatal Care - Neonatal care refers to a baby receiving medical treatment in a hospital (including neonatal units) or specialised care under a consultant's supervision after hospital discharge where there are visits from healthcare professionals arranged by the hospital, including palliative (end-of-life) care. To qualify for Statutory Neonatal Care Leave, the baby must remain in neonatal care for a minimum of seven consecutive days within the first 28 days of their life.
4.4	Adoption Leave - A period of time an employee takes off work when they have adopted a child or have a child through surrogacy.
4.5	Cohabiting Partner - A person, whether of a different sex or the same sex, who lives with the mother or adopter and the child in an enduring family relationship but is not an immediate relative of the mother or adopter.

Roles and Responsibilities	
5.1	CRGPA Board
	CRGPA Board has overall accountability for the quality and standards of care delivered by CRGPA including compliance with this policy.
5.2	Chief Executive
	Ensuring organisational adherence to HR policies and delegating implementation to appropriate managers.
5.3	Managers/Heads of Service
	Managers/Heads of Service are responsible for: • Supporting staff in understanding and accessing their leave entitlements. • Ensuring timely completion of risk assessments (e.g., for expectant mothers). • Managing leave requests and ensuring appropriate documentation is submitted. • Maintaining reasonable contact with employees during their leave. • Facilitating a smooth return to work, including any necessary adjustments or training.

5.4 All CRGPA staff (including Bank/Contracted/Temporary Staff)

Expected to:

- Notify their line manager of relevant life events (e.g., pregnancy, adoption).
- Submit required documentation (e.g., MATB1 form, adoption certificates).
- Comply with notice periods for leave and return to work.
- Engage in discussions about risk assessments and return-to-work planning.

Process

6.1

Maternity Leave

If you are pregnant, firstly congratulations! Please do let us know about your pregnancy as early as possible so that we can discuss with you any health and safety risks which may affect you or the baby. By the 15th week before the baby is due, you need to provide the following information to us (preferably in writing):

- Your expected week of childbirth
- The date on which you intend to start your Maternity leave, you can start your Maternity Leave anytime from 11 weeks before the baby is due.

We will then write to you to confirm all the details and state the date we will be expecting you to return to work. You can change your mind about the date you wish to start your Maternity Leave, but you must give us 28 days' notice of the change.

All pregnant employees are entitled to 52 weeks Maternity Leave, and this is made up of 26 weeks Ordinary Leave and 26 weeks' additional leave. The first two weeks after the birth are compulsory.

Throughout the Maternity Leave you are entitled to all your non-pay related contractual benefits such as annual leave.

Your length of service continues whilst you are on maternity leave.

If you are not planning to take all your Maternity Leave you must let us know when you will return. You can change your mind but must give us 8 weeks' notice of a change.

If you decide not to return to work, you are required by law to give the correct notice if you are resigning. You are still entitled to Statutory Maternity Pay or Maternity Allowance even if you are not returning to work.

We reserve the right in any event to maintain reasonable contact with you from time to time during your Maternity Leave. This may be to discuss your plans for

return to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or simply to update you on developments at work during your absence.

You may take any outstanding annual leave due to you before the commencement of your Maternity Leave or you can carry leave forward and use it at the end of your maternity leave or on your return to work. If your baby is born early, whilst you are on holiday, then your maternity leave will automatically start and any unused annual leave will be carried forward.

Health and Safety

We have a duty to assess any risks that may affect you at work during your pregnancy. We will provide you with information as to any risks identified in any risk assessment (appendix 1) and look at ways in which we can minimise the risk. A workable copy of this risk assessment can be found on CRGPA Managers Zone.

This risk assessment is to be completed by your line manager with you present:

- Once the employee has declared they are pregnant
- If any significant changes are made to the job role
- If any significant changes occur with the expectant mother
- When the employee has given birth (within the last 6 months)
- If the employee is breastfeeding at work

If during a risk assessment we are unable to put in reasonable adjustments/measures to protect you from harm, you maybe referred to occupational health for further advice. If the advice is that you should be removed from your current role/duties, we will consider the following if we are able to accommodate (your pay will be protected):

- Offer alternative role/duties.
- Different working pattern – reduced hours/days or change of working times.
- Suspension on health grounds if no alternative adjustment is possible.

Medical suspension will always be as a last result and will not affect your terms and conditions. The Head of People must authorise any potential medical suspension.

Sickness Absence

Any sickness that occurs prior to four weeks before expected date of childbirth, which may or may not be related to the pregnancy, will be treated as sick leave.

If sickness occurs within four weeks of the expected date of childbirth and it is not related to pregnancy, it will be treated as sickness until such time as the member of staff would have started her maternity leave.

IVF

You will be entitled to paid time off for antenatal care only after the fertilised embryo has been implanted. From that point onwards, all entitlements are the same.

Antenatal Care

All pregnant employees are entitled to paid time off to receive antenatal care, provided such care is on the advice of a doctor, midwife or health visitor. Where such appointments can be arranged to take place outside of working hours you should do so. Copies of all appointment times should be given to your Line Manager.

Prospective fathers to be and partners of pregnant women, as well as surrogacy parents, are allowed unpaid time off to attend two antenatal appointments.

We need you to provide us with your MATB1 Maternity certificate which your midwife will give you when you are around 25 weeks pregnant.

