



Maternity, Paternity, Adoption and Surrogacy Policy

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Target Audience:

People who need to know about this document in detail	Workforce and OD and Managers
People who need to have a broad understanding of this document	Board Members, Management Board, Board Committees.
People who need to know that this document exists	All Employees and Bank Workers of Cwm Taf Morgannwg University Health Board and its hosted organisations.

Integrated Impact Assessment:

Equality Impact Assessment Date & Outcome	Date: 30/05/22 Outcome: No adverse impact
Welsh Language Standard	Yes - If Standard 82 applies you must ensure a Welsh version of this policy is maintained.
Date of approval by Equality Team:	30/05/22
Aligns to the following Wellbeing of Future Generation Act Objective	Ensure sustainability in all that we do, economically, environmentally and socially

MAE EIN GWERTHOEDD YN EIN HELPU NI I FOD AR EIN GORAU

#CTMareingorau

RYDYN NI'N GWRANDO, YN DYSGŪ AC YN GWELLA

WE LISTEN, LEARN AND IMPROVE

RYDYN NI'N TRIN PAWB A PHARCH

WE TREAT EVERYONE WITH RESPECT

RYDYN NI I GYD YN CYDWEITHIO FEL UN TÎM

WE ALL WORK TOGETHER AS ONE TEAM

OUR VALUES HELP US BE AT OUR BEST

#CTMatourbest

Disclaimer:

If the review date of this Policy has passed, please ensure that the version you are using is the most up to date version either by contacting the author or email CTM_Corporate_Governance@wales.nhs.uk

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1.0 Scope

- 1.1 Cwm Taf Morgannwg University Health Board (CTMUHB) in accordance with current Government legislation and NHS Terms and Conditions of Service have set out the maternity leave, paternity leave and adoption leave provisions for eligible staff.
- 1.2 All eligible employees have maternity, paternity or adoption leave right irrespective of hours of work or length of service. Maternity, Paternity and Adoption Pay entitlements are dependent on length of service as highlighted in **section 8** and **appendix 3** of this policy.

2.0 Eligibility for Leave

In addition to heterosexual couples, this policy applies to same-sex couples (or same-gender or non-heterosexual couples) and regardless of the gender of an employee's partner.

Maternity leave is available to all pregnant employees irrespective of their length of service.

Paternity leave is available to an employee whose wife, civil partner or partner gives birth to a child, or who is the biological father of the child, is entitled to two weeks statutory paternity leave provided that he/she has 26 weeks continuous service by the end of the 15th week before the week in which the child is expected. Paternity leave is also available to adoptive parents where a child is matched or newly placed with them for adoption. Either parent may take paternity leave where the other adoptive parent has elected to take adoption leave.

To qualify for paternity leave, the employee must also have, or expect to have, responsibility for the upbringing of the child and be making the request to help care for the child.

Paternity leave is granted in addition to an employee's normal annual holiday entitlement. Paternity leave must be taken in a single block of either one or two weeks within eight weeks of the birth or adoption of the child. If the child is born early, it must be taken from the time of the birth but within eight weeks of the expected date of childbirth. Paternity leave can either start from the date the child is born or placed for adoption or from a chosen number of days or weeks after that date.

Paternity leave will also be considered in the case of surrogacy.

Adoption leave is available to a single person who is adopting a child or to one partner of a couple, i.e. the main carer, who jointly adopt a child under the age of 18. The couple may choose which partner takes the Adoption leave. The child or children must be newly matched for adoption and may not apply where there has been a previous relationship, e.g. where a step parent adopts a partner's child.

3.0 Antenatal Care or Leave Prior to Placement of a child/children

- 3.1 During the course of your pregnancy your medical advisor will request that you attend antenatal appointments at various intervals. Attendance at these appointments will be granted regardless of the length of service and is payable at your normal rate of pay. Your manager may ask you to provide documentary evidence e.g. an appointment card or certificate from a registered practitioner or midwife. If you are unable to provide a

record of the appointment you may still be granted unpaid leave to attend.

