



Girls' Learning Trust

FAMILY LEAVE POLICY

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PART A – POLICY

1. POLICY STATEMENT

1.1 The Girls' Learning Trust (the Trust) is committed to continuously developing working practices and policies that foster an environment which supports wellbeing and encourages employees to thrive. As such, many of the entitlements outlined within this policy go beyond the statutory requirements and offer an enhanced benefit to our staff.

1.2 This policy aims to:

- Set out our GLT's approach to maternity, paternity, adoption and shared parental leave.
- Make sure our Trust is a family-friendly place to work by supporting staff members who need to take time off work for family-related reasons.
- Support all parties in managing family-related leave effectively and consistently, to ensure a fair and transparent approach across the Trust.

2. LEGISLATION & GUIDANCE

2.1 This policy meets the requirements of:

- Employment Rights Act 1996
- Employment: Statutory Code of Practice – the Equality and Human Rights Commission
- Equality Act 2010
- Induction for Early Career Teachers (England) – Gov.uk
- Protecting pregnant workers and new mothers – the Health and Safety Executive

2.2 It also reflects best-practice guidance set out in:

- Acas guidance on accommodating breastfeeding employees in the workplace

3. SCOPE

3.1 This policy applies to all permanent staff who are employed by the Trust. It does not apply to self-employed workers, volunteers and agency workers.

3.2 This policy may apply to casual workers if they satisfy all the qualifying conditions set by the government in relation to length of service and minimum thresholds for pay.

3.3 This policy does not form part of any contract of employment and may be amended at any time.

3.4 For the purposes of this policy, any reference to Headteacher also means member of the Senior Leadership for staff who work across the Trust.

3.5 All forms referenced within this policy are available to download from the Staff Zone of the GLT Website. A full list of all forms and their purpose is outlined in Appendix 1.

3.6 Where signposting is made to external sources in this policy (e.g. the government website), all URLs are included in Appendix 2.

4. ROLES & RESPONSIBILITIES

4.1. Headteacher

The headteacher is responsible for making sure that:

- This policy is applied consistently across their school.

- Consideration is given to all valid requests for time off equally and fairly.
- Line managers and other staff are aware of this policy and their responsibilities.

4.2. Line managers

Line managers have day-to-day responsibility for this policy. If staff have questions about this policy, they should refer to their line manager in the first instance. Line managers are responsible for:

- Supporting staff to understand this policy.
- Supporting staff and managing family-related leave and matters confidentially and sensitively.
- Taking family-related leave and responsibilities into account when monitoring staff workload and promoting positive working arrangements.
- Maintaining effective communication with staff, including while staff are on leave.

4.3. HR

The HR team have responsibility for making sure that:

- This policy is applied consistently across the Trust.
- Any updates to this policy or any internal processes connected with this policy are communicated effectively to each school.
- All requests for any type of leave under this policy are submitted for approval by the Headteacher.
- All forms are completed by staff members correctly and submitted to Payroll for processing in a timely manner.

4.4. Other staff

Staff are expected to:

- Take the time to understand the sections of the policy that apply to them and seek further detail and/or clarification from their line manager or the HR team if necessary.
- Follow the procedures set out in this policy.
- Adhere to the stated time scales.

PART B – PROCEDURES

5. MATERNITY LEAVE (including for surrogates)

Any pregnant staff member employed by the Trust is entitled to 52 weeks of maternity leave, irrespective of length of service. It is important that you give us the correct notice as outlined in 6.2. Maternity leave is made up of:

- 26 weeks of ordinary maternity leave (OML), followed by
- 26 weeks of additional maternity leave (AML).

You do not have to take a full 52 weeks, but you must take:

- A minimum of 2 weeks' leave following the birth of your baby.
- All of your maternity leave in one go.

5.1. Starting maternity leave

Usually, the earliest you can start your maternity leave is 11 weeks before the expected week of childbirth.

Maternity leave will also start:

- The day after you give birth if the baby is early.
- Automatically if you are off work because of a pregnancy-related illness the last 4 weeks before your due date, unless it is mutually agreed to delay it.