Pay and Benefits during Maternity Leave

- Employees must have 12 months' continuous service with the CRGPA by the eleventh week before the expected week of childbirth (EWC) and:
- Intend to return to work for a minimum of 3 months.
- Occupational Maternity Pay will be made up of:
 - First eight weeks – Full Pay less any statutory maternity pay or statutory maternity allowance receivable.
 - Following eighteen weeks – Half pay plus the flat rate of statutory maternity pay (or average weekly earnings, whichever is lower) providing the total does not exceed full pay.
 - Thirteen weeks – flat rate statutory maternity pay (or 90 percent of average weekly earnings, whichever is lower)
- Remaining thirteen weeks – Unpaid leave

To receive Statutory Maternity, Pay (SMP) you must have been:

- Earning before tax an average that is no less than the lower earnings limit, which applies to National Insurance (NI). This is the amount you must earn to qualify for benefits. You must earn more than this amount before you actually start paying NI.
- Employed by the same employer continuously for at least 26 weeks up to and into the 15th week before the week your baby is due.

The earliest date that SMP can start is from the 11th week before the week your baby is due and the latest from the day following the birth.

If you continue to work after the 11th week before the week your baby is due, you can choose when you want your SMP to start. SMP will start from any day you choose once you have stopped work to have your baby. This means that your SMP should start from the first day of your Maternity Leave.

The start of your SMP will change if:

- Your baby is born before the start of the 11th week, or before the start of your SMP pay period. If this happens SMP will start from the day following the birth of your baby.
- You are off sick from work with a pregnancy-related illness at the start of or in the 4 weeks before your baby is due, SMP will start from the day following the first complete day you are off sick from work for that reason.

If you are entitled to SMP and you leave your employment with us:

- After the start of the 15th week before your baby is due but before the start of the 11th week – SMP will start from the beginning of the 11th week before the week your baby is due.
- At any time after the start of the 11th week before the week your baby is due and before the start of your Maternity pay period, your SMP will start from the day after you left employment.

SMP is paid for a continuous period of up to 39 weeks as follows:

First 6 weeks – 90% of your average weekly earnings with no upper limit

Remaining 33 weeks – standard rate or a rate equal to 90% of your average weekly earnings. You will get whichever rate is lower.

Maternity Allowance

If you are not eligible for Statutory Maternity Pay you may be entitled to Maternity Allowance if:

- You have worked (including self-employment) for 26 weeks during the 66 weeks before your baby is due.
- You can find 13 weeks in which you earned over £30 a week or paid Class 2 (self-employed) National Insurance contributions or held a certificate of small earnings exception.

To claim Maternity Allowance (MA), ask your local Jobcentre Plus for form MA1.

Keeping in Touch Days

Whilst you are on Maternity leave, we will try to keep you up to date with all that is happening within the organisation. This may be to let you know about any changes; invite you to attend a particular event or to offer a training opportunity. You do have the right to refuse to attend.

If we offer and you wish to accept, you can work up to 10 days during your leave without this affecting your Statutory Maternity Pay. You will be paid at your normal rate for only the hours you complete.

	Returning to Work Whilst you are under no obligation to do so, it would assist us if you could confirm as soon as convenient during your Maternity Leave that you will be returning to work as expected. If you plan to return to work before the end of your Additional Maternity Leave you must give us 8 weeks' notice. If you come back to work after the Ordinary Maternity Leave you may return to the same job with the same terms and conditions as you had before your leave. If you return after additional leave you are entitled to return to the same job on the same terms and conditions but if for a good reason, we cannot do this we will find a position which is at the same level and with terms and conditions at least as good as your previous role. If you are planning to breast feed when you return to work, please let us know so that we can carry out a risk assessment and provide suitable rest facilities for you. If you are looking to vary your working pattern on your return, you must complete a flexible working request and the request will be considered under this process. Not Planning on Returning to Work Whilst we hope for you to return following your maternity leave, however you may choose not to and resign. This is your choice however you must be aware of the potential implications if you were in receipt of occupational maternity pay. If you fail to return to work or resign for a period of up to 6 months following your maternity leave and you were in receipt of occupational maternity pay, you will be liable to repay this to CRGPA. You should resign in the normal way by giving the appropriate notice contained in your contract of employment. We strongly advise that you discuss this with the HR department before you decide to take this course of action.
6.2	Paternity Leave If you and your partner are expecting a child – congratulations! If your partner is having a baby or you are adopting a child or having a baby through a surrogacy arrangement, paternity leave provides a period of leave after the birth or adoption. To qualify for the right to take Paternity leave, you must meet each of the following eligibility criteria:

- You have, or expect to have, responsibility for the upbringing of the child.
- You are either the biological father of the child, or you are married to, the civil partner or the cohabiting partner of the child's mother, or you are married to, the civil partner or the cohabiting partner of the child's adopter, or you are one of a couple jointly adopting a child.
- You are taking the leave to care for the child or to support the child's mother or adopter.
- You have worked continuously for the Company for 26 weeks calculated as at the 15 week before the expected week of childbirth, or, in respect of an adopted child, calculated as at the week in which the child's adopter is notified of having been matched with the child.

A cohabiting partner is a person, whether of a different sex or the same sex, who lives with the mother or adopter and the child in an enduring family relationship but is not an immediate relative of the mother or adopter.

If you wish to take Paternity Leave and are eligible you are entitled to two weeks on the birth or adoption of a child. You are entitled to take either one week, two consecutive weeks or two separate periods of one week of Paternity leave. It cannot be taken as odd days.

