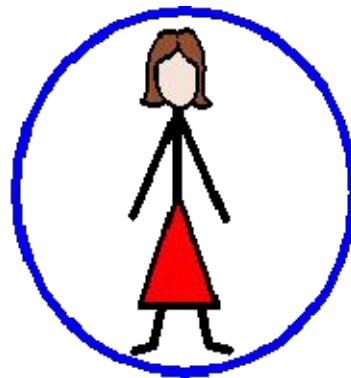
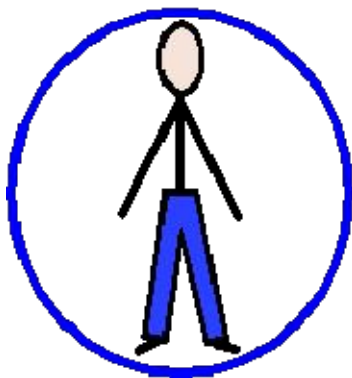

Accessible

Maternity, Paternity and Adoption Policy



October 2009

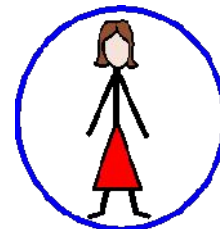
This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

The complete policy statement can be found within the Maternity, Paternity and Adoption Policy document available from the Admin Team at the Consortium Office.

Men and women that have children can have time off work and they can get paid for it. This is the same for men and women that adopt children.

Maternity Leave

All women can have time off to have a baby



Women can have 52 weeks off of work; 26 weeks ordinary leave and 26 weeks extra leave



You need to tell your manager when you know you are going to have a baby



You can get paid leave before you have the baby for things like doctor's appointments



Maternity Pay

You can get pay from the Consortium if you have worked for 26 complete weeks and have earned enough in that year to pay the government's National Insurance Contributions

This pay will be 90% of what you normally get paid and this is for 6 weeks



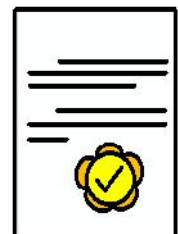
For the remaining 33 weeks you get basic pay

You can get more money if you have worked for the Consortium for 2 years. Then you can get 6 weeks on normal pay and then 12 weeks on half pay

If you are ill because of being pregnant in the 4 weeks leading up to when the baby is to be born, then you will start your maternity leave then



You have to give medical evidence of when the baby is due to be born



You should tell the Consortium you are pregnant at least 15 weeks before the baby is due



If you want to come back to work before you are supposed to, then you must give 8 weeks notice

MONTH					MONTH								
M	T	W	T	F	S	S	M	T	W	T	F	S	S
X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X

If you are ill when you are supposed to come back to work then this will be treated as a normal illness



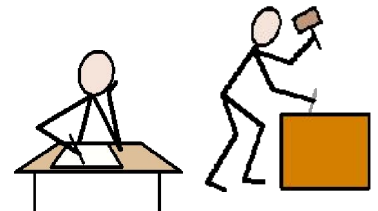
Paternity Leave

This is when fathers can get time off to look after their new born children

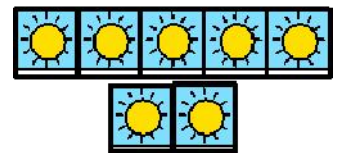


To have this time off they must be a part of the child's life and be the real father, married to the real mother or a partner to the real mother

They must have worked for the Consortium for at least 26 weeks



They can take either 1 or 2 full weeks within 56 weeks of the baby being born



For this time off they get paid the same as new Mothers do



They also need to tell their manager at least 15 weeks before the baby is due



They need to fill out a 'Self-certificate form'

Your dates for pay and leave

The baby is due on: / /

If you have the baby before 28th April then a third date of birth and you give the date the baby was born in the other box: / /

I would like my SSP and/or paternity leave to start on: / /

I want to be away from work for another week(s) (state or approximate):

Your declaration

Signature: _____

First name(s): _____

National Insurance number: _____

You must be able to tick all three boxes below to get Statutory Maternity Pay and paternity leave.

I declare that:

- I am:
 - the baby's biological father, or
 - married to, or in a civil partnership with, the mother, or
 - the partner of the mother on an enduring family relationship, but do not live with her.
- I have responsibility for the child's upbringing.
- I will take time off work to support the mother or care for the child.

Signature: _____

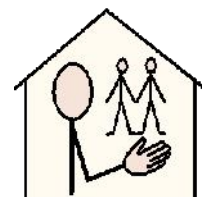
Date: / /

Adoption Leave

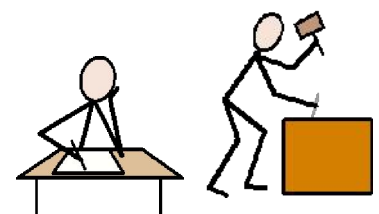
You can get this when you adopt a child from the UK



The adoption must be done through a proper adoption agency e.g. Social Services



To get this you must have worked for at least 26 weeks for the Consortium



You can get 26 weeks paid and 26 weeks not paid

This pay will be 90% of what you normally get paid and this is for 6 weeks

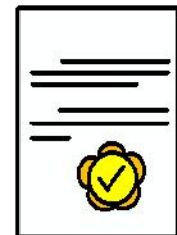


For the remaining 33 weeks you get basic pay

You should tell the Consortium within 7 days of being told you are going to be able to adopt



You have to prove that you really are adopting a child



Fathers can also get paid for adoption leave. This is exactly the same as Paternity Leave