- 3.2 Antenatal care can include relaxation and parent craft classes as well as appointments for medical examinations. You are encouraged to discuss any appointment you may have with your manager, giving as much notice as possible before the date you are expected to attend, to confirm your paid time off.
- 3.3 **You may not wish to inform your manager of your initial ante-natal appointment and you will therefore need to make alternative arrangements to attend e.g. utilising annual leave.**
- 3.4 Employees will be entitled to reasonable time off to attend ante-natal classes with their partners or birthing partners. Employees will need to discuss their arrangements with their manager. Attendance at these appointments will be granted regardless of the length of service and payable at your normal rate of pay. You may be asked to provide documentary evidence. If you are unable to provide a record of the appointment you may still be granted unpaid leave.
- 3.5 It is recognised that there is a need for time off prior to the placement of children for visits/consultation etc. This is likely to vary considerably depending on the age of the child and circumstances of the adoption. It is therefore proposed that the authorisation of this leave is left to the discretion of the manager but in normal circumstances will take the form of paid leave. Managers should authorise reasonable time off giving regard to individual circumstances and the needs of the service.

4.0 Working during Pregnancy

- 4.1 When you have notified your manager that you are pregnant, he/she will ensure that the necessary management arrangements are in place to identify any perceived risks to you, ensuring that these are assessed and adequately controlled.

A risk assessment will be undertaken in line with the guidance in the New and Expectant Mothers at Work. The link to this Risk Assessment can be found here :

[New and Expectant Mothers at Work Risk Assessment Procedure](#)

This assessment will be reviewed as your pregnancy progresses.

- 4.2 In order to remain in work as long as you feel fit to do so, you may wish to consider making some changes to your working pattern, which you will need to discuss with your manager. These could include part time working prior to your maternity leave which could be facilitated either by use of your annual leave or temporarily reducing hours. Your pay will be adjusted to reflect the temporary variation of contract. However, the reference period for the calculation of maternity pay is 8 weeks prior to the 15th week before your expected date of childbirth, therefore should you wish to reduce your hours after this period your maternity pay will be unaffected.
- 4.3 There may be occasions when your registered medical practitioner may advise that you are unable to carry out all or part of your current duties, but does not advise that you refrain from work. In these circumstances CTMUHB will, where reasonably practicable, provide you with alternative employment for which you will receive your normal rate of pay. However, where this is not possible you may have to be suspended on maternity grounds, on full-pay, on a temporary basis, until such arrangements can be made.

5.0 Annual Leave

- 5.1** Once you have advised your manager of your pregnancy or date the child will be placed with you, you will need to discuss your annual leave entitlement and consider whether you wish to take some annual leave prior to your maternity or adoption leave commencing
- 5.2** Annual leave is calculated from 1st April to 31st March each year (for doctors in training, your annual leave is calculated for the duration of your contract) so it is important that you consider whether you will be able to take your leave before or after your maternity or adoption leave. You will continue to accrue annual leave including contractual bank holidays during maternity and adoption leave, whether on paid or unpaid maternity/adoption leave.

Where an employee is unable to take annual leave before the start of maternity or adoption leave due to service requirements, or in cases where maternity or adoption leave overlaps the annual leave year or where the amount of accrued annual leave exceeds the normal carry over provisions, it may be mutually beneficial to both the organisation and the employee for the annual leave to be taken before and/or after the formal (paid and unpaid) maternity leave period. The amount of annual leave to be taken in this way, or carried over, will be discussed and agreed between the Manager and employee.

There will be no automatic entitlement to carry over this leave into subsequent leave years.

- 5.3** You may agree with your manager to take some leave prior to your return to work, after your ordinary maternity or adoption leave (OML/OAL) has expired. If you decide to take this option you are ending your maternity or adoption leave and returning to work. You cannot chose to take your additional maternity or adoption leave after taking annual leave.
- 5.4** If you have indicated that you will not be returning to work following your maternity or adoption leave your contract of employment will cease at the end of your paid maternity leave. Any outstanding annual leave accrued during your maternity or adoption leave will be payable on termination.

6.0 Sickness during Pregnancy

- 6.1** Sickness, whether pregnancy or non-pregnancy related, prior to the 4th week before your expected week of childbirth will be managed in accordance with the All Wales Managing Attendance Policy.
- 6.2** If you are on sick leave due to a pregnancy related illness on or after the 4th week before your Expected Week of Confinement (EWC), your maternity leave will commence the day after your first completed day of sickness absence. Odd days of pregnancy related illness during this period may be disregarded if you wish to continue working until the maternity leave start date previously notified to your manager.

7.0 Applying for Maternity, Paternity or Adoption Leave Benefits

- 7.1** To apply for **maternity, paternity or adoption leave** benefits, you should complete

the attached relevant forms listed in the appendices of this policy, and submit to your manager with at least 28 days notice (or as much notice as is reasonable practicably) of the date which your maternity, paternity or adoption leave will begin.