You are required to inform the organisation of your intention to take Paternity leave 28 days before the expected week of childbirth or, in the case of an adopted child, no later than seven days after the date on which notification of the match with the child was given by the adoption agency, unless this is not reasonably practicable. If you wish to change the date of your leave, you should give 28 days' notice. You are required to provide the following information in writing to the organisation:

- The date the child is expected to be born or adopted.
- Whether you wish to take one- or two-weeks' Paternity Leave.
- When you want your Paternity Leave to start.

In the case of an adopted child, your notice should also specify the date on which the adopter was notified of having been matched with the child.

Paternity Leave can start on any day of the week on or following the child's birth or placement for adoption, but it must be completed either within the first year of the actual date of childbirth or adoption or, if the child is born early, within the period from the actual date of childbirth up to the first year after the first day of the expected week of childbirth.

	In the case of multiple births from the same pregnancy, only one period of Paternity Leave is available. On resuming work after Paternity Leave, you are entitled to return to the same job on the same terms and conditions of employment as if you had not been absent. Antenatal or Adaption Appointments You are entitled to take unpaid leave for two appointments. Please ensure you provide as much notice as possible to your line manager. Statutory Paternity Pay During the period of Paternity Leave you will receive Statutory Paternity Pay (SPP) if you are eligible to receive it, your contract of employment continues in force and you are entitled to receive all your contractual benefits, except for salary. Those eligible will need ensure your line manager is updated in writing, this information will then be sent to HR who will update payroll. There may be a form to complete but HR or finance will contact you if this is necessary.
6.3	Neonatal Leave - Statutory Neonatal Care Leave (SNCL) SNCL is a day-one right, meaning you do not need to have worked for a minimum period to be eligible. You can take this leave if: • You are a parent of a baby receiving neonatal care, including birth parents, adoptive parents, intended parents via surrogacy, or a partner of the baby's mother/adopter (if in an enduring family relationship). • Your baby is born on or after 6th April 2025 and is admitted to neonatal care within 28 days of birth. • Your baby stays in neonatal care for at least 7 continuous days (starting from the day after admission). • You take the leave to care for your child. CRGPA understands that having a baby who requires neonatal care can be a challenging time for our employees. This policy sets out your rights and our procedures regarding SNCL and Statutory Neonatal Care Pay (SNCP). This is an additional entitlement designed to support parents whose babies require medical care after birth.

Who qualifies for SNCP?

- You must have been continuously employed for at least 26 weeks by the 15th week before the baby's expected birth (or by the week of being matched with an adoptive child).
- Your average weekly earnings must meet or exceed the Lower Earnings Limit for National Insurance contributions.
- The same parental relationships as SNCL apply for SNCP eligibility.

If you have twins or multiples needing neonatal care, your total SNCL remains capped at 12 weeks per parent.

How to calculate leave entitlement:

- You can take up to a maximum 12 weeks of neonatal leave (see below for accrual).
- You are entitled to one week of SNCL for every week your baby is in neonatal care after the initial 7-day period, up to the maximum 12 weeks.
- Leave must be taken within 68 weeks of the birth (or placement in cases of adoption).
- SNCL can be taken in whole weeks only (not individual days).
- SNCL can be split into two tiers:
 - Tier 1 (during/immediately after care): you can take non-consecutive weeks if leave starts while your baby is still in care or within 7 days after discharge. Tier 1 is most likely to be used by parents or partners who are not taking longer periods of statutory leave, such as maternity leave or shared parental leave and wish to start or take the leave whilst their baby is in neonatal care.
 - Tier 2 (after care ends): if leave is taken more than 7 days after neonatal care ends, it must be taken in one continuous block. Tier 2 is most likely to be used by parents or partners who are taking a longer period of statutory leave, such as maternity leave or shared parental leave, or do not wish to take the leave at the time their baby is requiring neonatal care.

SNCL is additional to other family leave entitlements, such as maternity, adoption, paternity, parental, or shared parental leave.

Statutory Neonatal Care Pay (SNCP)

- If eligible, you can receive up to a maximum of 12 weeks of Statutory Neonatal Care Pay (SNCP).
- SNCP is paid at the government-set statutory rate (or 90% of your average weekly earnings, if lower).
- SNCP is only payable for weeks you take SNCL, within the 68-week window.
- If you do not qualify for SNCP, you can still take unpaid SNCL.

Notification Requirements

To request SNCL/SNCP, you must provide, in writing:

- Your full name and your baby's date of birth (or placement date for adoption).
- The date neonatal care started and, if applicable, when it ended.
- The start date and duration of your requested leave (in full weeks).
- A statement confirming you are taking leave to care for your baby.
- Confirmation that you meet the eligibility criteria.

When to let us know

- Tier 1 Leave (during/immediately after care): inform your manager before the leave starts (or as soon as possible if immediate notice is not possible). A verbal request via telephone or in person is acceptable, followed by a written confirmation.
- Tier 2 Leave (after care ends):
 - For 1 week of leave: provide at least 15 days' notice.
 - For 2+ weeks of leave: provide at least 28 days' notice.

We may request evidence of neonatal care (such as a hospital admission note) to process your request.

Changing or Cancelling Leave

- If you wish to withdraw a Tier 2 SNCL request, you must provide written notice at least 15 days before (for 1 week of leave) or 28 days before (for 2+ weeks of leave).
- If your baby's neonatal care period extends, please inform us as soon as possible.
- If your baby requires additional neonatal care after an initial discharge, you may be eligible for more SNCL, within the 12-week total cap.

Rights during SNCL

- While on SNCL, you will continue to accrue annual leave.
- Your continuous employment remains unaffected.
- Your contractual non-pay benefits (e.g., pension, staff discounts) remain in place.

