

## ADVISORY NOTE

# ADOPTION/MATERNITY SUPPORT LEAVE & PATERNITY LEAVE

## EMPLOYEE BRIEFING AND ADMINISTRATIVE PROCEDURES

1. Only one type of leave, i.e. Adoption/Maternity Support Leave or Paternity Leave may be taken for each pregnancy or adoption. Adoption/Maternity Support Leave can only be considered where there is no entitlement to [Paternity Leave](#).
2. Employees who wish to take Adoption/Maternity Support Leave or Paternity Leave should complete the appropriate application form.
3. Where Adoption/Maternity Support Leave is being sought by a nominated carer, the expectant mother or the adopter, they must complete Section 2 before the form is submitted to their Line Manager for approval.
4. Adoption/Maternity Support Leave or Paternity Leave is available to employees of either sex, providing they meet the eligibility criteria, e.g. same sex couples.
5. The employee may change the dates on which they take their leave by giving 28 days' written notice where reasonably practicable.
6. Adoption/Maternity Support Leave may be taken in individual days or as a single period of one week. Part-time employees are entitled to paid leave on a pro-rata basis only.
7. Paternity Leave can be taken as a period of two one-week blocks or a single two-week block within a 52 week period. Part-time employees are entitled to paid leave on a pro-rata basis only.
8. Adoption/Maternity Support Leave and Paternity Leave should normally be taken within the specified periods:

Adoption/Maternity Support Leave - one month before/after date of birth/child's placement.

Paternity Leave – within 52 weeks of the birth or the placement of the child for adoption. If the baby is born early, leave may be taken during the period from the date of birth to 52 weeks after the Expected Date of Childbirth.

In exceptional circumstances, subject to Line Manager approval, leave may be taken out with the specified periods.

If the Line Manager wishes to reject the application for any reason other than insufficient/unreasonable notice, they should contact the Payroll and Reward Team.

All completed Application Forms should be emailed to [payrollandreward@pkc.gov.uk](mailto:payrollandreward@pkc.gov.uk).