- 7.2 If applying for **Maternity leave**, your original Mat B1 form should be submitted to the Workforce and OD Department along with your application form. This will be available from your midwife approximately 20 – 24 weeks into your pregnancy and will confirm your expected week of childbirth.
- 7.3 If applying for **Paternity leave**, your original SC3 form should be submitted to the Workforce and OD Department along with your application form. This is available from the gov.uk website.
- 7.4 If applying for **Adoption leave**, when the principal carer receives notice that the child is to be placed with a view to adoption, the Manager should be advised within 7 days of the employee being notified by the adoption agency of the intention to take adoption leave. The date the leave is to begin and the intention to take the adoption leave should be confirmed. It is recognised that these dates may be subject to amendment by the Adoption Agency.

The employee should produce evidence from Social Services or Adoption Agency confirming the intention to adopt and verifying that the child has been placed.

- 7.5 For maternity, paternity and adoption leave, it is recommended that you give your manager as much notice as practically possible of your intention to take maternity or adoption leave. This is to ensure that the necessary arrangements can be made to organise your leave and in the case of expectant mothers a risk assessment can be completed.

8.0 **Maternity Paternity and Adoption Leave Entitlements** (see Appendix 3)

- 8.1 All eligible employees are entitled to up to 26 weeks ordinary maternity / adoption leave followed immediately by up to 26 weeks additional maternity/adoption leave - a total of up to 52 weeks leave. Ordinary adoption leave is normally paid in accordance with the NHS Terms and Conditions Maternity leave and Pay provisions. Additional adoption leave is unpaid. Maternity and Adoption Pay entitlements are outlined below.
- 8.2 To qualify for **Occupational Maternity/Adoption Pay (OMP/OAP)** you will need to have been continuously employed with one or more NHS employers for a period of no less than 12 months as at the beginning of the 11th week before the expected week of childbirth (EWC) and wish to return to work with Cwm Taf Morgannwg University Health Board or another NHS employer. OMP/OAP allows 8 weeks full pay and 18 weeks half pay – Part of your OMP/OAP may be made up of Statutory Maternity/Adoption Pay (SMP/SAP).
- 8.3 **To qualify for Statutory Maternity/Adoption Pay (SMP/SAP), you will need to be employed within Cwm Taf Morgannwg University Health Board or another NHS Employer for a continuous period of 26 weeks before the 15th week prior to the expected week of childbirth (EWC).**

Your average weekly earnings must also be at least equal to the lower earnings limit for National Insurance contributions. Please contact payroll before requesting this method of payment.

SMP/SAP is payable at 90% of your full pay for the first 6 weeks (deemed where employee in receipt of full OMP) and SMP/SAP at the standard rate for the remaining 33 weeks (weeks 7 and 8 SMP deemed where employee entitled to full OMP).

Your SMP/SAP is payable by your employer, therefore if you were employed by another organisation as at the 15th week before the EWC you will need to approach that organisation in order to obtain your statutory benefits.

- 8.4 You will automatically qualify for **Additional Maternity/Adoption Leave (AML/AAL)**. The first 13 weeks of your AML will be paid at the standard SMP rate if you have at least 26 weeks service with the Health Board prior to the 15th week before the EWC. Your remaining AML/AAL of 13 weeks is at nil pay.
- 8.5 If you have not been employed by the Health Board for 26 weeks as at the 15th week before the EWC and you do not have 12 months continuous service with an NHS employer, you will not be eligible for SMP. However, you may be entitled to Maternity Allowance or Adoption Allowance. A claim form can be obtained from Job Centre Plus or the DWP website.
- 8.6 By prior agreement with Cwm Taf Morgannwg University Health Board, your entitlement to maternity/adoption occupational pay may be paid in a different way. For example, a combination of full pay and half pay or a fixed amount spread equally over the maternity leave period. If requested, this needs to be stated on your Maternity / Adoption leave application form. Further advice can be gained from Payroll Services.
- 8.7 To qualify for NHS contracted **Paternity pay** of 2 weeks' paid leave employees must have at least 12 months continuous NHS service, at the beginning of the week in which the child is expected.
- 8.8 Statutory Paternity Pay can start from any day of the week in accordance with the date the employee starts his/her paternity leave. (see Appendix 5)