Queries

If you have any queries regarding Statutory Neonatal Care Leave and Pay or wish to apply, please contact your manager or HR (crgpa.hr@nhs.net). We understand this is a difficult time, and we are committed to supporting you.

6.4

Adoption Leave

To qualify for the right to take Adoption Leave, you must be adopting a child through an approved UK adoption agency. Surrogacy parents may be entitled to adoption leave if they fulfil eligibility requirements.

If you are jointly adopting a child with your spouse, partner, or civil partner, only one of you will be entitled to take Adoption Leave. You can choose which adopter will take Adoption Leave. The other adoptive parent will normally be entitled to take Paternity Leave. The right to Adoption Leave is not available to a stepparent who adopts their partner's child.

Assuming you are eligible, you can take up to 26 weeks' Ordinary Adoption Leave and up to 26 weeks' Additional Adoption Leave, making a total of 52 weeks.

If you wish to take Adoption Leave, you must inform your line manager in writing of your request no later than seven days after the date on which notification of the match with the child is provided to you by the adoption agency. You must provide written details of the date on which you were notified of having been matched with the child, the date the child is expected to be placed with you for adoption and when you want your Adoption Leave to start.

Adoption Leave can start on the day the child is placed with you for adoption (whether this is earlier or later than expected) or on a date that is up to 14 days before the expected date of placement.

As evidence of your entitlement to Adoption Leave, you will also be required to provide a copy of the relevant matching certificate and adoption papers from the adoption agency to your line manager.

You can change your mind about the date you wish to start your Adoption Leave but you must give us 28 days' notice of the change.

Throughout the Adoption Leave you are entitled to all your non-pay related contractual benefits.

If you are not planning to take all your Adoption Leave you must let us know when you will return. You can change your mind but must give us 8 weeks' notice of a change.

If you return after Additional Leave you are entitled to return to the same job on the same terms and conditions, but if for a good reason we cannot do this we will find a position which is at the same level and with terms and conditions at least as good as your previous role.

If you decide not to return to work you are required by law to give the correct notice if you are resigning, but giving longer is helpful. You are still entitled to Statutory Adoption Pay even if you are not returning to work.

We reserve the right in any event to maintain reasonable contact with you from time to time during your Adoption Leave. This may be to discuss your plans for return to work, to discuss any special arrangements to be made or training to be given to ease your return to work or simply to update you on developments at work during your absence.

You are encouraged to take any outstanding annual leave due to you before the commencement of Adoption Leave. Generally, holiday should normally be taken in the year that it is earned and therefore if the holiday year is due to end during Adoption Leave, you should try to take the full year's entitlement before starting your Adoption Leave.

Statutory Adoption Pay

Paid Adoption Leave is available for a child adopted under UK law - but some details may vary for parents adopting outside the UK.

To receive Statutory Adoption Pay (SAP) you must:

- Be the child's adopter.
- Earn before tax an average that is no less than the lower earnings limit which applies to National Insurance (NI). This is the amount you must earn to qualify for benefits. You must earn more than this amount before you actually start paying NI.
- Be employed for a continuous period of at least 26 weeks ending before the placement of the child.
- Have received official matching certificate or notification that it is being issued.

Statutory Adoption Pay is paid for up to 39 weeks.

Statutory Adoption Pay is paid as 90% of your average weekly earnings for the first 6 weeks followed by the statutory rate or 90% of your average weekly earnings (whichever is lower) for the remaining 33 weeks.

Keeping in Touch Days

Whilst you are on Adoption Leave, we will try to keep you up to date with all that is happening within the organisation. This may be to let you know about any changes; invite you to attend a particular event or to offer a training opportunity. You do have the right to refuse to attend.

If we offer and you wish to accept, you can work up to 10 days during your leave without this affecting your Statutory Adoption Pay. You will be paid at your normal rate for only the hours you complete.

	Return to Work Whilst you are under no obligation to do so, it would assist us if you could confirm as soon as convenient during your Adoption Leave that you will be returning to work as expected. If you are intending to return earlier than the return date you stated, then you must give the Company at least 8 weeks' written notice of your intention, failure to do so may mean the Company postpones your return to work for up to 8 weeks, provided of course this is not later than your originally stated return to work date.
6.5	Fostering To qualify for foster leave, those who are intending to foster child(ren) should give their line manager no less than 4 weeks' notice of their intention to train as a foster carer. This is to ensure that their team and line manager can provide encouragement and support. It also provides adequate notice, should you wish to request any special leave to care for the child/children, to make the necessary cover arrangements Period of Leave to Foster Care You may need to take time off work to help the child/children to settle into their new environment. You may also need time off to attend training courses, meetings with professionals or appointments. If you who require time off to attend training or meetings, or to care for the child/children at the start of the foster-care arrangements, you may request special leave to do so. The request must be made in writing, and you must specify the period off that you require for this purpose. You will be paid for foster-care special leave for up to 5 days, in addition to your normal leave entitlement. Foster to Adopt If as a foster parent, you are then approved as a prospective adoptive parent and a child is placed with you in a "foster to adopt" situation, you may be entitled to adoption leave and pay. Alternatively, you may be entitled to 2 weeks of paternity leave if you have or expect to have responsibility for the child's upbringing which can be taken around the time of the placement of the child for adoption. For support in establishing your role in these circumstances, please contact the HR Team.