5.2. Claiming maternity leave

We encourage you to tell us about your pregnancy as soon as you feel comfortable in doing so to ensure we can effectively support you. However, you must notify the Trust in writing (via email to your Headteacher and copied to your line manager and HR@girlslearningtrust.org) at least 15 weeks before the expected week of childbirth. Please use the **Request for Maternity Form** available on the Staff Zone to inform us:

- That you are pregnant.
- When your baby is due.
- When you want to start your maternity leave. If you want to change the day you want to start your maternity leave, you must notify the Trust of the new day:
 - 28 days before your maternity leave was originally due to start.
 - 28 days before the new date you want to start your leave (whichever of the 2 dates is earlier).
- Whether or not you intend to return to work after the maternity leave (in order to claim Occupational Maternity Pay – see section 6.2).

HR will write to you within 28 days of your notice confirming your maternity leave start and end dates and letting you know next steps (including the requirement to submit a MATB1 from your doctor).

6. MATERNITY PAY (including for surrogates)

There are three different types of maternity pay: Occupational Maternity Pay (OMP), Statutory Maternity Pay (SMP) and Maternity Allowance (MA). The type of maternity pay you are entitled to will depend on how long you have worked for the Trust.

6.1. Occupational Maternity Pay (OMP)

Occupational Maternity Pay is an enhanced payment that the Trust makes to eligible staff. You are eligible for OMP if you have worked continuously for at least 1 year with the Trust by the 11th week before the expected week of childbirth and earn more than the minimum threshold set out on the Government's

website. Please see signposting to the URL in Appendix 2. OMP includes entitlement to statutory maternity pay (SMP).

Staff eligible for OMP can be paid for up to 39 weeks as follows:

Rate of Pay	Maternity Weeks
100% of salary	First 4 weeks (4 weeks)
90% of salary	Weeks 5 and 6 (2 weeks)
50% of salary, plus weekly rate of statutory maternity pay (SMP) (unless this figure exceeds full pay in which case deductions will be made)	Weeks 7 to 18 (12 weeks)
Weekly rate of SMP	Weeks 19 to 39 (21 weeks)

6.2. Conditions for receiving Occupational Maternity Pay

As a qualifying condition for receiving OMP, the Trust expects staff to return to work for at least 13 calendar weeks under the terms of their existing contract (including periods of school closure). If a staff member does not do this, the Trust may require them to refund some, or all, of the OMP that they have received after the 6th week of maternity leave. They will not be required to refund any SMP that forms part of their OMP.

The 13-week period starts:

- From the date the staff member returns to work, or
- The date after maternity leave ends. This includes both term time and school holidays.

Staff who do not intend to return to work after maternity leave will not be entitled to OMP. They may still be entitled to SMP or Maternity Allowance if they meet the criteria.

6.3. Statutory Maternity Pay and Maternity Allowance

If you are not eligible for OMP, you may still be eligible for Statutory Maternity Pay (SMP) or Maternity Allowance (MA).

You are eligible for SMP if you:

- Have been on the Trust's payroll continuously for at least 26 weeks continuing into the 15th week before the week that your baby is due.
- Earn more than the minimum threshold set out on the government's website.
- Notify the Trust at least 28 days before the date you want your maternity pay to start.
- Give proof of your pregnancy within 21 days before you intend to start your maternity pay.

SMP is paid for up to 39 weeks. The weekly amounts are:

Rate of Pay	Maternity Weeks
90% of average weekly earnings	First 6 weeks
Weekly rate of SMP	Weeks 7 to 39 (33 weeks)

If you are not eligible for SMP, you may still be eligible for maternity allowance (MA). This is not paid by the Trust and you would need to claim this yourself via the government website.

6.4. Request to work part-time

Where a staff member requests flexible working arrangements on their return to work, the Trust will consider these on a case-by-case basis. The return-to-work period must equate to 13 weeks of work under the terms of their original contract (i.e. the contracted hours they were working prior to going on maternity leave) before any reduction in working hours is agreed. Please refer to the Flexible Working Policy for details about how to apply.