9.0 Fixed Term, Training and Rotational Contracts

- 9.1 If you are employed on a fixed term, temporary or training contract which is due to expire after the 11th week before the EWC or after the start of the week in which you are notified that you have been matched with a child for adoption, your contract of employment will be extended to allow you to receive your paid statutory maternity/adoption pay entitlement, providing you meet all other qualifying conditions.
- 9.2 If you chose to take maternity or adoption leave (paid and unpaid) for up to 52 weeks before a further NHS appointment, this will not constitute a break in service.
- 9.3 If you are unable to return to your original job, as the contract would have ended if the pregnancy and childbirth or adoption had not occurred, then the repayment provisions set out in the terms and conditions of service will not apply.
- 9.4 If you are on a planned rotational appointment with one or more NHS employers, you will have the right to return to work in the same post or in the next planned post irrespective of whether the contract would otherwise have ended if pregnancy and childbirth had not occurred. In such circumstances your contract will be extended to enable you to complete the agreed programme of training.

10.0 Commencing Leave

- 10.1 Maternity leave** can commence at any time between the eleven weeks before the expected week of childbirth and the expected week of childbirth provided the required notice is received.
- 10.2** Should you become unfit for work beyond the 4th week before the expected week of childbirth because of any reason connected with your pregnancy, you should notify your manager and your maternity leave period will automatically commence.
- 10.3** Odd days of non-pregnancy related illness during this period, may be disregarded if the employee wishes to continue working till the maternity leave start date previously notified to the manager.
- 10.4 Adoption leave** will commence on the date that the child is placed with the employee. It is recognised that these dates may be subject to amendment by the Adoption Agency.

11.0 Keeping In Touch Days

- 11.1** 'Keeping in touch' (KIT) days are designed to allow employees on Maternity or Adoption Leave to return to work for up to ten days during their Leave without losing their right to the rest of their leave or to Statutory Maternity/Adoption Pay.
- 11.2** Any 'keeping in touch' days must not be taken during the 2 weeks immediately following the birth, nor added to the end of the leave period. It is expected that these days are utilised throughout the maternity/ adoption pay period. KIT days cannot be taken at the end of the maternity period to extend a period of paid maternity/adoption leave. It may be agreed with the employee and Manager that KIT days will be utilised in order to have a phased return to work.
- 11.3** Any work done on any day during the leave period will be regarded as a whole KIT day. In other words, if you come in for a one-hour training session and do no other work on this day, you will have used up one of your KIT days. Alternatively, if the work carried out during one shift straddles midnight it may be counted as one day for the purposes of the KIT day, if your normal working pattern is such that this would have fallen within a normal working day.
- 11.4** The type of work that you undertake on the KIT day is a matter of agreement between you and your manager the two parties. The KIT day may be used for any activity which would ordinarily be classed as work under your contract for which you would be paid, but could be particularly useful in enabling you to attend a conference, undertake a training activity or attend for a team meeting for example.
- 11.5** Employees will be remunerated for any work undertaken during this period at their current salary. Your manager will need to complete the pro forma in appendix 4, return this to Payroll Service and retain one on the personal file.

12.0 Reasonable Contact

- 12.1** Cwm Taf Morgannwg University Health Board is entitled to make 'reasonable contact with you whilst you are on maternity/paternity/adoption leave, without such contact bringing the leave to an end. The right to make reasonable contact is separate distinct from 'Keeping in Touch' days.

12.2 Managers are expected to keep you informed of any promotion opportunities and other information relating to your job, as though you were still in work.

13.0 Breastfeeding

13.1 Cwm Taf Morgannwg University Health Board supports the rights of women to breastfeed their infants.

13.2 Breastfeeding mothers should be made welcome and staff should be positive and supportive.

13.3 Cwm Taf Morgannwg University Health Board will support any member of staff who chooses to return to work by giving them the opportunity and encouragement to continue breastfeeding.

13.4 Reasonable time given to enable breastfeeding to continue will be negotiated between the staff member and her manager, before the staff member returns to work. This may take the form of:

- Agreeing flexible hours
- Offering facilities and time to express milk in private and for this to be stored.

14.0 Returning To Work

14.1 An employee who wishes to return to work at the end of their full maternity/ adoption leave is not required to give any further notification to their manager, although if they wish to return early to the job they left on the same terms and conditions of employment they enjoyed prior to their maternity/adoption leave, she must give 8 weeks' notice in writing to the Manager and a copy sent to the Workforce and OD Department.

The New and Expectant Mother's at Work Risk Assessment should be revisited :

[New and Expectant Mothers at Work Risk Assessment Procedure](#)

14.2 Where during the maternity/adoption leave period, the employee's job has changed or disappeared, Cwm Taf Morgannwg University Health Board will provide the employee with suitable alternative employment in accordance with the Health Board's Organisational Change Policy.