6.6

Shared Parental Leave (SPL)

Shared Parental Leave provides parents and adopters to consider the best arrangements to care for their child during the child's first year by giving parents the opportunity to split leave periods between them during the course of the year.

The amount of leave available is calculated using the mother's/adopter's entitlement to Maternity/Adoption Leave, which allows them to take up to 52 weeks leave following the birth of their baby or placement of their child.

Unlike Maternity and Adoption Leave, eligible employees are able to stop and start their Shared Parental Leave and return to work between periods of leave.

Eligibility for SPL

To qualify for SPL a mother or adopter must:

- Have a partner.
- Be entitled to either Maternity or Adoption Leave, Statutory Maternity or Adoption Pay or Maternity Allowance.
- Have curtailed or given notice to reduce their Maternity or Adoption Leave or their Pay/Allowance.

The father or partner must:

- Be an employee.
- 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 Line Manager of their entitlement and have provided the necessary declarations and evidence.
- Meet the 'Continuity of Employment Test'.
- In addition, the Partner must meet the 'Employment and Earnings Test'.

Continuity of employment test

The individual has worked for the same employer for at least 26 weeks at the 25th week of pregnancy or 15 weeks before the placement of the adoptive child and is still working for the same employer at the start of the leave period.

Employment and earnings test

In the 66 weeks leading up to the baby's expected due date or matching date the person has worked for at least 26 weeks and earned an average of at least £30 a week in any 13 weeks.

On occasions only one parent will meet the eligibility criteria. For example – a self-employed parent will not be entitled to Shared Parental Leave themselves

but they can still pass the employment and earnings test so their partner may still qualify if they are an employee.

If both parents are employees and meet the eligibility criteria then there will be a joint entitlement to Shared Parental Leave. The parents will determine how they divide the leave entitlement once the mother/adopter has decided to curtail their maternity or adoption leave

SPL

Mum's can end their maternity leave after two weeks and split up to 50 weeks of shared parental leave with partners, anyway they like.

- For example, both parents take 25 weeks at the same time, Mum takes 44 weeks, Partner takes the first 6 weeks at the same time, Mum takes the first 12 weeks, and then Partner takes the remaining 38 weeks.

Shared Parental Leave can start on any day of the week but can only be taken in complete weeks i.e. Tuesday to Tuesday.

SPL can be taken using three separate booking notices to allow parents the opportunity to be flexible with their arrangements.

The leave can also be taken by the partner whilst the mother or adopter is still on Maternity or Adoption Leave provided that they have reduced their entitlement to their Maternity or Adoption Leave

Shared Parental Pay

Should a mother or adopter qualify for Statutory Maternity or Adoption Pay or the Maternity Allowance and do not wish to take the full 39 weeks of this pay entitlement, the funds could become available for Shared Parental Pay.

Shared Parental Pay is paid at the same rate as Statutory Maternity or Adoption Pay.

To qualify for Shared Parental Pay the mother or adopter must:

- Meet the 'Continuity of Employment Test'.
- Have earned above the 'Lower Earnings Limit' leading up to and including the 15th week before the child's due/matching date.
- Still be employed by the same employer at the start of the first period of Shared Parental Leave.

The partner must:

- Meet the 'Employment and Earnings Test'.

If the employment of either the partner or the mother/adopter comes to an end while they are still entitled to some Shared Parental Pay then any remaining weeks will usually remain payable unless they start working somewhere else.

Continuous or Discontinuous Leave

Shared Parental Leave can either be booked in 'continuous' blocks of leave or multiple 'discontinuous' blocks of leave.

A continuous block of leave means taking an unbroken period of leave. 18

A discontinuous block of leave means asking for leave over a set period with breaks in between the leave dates.

Your Line Manager must discuss your leave requests within 14 calendar days of the submission to them.

All staff are encouraged to discuss the options for Shared Parental Leave with their Line Manager as soon as practicably possible to ensure that they are mutually agreeable for the individual and for the organisation. Further guidance is available by contacting the HR Team.

Informing Us of Your Intention to Take Shared Parental Leave

Provided that you are eligible for Shared Parental Leave we encourage all staff to inform their Line Managers of their intentions to take Shared Parental Leave as soon as is practicably possible.

Shared Parental Leave in Touch (SPLIT) Days

You can work up to 20 days during Shared Parental Leave without bringing the leave period to an end. These days are optional.

The 20 SPLIT days are in addition to the ten KIT days already available to those on Maternity or Adoption Leave.

You will be paid for any SPLIT days when you return to work. The days will be paid at your normal hourly rate minus any Shared Parental Pay you may have received.

Annual Leave

You continue to accrue annual leave whilst on Shared Parental Leave.

	Surrogate Parents Intended parents in surrogacy arrangements who use a parental order may qualify for Shared Parent Leave and Pay.
6.7	Parental Leave What is Parental Leave? Parental Leave enable parents to take unpaid leave from work to look after their children's welfare. You have to have worked with CRGPA continuously for 12 months before you are eligible to request Parental Leave. Your child/ren also have to be under 18 years of age and you must have or expect to have parental responsibility for the child/ren. You can take up to 18 weeks' Parental Leave for each eligible child up to their 18th birthday. The 18-week entitlement does not start again if you move employment. Parental Leave must be taken in blocks of one week up to a maximum of four weeks in any 12-month period. If your child is disabled you can take your Parental Leave in single days. Your terms and conditions of employment will remain unchanged during a period of Parental Leave and you are entitled to return to the same job after a period of four weeks' leave or less. Applying for Parental Leave If you wish to take Parental Leave you must notify your line manager in the first instance. You must give your Line Manager at least 28 days' notice of when you would like your Parental Leave to start. If you are taking Parental Leave for the first time with CRGPA you must provide evidence of the following: • Your responsibility for the child. • The child's birth date or date of adoption. • Whether you have previously taken any Parental Leave for this child with another employer and how much leave you took. Your Line Manager will always allow Parental Leave if it is requested to coincide with the birth or placement of your child. For other requests, occasionally Line Managers may have to postpone your Parental Leave request if:

- You have not provided 28 days' notice.
- The business would be particularly disrupted during the dates you have requested.