If a staff member is unable to return to work at the end of their maternity leave due to sickness, the Trust's sick pay scheme will apply. Any maternity pay received is unaffected. Please see the Sickness Absence Policy for details.

For more information on returning to work after maternity leave, including notice periods, see section 16 below.

7. PATERNITY LEAVE & PAY

7.1. Statutory Paternity Leave (including for surrogacy)

You are entitled to take 2 weeks¹ of Statutory Paternity Leave (SPP) if you have worked for the Trust for at least 26 weeks up to any day in the 15th week before the baby is due. This timeframe is different if you are adopting a child – see section 7.4 below for more information on paternity leave for adoption.

You may take the 2 weeks as one block of 2 weeks or two blocks of one week, any point in the first 52 weeks after the birth.

To be eligible, you must be responsible for the child's upbringing and be the:

- Child's father
- Partner of the person having a baby (including same-sex partner)
- Intended parent (if you are having a baby through surrogacy and your partner is the primary carer)

Paternity leave:

- Cannot start before the baby is born
- Must end within 52 weeks of the birth (or due date if the baby is early)

If you are not eligible for paternity leave, please speak to your Headteacher who may grant you a period of unpaid leave on a discretionary basis.

7.2. Paternity Pay (including for surrogacy)

You are eligible for enhanced pay, known as Occupational Paternity Pay (OPP), if you have been continuously employed by the Trust for at least 26 weeks up to any day in the 15th week before the baby is due.

Occupational Paternity Pay is paid at 100% of salary for up to 2 weeks and includes any entitlement to Statutory Paternity Pay (SPP).

7.3. How to claim Paternity Leave and Pay

We encourage you to inform your line manager as soon as you feel comfortable to do so, however, in any event you must notify the Trust in writing (via email to your Headteacher and copied to your line manager and HR@girlslearningtrust.org) at least 28 days before the expected week of childbirth. Please complete the Statutory Paternity Pay / Paternity Leave online form available on the Government website (please see Appendix 2 for signposting), download and attach it to your email to let us know:

¹ *A week is the amount of time that you normally work in a week (so a week is 2 days if you normally work on Mondays and Tuesdays only).

- The due date.
- When you want your leave to start (for example, the day of the birth or the week after the birth). If you want to change any dates specified, you must give us 28 days' notice.
- Whether you want to take 1 or 2 weeks' leave.

7.4. Paternity Leave and Pay for Adoption

You are entitled to 2 weeks of Statutory Paternity Leave and Occupational Paternity Pay if you have worked for the Trust for at least 26 weeks by the 'matching week'. For adoption this is either:

- The end of the week you have been matched with a child for adoption in the UK
- The date the child enters the UK for overseas adoption or when you want your pay to start

You must be the adopter, or partner of the adopter (this includes same-sex partners).

You may take the 2 weeks as one block of 2 weeks or two blocks of one week, any point in the first year after the birth (by surrogacy) or adoption of your child.

You:

- Cannot start your leave before the child is born.
- Must end your leave within 52 weeks of the child's birth or placement for adoption, or the child's arrival in the UK (for overseas adoptions).

Occupational Paternity Pay is paid at 100% of salary for up to 2 weeks and includes any entitlement to Statutory Paternity Pay (SPP).

You are also entitled to a reasonable amount of paid time off to attend adoption appointments after you have been matched with your child.

To claim paternity leave and pay for adoption, you must notify the Trust in writing (via email to your Headteacher and copied to your line manager and HR@girlslearningtrust.org) that you have been matched with a child 28 days before you want the pay to start. You should also tell us:

- The date you were matched with your child.
- The placement start date.
- Whether you want to take 1 or 2 weeks' leave.
- When you want the leave to start (if you want to change any dates specified, you must give us 28 days' notice).

