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Introduction

This procedure sets out the entitlements for employees to take Maternity and Adoption Support Leave and Pay. Fife Council offers Maternity and Adoption Support Leave to 'nominated carers' at or around the time of birth, or placement in cases of adoption.

A 'nominated carer' is the person nominated by the mother to assist in the care of the child, e.g. a mother, sister or friend. This leave can be taken by both males and females.

Maternity and Adoption Support Leave should not be taken by spouses or partners who are eligible for Paternity Leave. These employees should see MA03 Paternity Leave Policy and MA13 Paternity Leave Procedure.

Line managers and employees have a mutual responsibility to make sure they comply with the correct procedure. This will ensure our employees receive their correct entitlements and our managers are able to plan and manage their workforce effectively while their employees are absent from the workplace.

Maternity and Adoption Support Leave

Maternity and Adoption Support Leave is intended to allow you to support a parent who is giving birth or adopting a child where the child's father, mother's partner or adopter's partner is not available to provide the main support i.e. where there is no relationship with the father/partner, where the father/partner is abroad or in prison or may otherwise be unable to support the mother/adopter at the time of birth or adoption.

You are entitled to one week's leave with normal pay. A week is the number of days that you normally work in a week, for example if you work Mondays and Tuesdays a week is 2 days. You must take this leave as a block and not as individual days.

Notification for Maternity and Adoption Support Leave

If you wish to take Maternity and Adoption Support Leave you must give your manager 28 days' notice. You should complete the *MA59 Maternity and Adoption Support Leave Request Form*.

Failure to provide this notice may result in your request being refused. Managers, however, should always be sympathetic to late requests. If the reason that 28 days' notice has not been given is that the baby was born early or placed early then the manager should treat the request sympathetically.

In some circumstances we may also require you to complete a HM Revenue and Customs SC3 or SC4 form.

You are able to change the start date specified for your Maternity and Adoption Support Leave however you must give at least 28 days' notice. If this is not possible you should inform your line manager as soon as reasonably practical and complete a new *MA59 Maternity and Adoption Support Leave Request Form*.

Timing of Maternity and Adoption Support Leave

You are able to take Maternity and Adoption Support Leave from the date of birth or date of placement, or from another date after the date of birth or date of placement.

Early Birth

If the child is born early you can choose to take your leave any time between the actual date of birth and the end of an eight-week period starting from the Sunday of the week the baby was originally due.

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