Should your Line Manager postpone your Parental Leave HR will write you within seven days of receiving your request explaining why it is being postponed and when they anticipate you being able to take it.

Pensions

Any period of unpaid Parental Leave will not be treated as pensionable service. When you return to work you will be offered the opportunity to pay the contributions for such period of unpaid parental leave so that it is treated as pensionable.

Consultation

- | | |
|-----|---|
| 7.1 | CRGPA Staff will have the opportunity to comment on any drafts and/or amendments to this policy via CRGPA Staff Zone following presentation at Policy Review Group. |
|-----|---|

Implementation

- | | |
|-----|--|
| 8.1 | This Policy will be available to all persons working for CRGPA. An electronic copy will be available on CRGPA Policy Portal. |
| 8.2 | This policy will be implemented through application of the policy in practice. |

Training and Support

- | | |
|-----|--|
| 9.1 | All employees will be offered relevant training commensurate with their duties and responsibilities. Employees requiring support should speak to their line manager in the first instance. Support may also be obtained through Human Resources. |
|-----|--|

Review

- 10.1 This policy will be reviewed every three years by the Policy lead and in accordance with the following on an as and when required basis:
- Legislatives changes
 - Good practice guidelines
 - Case Law
 - Significant incidents reported
 - New vulnerabilities identified
 - Changes to organisational infrastructure
 - Changes in practice

Monitoring and Compliance

- 11.1 Monitoring and review of legislative changes and national/local developments which may impact on the content of this policy will be the responsibility of the Policy author and/or Policy Owner.

Where any changes are required the Policy Author and/or Owner will be required to amend the policy and arrange for its presentation at the next available Policy Review Group for review and ratification.

Compliance with this policy will be reviewed annually, on the anniversary of the policy ratification date.

Version Control

Version	Date	Author (name and Designation)	Comments
1.0	May 2025	Sarah Forsyth, Chief Nurse and Head of Clinical Patient Services	Received from HR dept, added to CRGPA template and updated.
1.0	Sept 2025	Dale Ball, Head of People	Updated Maternity and Paternity Leave. Added in sections Fostering, Parental and Shared Parental Leave. General updates.

Equality Impact Assessment

- 13.1 As part of its development, this procedural document and its impact on staff, patients and the public has been reviewed in line with Coventry & Rugby GP Alliance's Equality Duties. The purpose of the assessment is to identify and if possible remove any disproportionate adverse impact on employees, patients and the public on the grounds of the protected characteristics under the Equality Act.

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		Yes/No	Comments
1.	Does the document affect one group more or less favourably than another based on:-		
	Race	No	
	Religion/Religious Belief	No	
	Gender	No	
	Gender Reassignment	No	
	Sexual Orientation	No	
	Age	No	
	Any Form of Disability, impairment or mental health problems	No	
	Marriage and civil partnership	No	
	Pregnancy/Maternity	No	
2.	Is there any evidence that any groups are affected differently?	No	
3.	If any potential discrimination has been identified, are there any valid, legal or justifiable reasons?	NA	
4.	Could the document have a negative impact?	No	
	If so, can the impact be avoided/reduced?	NA	
	If not, what alternative is there to achieving the document without the negative impact?	NA	
5.	Name and Designation of up to 3 staff members who have contributed to or considered this assessment		Sarah Forsyth, Chief Nurse Dale Ball, Head of People Adaku Obasohan, HR Officer
6.	Date of Assessment		20/10/2025

- 13.2 Any potential discriminatory impact which has been identified must be referred back to the author of the document for consideration of additional actions to reduce or remove the potential discriminatory impact.

References

- | | |
|-----|--|
| 1.1 | Maternity pay and leave: Overview - GOV.UK |
| 1.2 | Paternity pay and leave: Overview - GOV.UK |
| 1.3 | Neonatal Care Pay and Leave: Overview - GOV.UK |

1.4	<u>Shared Parental Leave and Pay: How it works - GOV.UK</u>
1.5	<u>Adoption pay and leave: Overview - GOV.UK</u>
1.6	<u>Fostering, adoption and surrogacy - GOV.UK</u>
1.7	<u>Unpaid parental leave: Overview - GOV.UK</u>

Appendix 1 – Expectant Mothers Risk Assessment

CRGPA – Expectant Mothers Risk Assessment



This form is intended to support managers and employees in line with the Management of Risks associated with the Pregnant and New mothers at Work. The form should be used to both guide and record a series of assessment meetings during employees' pregnancy and as long as they continue to breast feed. Full details on the process can be found in the Management of Risks associated with the Pregnant and New mothers at Work document.

It is important that the pregnant worker is involved in the risk assessment process to ensure all the relevant facts and issues are covered. The risk assessment should then be reviewed on a regular basis; this may have to be increased as the pregnancy progresses. This Risk Assessment should be signed by the expectant mother when it is reviewed during each trimester.