8. ADOPTION LEAVE (including for surrogacy)

All staff employed by the Trust who are adopting a child are entitled to 52 weeks of statutory adoption leave, made up of:

- 26 weeks of Ordinary Adoption Leave (OAL) followed by
- 26 weeks of Additional Adoption Leave (AAL)

You will also get paid time off to attend adoption appointments after you have been matched with a child.

Only one person in a couple can take adoption leave – the other partner could get paternity leave instead (see section 7.4 above).

8.1. Exceptions

You do not qualify for statutory adoption leave or pay if you:

- Arrange a private adoption (i.e. where no agency is involved, for example if you're adopting a relative or stepchild).
- Become a special guardian or kinship carer.

8.2. Starting leave

You can start adoption leave:

- Up to 14 days before the date the child starts living with you (UK adoptions).
- When the child arrives in the UK or within 28 days of this date (overseas adoptions).
- The day the child is born or the day after (if you have used a surrogate to have a child).

8.3. How to claim leave

You must notify the Trust in writing (via email to your Headteacher and copied to your line manager and HR@girlslearningtrust.org) giving at least 28 days' notice. Please use the **Request for Adoption Leave Form** available on the Staff Zone to inform us:

- That you want to stop work and adopt a child.
- How much leave you want to take.
- When you want to start leave.
- The date the child will be placed with you.
- When you want any entitlement to either Occupational Adoption Pay or Statutory Adoption Pay to start.
- **Overseas adoptions:** you must tell us the date of your 'official notification' and when you expect the child to arrive in the UK within 28 days of getting the notification.

HR will write to you to confirm your leave start and end dates and how much adoption pay you will receive within 28 days of receiving your notice.

9. **ADOPTION PAY (including for surrogacy)**

There are two different types of adoption pay: Occupational Adoption Pay (OAP) and Statutory Adoption Pay (SAP). The type of adoption pay you are entitled to will depend on how long you have worked for the Trust.

9.1. Occupational Adoption Pay (OAP)

Occupational Adoption Pay (OAP) is an optional payment that an employer makes to eligible staff. You are eligible for OAP if you have worked continuously for at least 1 year by the week you are matched with the child and earn more than the minimum set out on the government's website (see signposting in Appendix 2).

For surrogacy arrangements you must have worked for the Trust for at least 1 year by the 11th week before the week the baby is due.

OAP includes entitlement to Statutory Adoption Pay (SAP).

Staff eligible for OAP can be paid for up to 39 weeks as follows:

Rate of Pay	Maternity Weeks
100% of salary	First 4 weeks (4 weeks)
90% of salary	Weeks 5 and 6 (2 weeks)
50% of salary, plus weekly rate of statutory adoption pay (SAP) (unless this figure exceeds full pay in which case deductions will be made)	Weeks 7 to 18 (12 weeks)
Weekly rate of SAP	Weeks 19 to 39 (21 weeks)

9.2. Conditions for receiving Occupational Adoption Pay

As a qualifying condition for receiving OAP, the Trust expects staff to return to work for at least 13 calendar weeks under the terms of their existing contract (including periods of school closure). If a staff member does not do this, the Trust may require them to refund some, or all, of the OAP that they have received after the 6th week of adoption leave. They will not be required to refund any SAP that forms part of their OAP.

The 13-week period starts:

- From the date the staff member returns to work, or
- The date after adoption leave ends. This includes both term time and school holidays.

Staff who do not intend to return to work after adoption leave will not be entitled to OAP. They may still be entitled to SAP if they meet the criteria.

9.3. Statutory Adoption Pay

If you are not eligible for OAP, you may still be eligible for Statutory Adoption Pay (SAP).

You are eligible for SAP if you:

- Have been on the Trust's payroll continuously for at least 26 weeks by the week you are matched with a child. For surrogacy arrangements you must have been continuously employed for at least 26 weeks by the 15th week before the baby is due.
- Earn more than the minimum threshold set out on the government's website.
- Notify the Trust at least 28 days before the date you want your adoption pay to start.
- Give proof of the adoption or surrogacy.