14.3 Where an employee on maternity/adoption leave requests the opportunity to return to work in their substantive role on a different basis (perhaps to work fewer hours) the employer has a duty to facilitate this wherever possible. If that is not possible, the manager must provide written, objectively justifiable reasons for this and the employees should return to the same grade and work of a similar nature and status to that which they held prior to their maternity/adoption leave. This should be applied for via the Flexible Working Policy.

14.4 If it is agreed that the employee will return to work on a flexible basis, (including changed or reduced hours) for an agreed temporary period this will not affect the employee's right to return to their job under their original contract at the end of the agreed period.

14.5 If you choose not to take your maternity/adoption leave entitlement and return to work

shortly after, the minimum period of leave permitted is two weeks commencing from the date of childbirth. This period is regarded as compulsory maternity leave and should be applied for in the normal way.

15.0 Failure to Return to Work

- 15.1** Where an employee indicates that they intend to return to work and they have received Occupational Maternity/Adoption Pay, but then fails to return to work to complete the minimum period of three months, they shall be liable for the repayment of such benefits.

16.0 Other Entitlements

16.1 Miscarriage – refer to Pregnancy and Loss Policy

In the event that the pregnancy miscarries before the 24th week of pregnancy, regardless of the reason, employees (including partners, surrogates and the adoptive parents in an approved matched adoption placement) who have been affected by a pregnancy loss, before week 24 are entitled to a maximum of ten working days full pay (pro-rata for part-time staff). Depending on the employee's wishes and needs, the leave may be taken as consecutive or ad hoc days/hours.

Still Births

In the event of a still birth after the 24th week of pregnancy, you will still be entitled to the same amount of maternity leave and pay.

16.2 Premature Births

If a baby is born prematurely you will be entitled to the same amount of maternity leave and pay as if your baby was born at full term. Where the birth occurs before the 11th week before the expected week of childbirth, and you have worked during the actual week of childbirth, maternity leave will start on the first day of your absence.

Where the birth occurs before the 11th week before the expected week of childbirth and you have been absent from work on certified sickness absence during the actual week of childbirth, maternity leave will start the day after the day of birth.

Where the birth occurs before the 11th week before the expected week of childbirth and the baby is in hospital, you may choose to split your maternity leave entitlement, taking a minimum period of two weeks leave immediately after childbirth and the rest of your leave following your baby's discharge from hospital.

17.0 Lease Cars

- 17.1** All terms and conditions remain in respect of Lease Cars. This includes subsidy, contributions, conditions of use and penalties. Employees should contact the Lease Cars Department to confirm details of their lease and possible changes affecting their tax and other lease issues.

18.0 Pension

- 18.1** If you are a member of the NHS Pension Scheme, the conditions that apply during the period of unpaid maternity/adoption leave are determined by the NHS Pension Scheme Regulations.

- 18.2** Information relating to pension can be obtained from the NWSSP Payroll Services.

19.0 Pay Steps

- 19.1** Your period of maternity/adoption leave, whether paid or unpaid, will count as service for pay steps and for the purpose of any service qualification period for additional annual leave.

20.0 Knowledge and Skills Framework

- 20.1** All staff apart from Doctors, Dentists and Board Level will have annual development reviews against the NHS Knowledge and Skills Framework (KSF) which will result in the production of a personal development plan. Once progression has been agreed, staff will normally progress to the next pay step on their band 12 months after appointment. However, if your review date falls during your maternity/adoption leave, whether paid or unpaid, your review will be undertaken with your manager on your return.

21.0 Childcare Vouchers and Other Salary Sacrifice Schemes

If you are a member of the Childcare Voucher Scheme or any other salary sacrifice scheme, please note that this may impact how your maternity or adoption leave pay is calculated. Additionally, should you choose to make any changes to these schemes during your maternity or adoption leave, this could impact on what you are paid during your leave.

22.0 Surrogacy

22.1 Will a surrogate parent be entitled to paid maternity leave?

Potentially yes, provided that they meet the normal eligibility criteria. What an employee plans to do with their baby after giving birth has no impact on their right to maternity leave or statutory maternity pay. Pregnant employees have the right, irrespective of length of service, age, marital status or any other factor, to take up to 52 weeks' maternity leave and resume working afterwards. The employee must also give their employer notification of the pregnancy, their expected week of childbirth and of the date on which they intend for their maternity leave to start. This notification must be in writing if the employer so requests. Notification must be provided no later than the end of the 15th week before the week that the employee's baby is expected unless this is not reasonably practicable, in which case the employee must notify the employer as soon as it is reasonably practicable to do so.