If the risk assessment identifies hazards that cannot be eliminated or adequately reduced then the pregnant worker's duties (e.g. temporarily reducing hours, changing duties or place of work etc.) should be adjusted appropriately to ensure they are. If that cannot be achieved locally, the pregnant worker should be re-deployed for the duration of the pregnancy to a safer environment, if this cannot be achieved the legislation requires the pregnant worker to be suspended from work on maternity grounds.

Please Note: These actions are only necessary where, as a result of an assessment of risk, there is genuine concern. If there is any doubt the manager should seek advice from HR and occupational health on what the risks are and whether they arise from work.

Definitions:

New or Expectant Mother: means an employee who is pregnant, who has given birth within the previous six months, or who is breast feeding.

Given Birth: is defined in the regulations as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

This form should be completed in conjunction with CRGPA's Management of Risks associated with the Pregnant and New Mothers At Work document.



CRGPA – Expectant Mothers Risk Assessment

The associated document 'Management of Risks associated with the Pregnant and New Mothers at Work informs on the hazards arising from:

- Physical Agents: Shock, vibrations, movement or manual handling of heaving load
- Biological Agents: Hepatitis B, HIV, Herpes, TB, Chickenpox and Typhoid
- Chemical Agents: Carbon monoxide, dust, fumes, gas vapour, etc.

Expectant or New Mother Risk Assessment for:

Name:	Contact Number:
Position:	Department:
Expected Date of Delivery: (Expectant Mothers)	Actual Date of Delivery: (New Mothers Only)
Manager Completing Assessment:	Initial Assessment Date:

Any health/Wellbeing issues:

This form should be completed in conjunction with CRGPA's Management of Risks associated with the Pregnant and New Mothers At Work document.

CRGPA – Expectant Mothers Risk Assessment

Activity: Work in an Office Environment			Risk Measure: Low (L), Medium (M), High (H)	
Significant Hazard	Perceived Nature of Risk	Existing Measures to Control Risk	Risk Rating	Manager's Comments/Additional Control Measures
Slips, Trips and Falls	Increased risk of injury due to physical change and or hormonal changes	- Maintain high standards of housekeeping in work area. - Trailing cables positioned neatly away from walkways. - Damage to floor covering and other repairs are escalated immediately. - Floor kept clear of items e.g. papers, bags, etc. - Cabinet drawers and doors kept closed when not in use. - Office on ground floor and accessible from main door.		
Manual Handling: Carrying, lifting, pulling, pushing, etc.	Musculoskeletal injury, weakening of the skeletal structure	- Do not lift heavy loads, such as parcels, boxes of supplies, items of equipment or furniture, etc. - Ask others for assistance or contact your line manager if manual handling is unavoidable.		
Regular Computer Use	Increased susceptibility to musculoskeletal disorders and deep vein thrombosis (DVT)	- DSE self-assessment completed annually on the work station. - Adjust working practices and take regular breaks from the computer to avoid continuous sitting at the work station. - Work station should provide adequate adjustment to allow for increase in abdominal size.		

This form should be completed in conjunction with CRGPA's Management of Risks associated with the Pregnant and New Mothers At Work document.

CRGPA – Expectant Mothers Risk Assessment

Electrical: PC, printer, lamp, fan, extension leads, etc.	Risk of electrical shock or burns if equipment is faulty	- All office equipment used in accordance with the manufacturer's instructions and staff trained in its use. - Portable Appliance Testing (PAT) carried out annual by the H&S. - Any defective equipment to be taken out of service and reported to your line manager.
Fire	Risk of burns or smoke inhalation if trapped in office during a fire breakout	- Familiarise yourself with the fire evacuation procedures and means of raising the alarm. - Access to fire exits kept clear at all times - Regular removal of combustible waste
Lone Working	Risk of not being able to call for help in the event of emergency.	- Building secure after hours with access by fob only. - Telephone contact available at all times. - Expectant mother to liaise with line manager if working alone. - Allowance made for tiredness and nausea at early stages of pregnancy.
Personal Safety	Risk of violence, aggression, physical or mental abuse	If there is a perceived risk or threat of violence consideration needs to be given to modifying the role to reduce the risk to the individual or make provision for staff to be available should support be required.
Fatigue, posture and movement	Mobility may be impaired during the later stages of pregnancy	- Find a working position that is comfortable for you - Don't spend long periods, standing or sitting. Rearrange tasks/priorities to allow regular breaks

This form should be completed in conjunction with CRGPA's Management of Risks associated with the Pregnant and New Mothers At Work document.

CRGPA – Expectant Mothers Risk Assessment

Environmental Hazards: Temperature/Humidity	Lower tolerance to heat and humidity resulting in discomfort, faint, etc.	- DON'T climb ladders, stretch or reach for items off shelves or from under the desks. - Avoid excessive hours and workloads - Seek to modify individual work tasks if needed.
		- Temperature kept as reasonable as possible with supplementary heating/cooling. - Access to fresh drinking water - Speak to line manager if need break for fresh air.
Work-Related Stress	Increased likelihood of stress due to hormonal, psychological; and physiological changes during pregnancy and the pressure to meet work demands	- Work plans and objectives discussed and agreed regularly with the line manager - Communicate with manager and colleagues if struggling with work load and deadlines.
Welfare	Access to toilets to protect against risk of infection and kidney disease	Provision of easy access to toilet facilities and more frequent breaks from work activity.
Travelling:	Increased medical risk from business travel. Poor posture/ prolonged sitting.	- Travel arrangements should include adequate provision for rest breaks during the journey. - Travel times chosen to reduce levels of fatigue. Drink sufficient fluids and carry out regular stretching exercises.
Biological or chemical hazards	Exposure to certain biologicals e.g. bacteria, viruses, moulds, fungi, etc. or certain chemicals like dust, fumes, gas vapour, mist, liquids, solids, fibres, etc.	New or expectant mothers must not be exposed to biological or chemical agents. Consider alternative tasks to working environment where exposure is recognised.