SAP is paid for up to 39 weeks. The weekly amounts are:

Rate of Pay	Maternity Weeks
90% of average weekly earnings	First 6 weeks
Weekly rate of SMP	Weeks 7 to 39 (33 weeks)

If you are not eligible for SAP, you may get support from your local council. Please speak with HR, who will provide you with form SAP1 explaining why you cannot get SAP.

10. **SHARED PARENTAL LEAVE & PAY**

Shared parental leave provides parents and carers the opportunity to consider the best arrangements to care for their child during the child's first year by splitting leave periods between them during the course of the year. Shared parental leave can be complex, so in the first instance please arrange to speak with a member of the HR team if you are thinking about taking shared parental leave and have any questions.

10.1. How it works

Eligible staff members and their partners can share up to 50 weeks of **leave** and up to 37 weeks of **pay** between them. (Note that the first 2 weeks of leave and pay, starting from the day the baby is born, must be reserved for the person taking maternity or adoption leave.)

You or your partner (whichever of you is taking maternity or adoption leave) needs to take less than:

- 52 weeks of maternity or adoption leave and use the rest as shared parental leave.
- 39 weeks of maternity or adoption pay (or maternity allowance) and take the rest as statutory shared parental pay.

To take shared parental leave and pay, you and your partner:

- Must share the leave and pay in the first year after your child is born or placed with your family.

- Can take the leave all in one go or book up to 3 separate blocks of leave.
- Can choose to be off work together or stagger your leave and pay.

Note that once you or your partner start shared parental leave or pay, you cannot switch back to the original type of leave or pay (e.g. maternity or paternity leave or pay) you were taking.

You will find a useful tool on the government website (see signposting in Appendix 2) which will help you plan.

10.2. Amount of pay

Any shared parental pay due during shared parental leave will be paid at a rate set by the government for the relevant tax year, or at 90% of the staff's average weekly earnings (before tax), if this figure is lower than the government's weekly rate.

10.3. Eligibility

You and your partner need to meet the eligibility criteria set out on the government website (see Appendix 2 for signposting). The criteria are different for birth parents, adoptive parents and parents using a surrogate. It is your responsibility to ensure the eligibility criteria and the relevant forms (outlined in 10.4) required by the Trust will need to be included with your application to demonstrate this.

10.4. Applying for leave and pay

You must notify the Trust in writing (via email to HR@girlslearningtrust.org and copied to the Headteacher) that you wish to take Shared Parental Leave, giving 8 weeks' notice of:

- An initial, non-binding indication of each period of Shared Parental Leave (ShPL) and Shared Parental Pay (ShPP) that you are requesting.
- The start and end dates of each period of ShPL that you are requesting. You can change your mind later about how much ShPL or ShPP you plan to take and when you want to take it, as long as you give at least 8 weeks' notice of these.
- The person taking maternity or adoption leave must give their employer '**binding notice**' of the date when they plan to end their maternity or adoption leave (unless they have already returned to work). They must give this notice at least 8 weeks before their planned return to work.

The following forms will need to be completed, depending on the request you are making. All forms are available on the Staff Zone of the GLT Website.

Forms below that need to be completed if...			
	both parents want to take ShPL	just the mother or birth parent wants to take ShPL	just the partner wants to take ShPL
Form 1: Curtailment of maternity leave and pay	Yes	Yes	Yes
Form 2: Notification that mother or birth parent is intending to take ShPL	Yes	Yes	No
Form 3: Notice confirming that partner is taking ShPL but mother or birth parent is not (for mother or birth parent's employer)	No	No	Yes
Form 4: Form 4: Notification that partner is intending to take ShPL (for partner's employer)	Yes	No	Yes

You can only withdraw the binding notice if the planned end date has not passed and you have not already returned to work, **and**:

- You discover that you and your partner are **not** entitled to shared parental leave or statutory shared parental pay, and you withdraw the notice within 8 weeks of giving the notice, or
- You gave the notice before the birth or placement of the child and withdraw it within 6 weeks of the child's birth or placement, or
- Your partner has died.

Following agreement with your Headteacher, HR will write to you to confirm the periods of Shared Parental Leave and Pay.

11. NEONATAL CARE

Eligible parents of babies who require neonatal care have a right to between one and 12 weeks' leave and pay to care for their newborn babies during a challenging period, without impacting their existing parental leave entitlements.

11.1. Neonatal care leave

The minimum period of neonatal care leave is one week and a maximum of 12 weeks. This is in addition to existing parental leave entitlements and must be taken within a 68-week period. This leave entitlement is a day one right and no minimum service period is required.

Employees will be entitled to take one week's neonatal care leave for every uninterrupted week their baby receives neonatal care and can be taken in week-long increments.

Parents are eligible if the baby was born on or after 6 April 2025 and has received medical or palliative neonatal care for at least seven consecutive days within the first 28 days after birth. There are three categories of medical care that constitute neonatal care:

- Any medical care received in hospital
- Medical care received elsewhere following discharge from an inpatient hospital stay. The care must be under the direction of a consultant and includes ongoing monitoring and visits to the child by healthcare professionals.
- Palliative or end of life care.

There are two categories of statutory neonatal care leave depending on when the employee takes the leave – tier 1 period leave and tier 2 period leave.

Tier 1 period leave

This begins when the baby starts receiving neonatal care and up to a week post discharge. This period of leave ends on the seventh day after the baby stops receiving neonatal care. Tier 1 leave can be taken in non-continuous blocks of a minimum of one week at a time and up to 12 weeks.

Notice must be given before an employee is due to start work on the first day of absence or if this is not possible, notice must be given as soon as reasonably practicable. Notice does not need to be in writing but should be provided to the Headteacher or senior leader.

Tier 2 period leave

This applies to leave taken after the tier 1 period ends and must be taken in one continuous block. The entitlement to this leave ends 68 weeks after the child's birth.

For a single week of leave and pay, written notice at least 15 days before the first day of neonatal care leave must be provided to the Headteacher or senior leader and HR@girlslearningtrust.org.

For a period of two or more weeks of leave and pay, written notice at least 28 days before the first day of leave in which the period relates to must be provided to the Headteacher or senior leader and HR@girlslearningtrust.org.

11.2. Neonatal care pay

Eligible parents who meet minimum requirements relating to continuity of employment (employed for at least 26 weeks with the Trust by the end of the relevant week) and earnings, will receive the weekly rate of statutory neonatal care pay or 90 percent of average weekly earnings where this figure is less than the statutory pay.

The relevant qualifying week will be different according to the individual as it relates to the type of family related pay the employee is entitled to within this policy (i.e. maternity, paternity or adoption).

12. ANTENATAL CARE

All pregnant staff are entitled to take reasonable time off work, with full pay, to attend antenatal appointments. You should request time off via Every HR, under General Absence. This will be approved by your line manager and a member of the senior leadership team.

12.1. Antenatal care when having a child through IVF

You will be allowed reasonable time off work for antenatal care only after the fertilised embryo has been implanted.

12.2. Partners of pregnant people and intended parents (in a surrogacy or adoption arrangement)

You are entitled to reasonable paid time off to attend such appointments.

You should request time off via Every HR, under General Absence. This will be approved your line manager and a member of the senior leadership team.

The Trust may request evidence of these appointments.

13. HEALTH & SAFETY RISK ASSESSMENTS

After a staff member has notified their line manager that they are pregnant, the school / Trust will review its workplace risk assessment in line with the staff member's role to make necessary adjustments. The staff member will also be sent information regarding a Display Screen Equipment Assessment.

When a staff member returns to work from maternity leave, the school / Trust will conduct an individual risk assessment that covers the staff member's specific needs if the staff member is:

- Returning to work fewer than 6 months after giving birth
- Breastfeeding (read more about support for staff who are breastfeeding in section 18 below)

14. LOSS OF PREGNANCY

The loss of a pregnancy can be extremely painful, both physically and mentally. The Trust is committed to supporting all staff members who suffer the loss of a pregnancy, whatever the nature of their loss or their length of employment.

14.1. Miscarriage

This is where a loss of pregnancy happens before the 24th week.

Staff who have suffered a miscarriage are entitled to a period of paid compassionate leave, which may be extended depending on individual circumstances. We encourage you to speak to your Headteacher to enable us to support you as best as we can through this difficult time.

The Trust will consider staff absence due to miscarriage as pregnancy-related illness. We will not count this absence when reviewing attendance records.

If you are a partner, adoptive parent or intended parent (if using a surrogate), you will also be eligible for a period of paid compassionate leave.

14.2. Still birth

This is where a baby is stillborn or dies after the 24th week of pregnancy.

Staff who have had a still birth are eligible to receive the same entitlements to maternity leave and pay as set out in section 6.

Staff whose partners have had a still birth are entitled to up to 2 weeks of bereavement leave on full pay.

In addition, the birth parents, adoptive parents or parents of a child born to a surrogate are entitled to statutory parental bereavement leave after finishing their maternity or paternity leave.

Please see the Special Discretionary Leave Policy.

15. KEEPING IN TOUCH DURING LEAVE

Staff and their line manager should discuss and agree how often they will communicate while the staff member is on leave, and what form the communication will take. If you have any questions or concerns, or to discuss any leave extensions, please speak to a member of the HR team.

15.1. Keeping in touch (KIT) days during maternity or adoption leave

Staff can work up to 10 days during their maternity or adoption leave. These are known as KIT days and:

- Are paid at the staff member's normal rate of pay, less any occupational or statutory maternity, adoption or shared parental leave payment.
- Are entirely voluntary – you will need to agree to the days with your line manager.
- May include training or any activity undertaken for the purposes of keeping in touch with the workplace.

To apply for KIT days, please use the **KIT Request** form provided on the Staff Zone of the GLT Website and please email the form to your Headteacher, copied to HR@girlslearningtrust.org to ensure you are paid appropriately.

15.2. Shared parental leave in touch (SPLIT) days

Staff can work up to 20 days during shared parental leave. This is in addition to the 10 KIT days staff can take while on maternity or adoption leave. As with KIT days, SPLIT days are paid and entirely voluntary and will be paid at the staff member's normal rate of pay, less any shared parental leave payment.

To apply for SPLIT days, please use the **SPLIT Request** form provided on the Staff Zone of the GLT Website and please email the form to your Headteacher, copied to HR@girlslearningtrust.org to ensure you are paid appropriately.

16. EMPLOYMENT TERMS & CONDITIONS WHILE ON LEAVE

15.1 Your employment terms and conditions are protected when you are on leave. You are entitled to any pay rises and improvements in terms and conditions during this time.

15.2 Maternity, paternity, adoption and shared parental leave are regarded as continuous employment for the purpose of calculating entitlement to statutory employment rights (such as redundancy, unfair dismissal rights and notice requirements).

15.3 Annual leave continues to be accrued during the period of maternity or adoption leave. This includes the accrual of bank holidays that you would normally be entitled to.

15.4 You will continue to be entitled to pension contributions during periods of leave that are paid. Pension contributions will stop during any unpaid periods of leave.

17. RETURNING TO WORK AFTER MATERNITY, PATERNITY, ADOPTION OR SHARED PARENTAL LEAVE

17.1. Your right to your job

Where you have been on leave for:

- **26 weeks or less** (for shared parental leave this means 26 weeks between both partners): you have the right to return to the same job in which you were employed under your original contract, and to terms and conditions that are at least as favourable.
- **More than 26 weeks** (for shared parental leave this means 26 weeks between both partners): you have the right to return to the same job on the same terms as before you left. But if that's not possible because there have been significant changes to the organisation, you could be offered a similar job. In this case, the job cannot be on worse terms than before.

17.2. Returning to work earlier or later

If you wish to change the date that you return to work from maternity, adoption or shared parental leave, you should discuss this with Headteacher as soon as possible. You must notify the Trust in writing (via email to your Headteacher and copied to HR@girlslearningtrust.org) at least:

- 8 weeks before the day on which you propose to return, if this is earlier than the original date. Where you give less than 8 weeks' notice, we may postpone your return, but not beyond the end of the original maternity leave period.
- 8 weeks before the original return date, if the new date is later than the original return date.

Please note that:

- If a staff member is unable to return to work due to sickness at the end of their leave period, our Sickness Absence Policy will apply.
- Staff may be able to take unpaid parental leave immediately following the end of their leave period. If you wish to do this, discuss it with the Headteacher soon as possible.

18. BREASTFEEDING

17.1 If you intend to continue breastfeeding after returning to work from maternity leave, please speak to the Headteacher as soon as possible so that we can support you the best we can.

17.2 The Trust will aim to provide a suitable area where staff who are breastfeeding can rest and a suitable location to store your expressed milk.

17.3 We encourage you to talk to your line manager so you can agree the timing and frequency of breaks.

19. CARER'S LEAVE

18.1 Employees are entitled to take up to a week of unpaid leave each year to look after someone who relies on them because they are ill, have an injury, are disabled or have care needs because of their age. This is a day one right and there is no requirement for a certain length of service.

18.2 A week means the length of time the employee usually works over seven days. This entitlement may be taken as a full week or as separate days.

18.3 Carer's leave cannot be used to provide general childcare but can be for a child who has a long-term health or disability related care needs. General childcare is covered by unpaid parental leave.

18.4 Please refer to the Special Discretionary Leave Policy regarding the procedure for requesting time off under this allowance.

20. UNPAID PARENTAL LEAVE

- 19.1 Staff can take up to 18 weeks of unpaid leave for each child and adopted child up to their 18th birthday.
- 19.2 The limit on how much parental leave each parent can take in a year is 4 weeks for each child.
- 19.3 The purpose of the leave must be to look after your child's welfare, for example to:
- Spend more time with your child.
 - Look at new schools.
 - Settle your child into new childcare arrangements.
 - Spend more time with family, such as visiting grandparents.
- 19.4 You must take parental leave as whole weeks, rather than individual days. Note: a week is the amount of time that you normally work in a week.
- 19.5 Please refer to the Special Discretionary Leave Policy.

21. EARLY CAREER TEACHERS: EXTENDING THE INDUCTION PERIOD TO REFLECT LEAVE PERIODS

- 20.1 Early-career teachers (ECTs) who are serving their induction period or an extension to their induction period can decide to extend this period to reflect the number of days they have been absent due to:
- Maternity leave
 - Paternity leave
 - Adoption leave
 - Shared parental leave
 - Parental bereavement leave
- The ECT should discuss it with their line manager before deciding.
- 20.2 The Trust will not make any outstanding assessments until the ECT returns to work and has had the opportunity to decide whether to extend (or further extend) their induction period.
- 20.3 If the ECT chooses not to extend (or further extend) the induction period, the Trust will assess their performance against the Teachers' Standards.

APPENDIX 1: FAMILY LEAVE FORMS

The following forms are available to download on the Staff Zone of the GLT Website.

Maternity	Request for Maternity Leave
	Request for KIT Days
Adoption	Request for Adoption Leave
Shared Parental Leave	Form 1: Curtailment of Maternity Leave & Pay
	Form 2: Notification that mother or birth parent is taking ShPL (for their employer)
	Form 3: Notice confirming that partner is taking ShPL but mother or birth parent is not (for mother or birth parent's employer)
	Form 4: Notification that partner is intending to take ShPL (for partner's employer)
	Request for SPLIT Days

APPENDIX 2: SIGNPOSTING TO GOVERNMENT WEBSITES

Maternity Leave & Pay	www.gov.uk/maternity-pay-leave
Paternity Pay and Leave	www.gov.uk/paternity-pay-leave
Shared Parental Leave and Pay	www.gov.uk/shared-parental-leave-and-pay
Shared Parental Leave and Pay Planning Tool	www.gov.uk/plan-shared-parental-leave-pay