In order to qualify for statutory maternity pay, the employee must have a minimum of 26 weeks' continuous service calculated as at the end of the 15th week before the week the baby is due, which is known as the "qualifying week". They must also have average weekly earnings that are equal to or greater than the lower earnings limit for national insurance contributions in force at the time, and still be employed by their employer during the qualifying week. Entitlement to statutory maternity pay exists irrespective of whether the employee plans to give the baby away after it is born.

22.2 Will an employee for whom a surrogate parent gives birth to a child be entitled to paid maternity leave?

No, the employee will not be entitled to receive either maternity leave or statutory maternity pay, as these benefits are available only to employees who give birth to a

child. The intended parent(s) may however, be entitled to apply for other types of family leave.

If the child is not genetically related to the intended parent(s) and they are approved via an adoption agency, they may be entitled to adoption leave and pay, should they meet the qualifying adoption criteria.

If the child is genetically related to one or both of the intended parents, they must apply for a parental order, to become the legal parent of the child within 6 months of the child's birth, to be entitled to receive surrogacy rights, leave and pay. They must also meet the qualifying adoption criteria.

An employee for whom a surrogate parent has a child may also be entitled to take parental leave, which is unpaid and depends on the employee having gained a minimum of one year's continuous service with the employer. The total entitlement to parental leave is 13 weeks per child, but employers are entitled to restrict the taking of parental leave to no more than four weeks in any one year. In order to take parental leave, an employee must give at least 21 days' notice, for more information see Cwm Taf Morgannwg UHB Parental Leave Policies.

This Policy should be read in conjunction with the following policies where applicable:

- Shared Parental Leave Procedure.
- Flexible Working Policy.
- Organisational Change Policy for NHS Wales.
- Mobility and Expenses Policy.
- Annual Leave Policy.

Appendix 1

MATERNITY LEAVE APPLICATION FORM

Note:

PLEASE COMPLETE THE FORM USING BLOCK PRINT

PLEASE ENSURE YOU ENCLOSE THE MATB1 CERTIFICATE

Part A: Employee to complete

Name		Address	
Job Title			
Staff Number		NI Number	
Department		Base	
Expected Date of Childbirth <i>(As written on the Maternity Certificate – Mat B1)</i>			

Please choose one of the two options below:-	
	Date
a. I intend to return to work and expect to commence my maternity leave on:	
b. I do not intend to return to work and my last working date will be:	

Please state which option you are applying for in accordance with Appendix 3:	
I apply for option:	

Please choose one of the two options below <i>(Delete as appropriate)</i> :	
• I wish for my occupational maternity pay to be paid in accordance with the standard timetable set out in this policy.	
• I wish for my occupational maternity pay to be paid flexibly as stated in section 8.6 of the policy.	

I have read the accompanying notes and understand the summary of the conditions of service.			
Signed		Date	

(If you indicate that you are returning to work but fail to return to complete the minimum period of three months you will be liable to refund Cwm Taf Morgannwg University Health Board the whole of your maternity pay, less any Statutory Maternity Pay.)

Part B: Manager to complete

Note: Manager to confirm with employee any outstanding annual leave entitlement and allocation.

Received on behalf of Cwm Taf Morgannwg University Health Board.			
I have advised the member of staff named on part A that her maternity leave will end on:			
Name		Signature	
Job Title		Date	
Department		Directorate	
Date completed form and original MATB1 certificate sent to Workforce			

Please return completed form and Original MATB1 certificate to Workforce

Pontypridd District Hospital, Hospital Road, The Common, Pontypridd, CF37 4AL

Part C: Workforce BP Team to complete

I confirm that the employee is entitled to:				
SMP	OMP	SMP & OMP	No Maternity Payment	BANK (Possible SMP)
(Please circle as appropriate)				
Starting on		Ending on		
Name		Signature		
Job Title		Date		
Date letter sent to applicant		Date letter, Application form and MATB1 sent to Payroll		
Name		Signature		
Job Title		Date		
Date completed form and copy MATB1 certificate sent to Filing				

Appendix 2

ADOPTION LEAVE APPLICATION FORM

Note:

PLEASE COMPLETE THE FORM USING BLOCK PRINT

PLEASE ENSURE YOU ENCLOSE EVIDENCE FROM SOCIAL SERVICES OR ADOPTION AGENCY CONFIRMING THE INTENTION TO ADOPT AND VERIFYING THAT THE CHILD HAS BEEN PLACED

Part A: Employee to complete

I wish to apply for adoption leave/pay in accordance with the conditions of service of Cwm Taf Morgannwg University Health Board

Name		Address	
Job Title			
Staff Number		NI Number	
Department		Base	
Expected / Actual date of placement			

Please choose one of the two options below:-	
	Date
b. I intend to return to work and expect to commence my adoption leave on:	
b. I do not intend to return to work and my last working date will be:	

Please state which option you are applying for in accordance with Appendix 3:-	
I apply for option:	

Please choose one of the two options below (<i>Delete as appropriate</i>):-	
• I wish for my occupational adoption pay to be paid in accordance with the standard timetable set out in this policy.	
• I wish for my occupational adoption pay to be paid flexibly as stated in section 8.6 of the policy.	

I have read the accompanying notes and understand the summary of the conditions of service.			
Signed		Date	

(If you indicate that you are returning to work but fail to return to complete the minimum period of three months you will be liable to refund Cwm Taf Morgannwg University Health Board the whole of your adoption pay, less any Statutory Adoption Pay.)

Part B: Manager to complete

Note: Manager to confirm with employee any outstanding annual leave entitlement and allocation.

Received on behalf of Cwm Taf Morgannwg University Health Board.			
I have advised the member of staff named on part A that their adoption leave will end on:			
Name		Signature	
Job Title		Date	
Department		Directorate	
Date completed form and original adoption documentation sent to Workforce			

Please return completed form and original adoption documentation to Workforce

Pontypridd District Hospital, Hospital Road, The Common, Pontypridd, CF37 4AL

Part C: Workforce BP Team to complete

I confirm that the employee is entitled to:			
SAP	OAP	SAP & OAP	No Adoption Payment
(Please circle as appropriate)			
Starting on		Ending on	
Name		Signature	
Job Title		Date	
Date letter sent to applicant		Date letter, Application form and adoption documentation sent to Payroll	
Name		Signature	
Job Title		Date	
Date completed form and copy of adoption documentation sent to Filing			

Appendix 3
Maternity and Adoption Leave Entitlements (Options 1a – 4b)

Qualifying Period	Option	Intention	Entitlement
<p>26 weeks continuous service with Cwm Taf Morgannwg University Health Board as at the 15th week prior to the EWC and 12 months continuous NHS service as at the 11th week prior to the EWC or for the purposes of adoption ending in the week notified of match for adoption.</p>	1a	You wish to return to work with the same or another NHS Employer for a minimum period of 3 months.	8 weeks full pay inclusive of Statutory Maternity/Adoption Pay (SMP/SAP), plus 18 weeks half pay plus SMP/SAP plus 13 weeks SMP/SAP only 13 weeks AML/AAL at nil pay
	1b	You do not wish to return to work with the same or another NHS Employer for a minimum period of 3 months.	6 weeks at 90% of your average weekly earnings. 33 weeks at SMP/SAP <i>(if this exceeds the amount you received in the 6 week period you will remain at the lower rate)</i>
<p>Less than 26 weeks continuous service with Cwm Taf Morgannwg University Health Board as at the 15th week prior to the EWC and 12 months continuous NHS service as at the 11th week prior to the EWC or for the purposes of adoption ending in the week notified of match for adoption.</p>	2a	You wish to return to work with the same or another NHS employer for a minimum period of 3 months.	8 weeks full pay 18 weeks half pay 26 weeks AML/AAL will be at nil pay. Your SMP/SAP is payable by your previous employer, therefore if you were employed by another organisation as at the 15 th week before the EWC you will need to obtain your statutory benefits
	2b	You do not wish to return to work with the same or another NHS Employer for a minimum period of 3 months.	6 weeks at 90% of average weekly earnings. 33 weeks AML/AAL at nil pay. Your SMP is payable by your previous employer, therefore if you were employed by another organisation as at the 15 th week before the EWC you will need to obtain your statutory benefits. Alternatively, the Payroll Department will send you an SMP1 form which you must complete and send to the Benefits Agency together with your MATB1 form.

<p>26 weeks continuous service with Cwm Taf Morgannwg University Health Board as at the 15th week prior to the EWC but less than 12 months continuous NHS services as at 11th week prior to the EWC or for the purposes of adoption ending in the week notified of match for adoption</p>	3a	You wish to return to work with the same or another NHS employer for a minimum period of 3 months.	<p>6 weeks at 90% of your average weekly earnings 33 weeks at SMP/SAP 13 weeks AML/AAL at nil pay</p> <p>(if this amount exceeds the amount you received in the 6 week period you will remain at</p>
	3b	You do not wish to return to work with the same or another NHS Employer for a minimum period of 3 months.	<p>6 weeks at 90% of your average weekly earnings. 33 weeks at SMP/SAP. (If this amount exceeds the amount you received in the 6 week period you will remain at the lower rate). Your contract will cease at the end of the SMP/SAP</p>
<p>You have less than 26 weeks continuous service with this Health Board as at the 15th week prior to the EWC and less than 12 months continuous NHS service as at the 11th week prior to the EWC or for the purposes of adoption ending in the week notified of match for adoption</p>	4a	You wish to return to work with the same or another NHS employer for a minimum period of 3 months.	<p>You will not be entitled to SMP/SAP. However, you may be entitled to Maternity or Adoption Allowance, which can be claimed directly from the Job Centre plus and local Social Security Office. The Payroll Department will send you an SMP1 form which you must complete and send to the Job Centre plus and/or Social Security Office together with your Mat B1 form or adoption</p>
	4b	You do not wish to return to work with the same or another NHS Employer for a minimum period of 3 months.	<p>You will not be entitled to SMP/SAP. However, you may be entitled to Maternity or Adoption Allowance, which can be claimed directly from the Job Centre plus and local Social Security Office. The Payroll Department will send you an SMP1 form which you must complete and send to the Job Centre plus and/or Social Security Office together with your</p>

Key: SMP = Statutory Maternity Pay
SAP = Statutory Adoption Pay
AML = Additional Maternity Leave
AAL = Additional Adoption Leave
EWC = Expected Week of Confinement

Appendix 4

KEEPING IN TOUCH DAYS PRO FORMA

Keeping in Touch Days to be mutually agreed between you and your Manager

Please complete form on each keeping in touch day worked.

Name (Print Name): _____

Employee No: _____

Department / Ward: _____

Please provide details of KIT (keeping in touch) days worked

1. Date: _____ Hours worked: from _____ to _____

2. Date: _____ Hours worked: from _____ to _____

3. Date: _____ Hours worked: from _____ to _____

4. Date: _____ Hours worked: from _____ to _____

5. Date: _____ Hours worked: from _____ to _____

6. Date: _____ Hours worked: from _____ to _____

7. Date: _____ Hours worked: from _____ to _____

8. Date: _____ Hours worked: from _____ to _____

9. Date: _____ Hours worked: from _____ to _____

10. Date: _____ Hours worked: from _____ to _____

Manager Name: _____

Manager Signature: _____ Date: _____

Please e-mail completed form to payroll.enquiries.CwmTaf@wales.nhs.uk or send completed form to:

NWSSP Payroll Services
Fourth Floor
Companies House
Crown Way
Cardiff
CF14 3UB

Appendix 5

PATERNITY LEAVE APPLICATION FORM

Note:

PLEASE COMPLETE THE FORM USING BLOCK PRINT

PLEASE ENSURE YOU ENCLOSE THE COMPLETED SC3 FORM

Part A: Employee to complete

Name		Address	
Job Title			
Staff Number		NI Number	
Department		Base	
Expected Date of Childbirth			

Please choose one of the two options below:-

	From	To
<ul style="list-style-type: none">I hereby give notice of my intention to take once week paid ordinary paternity leave		
<ul style="list-style-type: none">I hereby give notice of my intention to take two weeks paid ordinary paternity leave		

I have read the accompanying notes and understand the summary of the conditions of service.

Signed		Date	
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Part B: Manager to complete

I authorise the member of staff named on part A to take 1 / 2* week(s) of Ordinary Paternity Leave

* Please delete as appropriate

Name		Signature	
Job Title		Date	
Department		Directorate	
Date completed form and original SC3 sent to Workforce			

Please return completed form and original SC3 to Workforce

Pontypridd District Hospital, Hospital Road, The Common, Pontypridd, CF37 4AL

Part C: Workforce BP Team to complete

I confirm that the employee is entitled to:			
Paternity leave – unpaid		Paternity leave - paid	
(Please circle as appropriate)			
Starting on		Ending on	
Name		Signature	
Job Title		Date	
Date letter sent to applicant		Date letter, Application form and SC3 sent to Payroll	
Name		Signature	
Job Title		Date	
Date completed form and copy SC3 documentation sent to Filing			