This form should be completed in conjunction with CRGPA's Management of Risks associated with the Pregnant and New Mothers At Work document.

CRGPA – Expectant Mothers Risk Assessment

Risk Rating	Action Required
High (H): Possibility of fatality / serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, i.e. from the H&S Expert.
MEDIUM (M): Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L): Possibility of minor injury only	No further action required.

Action Plan			
Further Actions Required	Actioned by:	Completed by when?	Completed? Sign & Date

As pregnancy is not a static condition and the nature and degree of risk will change as the pregnancy develops, risk assessment to be reviewed on a regular basis in agreement with the expectant mother, or sooner if any significant change. The Expectant mother should inform their line manager of any changes in their condition that may be relevant to their pregnancy and their safety whilst at work.

Data Protection:

This form should be completed in conjunction with CRGPA's Management of Risks associated with the Pregnant and New Mothers At Work document.

CRGPA – Expectant Mothers Risk Assessment



Coventry & Rugby GP Alliance will use the information which you supply to us to ensure your Health and Safety whilst at work. Records will be retained for 6 years after the duration of the risk assessment, in line with the CRGPA procedures for the retention of HR and health records. Your data will not be shared with any other third parties, unless a specific request is made by your health care provider, Occupational Health or the Health and Safety Executive.

Employee Signature:

Date:

Assessing Manager's Signature:

Date:

Line Manager Position:

Department:

This form should be completed in conjunction with CRGPA's Management of Risks associated with the Pregnant and New Mothers At Work document.

Appendix 2



Maternity Leave Application Form

This application form must be submitted to the Human Resource Department – together with an original MATB1 form, by the end of the 15th week before the expected weeks of child birth (EWC).

<u>PART 1 – Employee Details</u>			
Surname:		Forename:	
Address:		Email Address:	
		Telephone No:	
Job Title:		Manager:	
<u>PART 2 – Maternity Leave Details</u>			
Expected date of childbirth:			
MATB1 Form provided:		☐ Enclosed ☐ To Follow	
Frist date of maternity leave:			
<u>PART 3 – Return To Work Details</u>			
I intend to return to work after maternity leave:		☐ Yes ☐ No (Go to Part 6)	
Expected end date of maternity leave:			
Please note: unless you insert an end date for your maternity leave period, the CRGPA will assume that you will be taking the full 52 weeks' leave to which you are entitled. You may change your end date of maternity leave provided that you give CRGPA 8 weeks' notice of your new return to work date.			
<u>PART 4 – Accrued Annual Leave</u>			

I intend to take all annual leave I accrue during my maternity leave prior to return to work:	☐ Yes ☐ No
Dates of any agreed annual leave:	
<u>PART 5 – Employee Declaration</u>	
▪ <i>I wish to apply for maternity leave with pay as appropriate in accordance with the terms and conditions of my contract of employment.</i>	
▪ <i>I declare that it is my intention to continue in the service of Coventry & Rugby GP Alliance for at least three months after my return to duty.</i>	
▪ <i>If my fixed term contract ends after the 11th week before the EWC and before 6 weeks after the EWC, I agree that my contract may be extended to receive 39 weeks paid leave (please note weeks 27 to 39 will be at SMP only)</i>	
▪ <i>If I fail to return to work, I agree to refund the whole of the maternity pay I will have received (apart from that to which I am entitled under the Social Security Act 1986)</i>	
▪ <i>I agree to take at least two weeks compulsory maternity leave.</i>	
▪ <i>I agree to notify CRGPA of any requested change to my pay arrangements no later than 28 days before maternity pay commences.</i>	
▪ <i>If I wish to change my return to work date, I agree to give at least 28 days' notice of the change.</i>	
Employee Signature:	
Employee Name:	
Date:	
<u>PART 6 – CONFIRMATION OF RESIGNATION</u>	
<i>(Only complete this if you are not intending to return following your maternity leave)</i>	
<i>I confirm that I do not wish to return to work with Coventry & Rugby GP Alliance at the end of my maternity leave.</i>	
<i>I therefore will be resigning from my post with effect from</i> 	
<i>Please note: your resignation can take effect from any date of your choice, including the end of your maternity leave entitlement period. You must give at least the period of notice required by your contract of employment.</i> <i>Where you have indicated that you are not returning to work with CRGPA at the end of your maternity leave, you will not be eligible for occupational maternity pay.</i>	

Signature:	Date:

<u>PART 7 – Managers Authorisation</u>		
Date MATB1 form received:		
Manager Signature:		
Manager Name:		
Date:		
<u>Part 8 – Payroll and HR Use ONLY</u>		
Entitlement:	<i>Statutory Maternity Pay:</i>	<i>90% (up to 6 weeks):</i>
		<i>£187.18 or 90% (up to 33 weeks):</i>
Additional Entitlements		
Maternity Dates	<i>From:</i>	<i>To:</i>
Annual Leave	<i>From:</i>	<i>To:</i>
Return to work date:		Payroll updated systems:
Letter Sent:		Sign & Date: