

Maternity, Adoption, Surrogacy and Paternity Leave and Pay Policies and Procedures - overview*

		Type of leave / pay							
		Maternity	Adoption	Surrogacy	Paternity	SPL	Parental		
What is it	Leave/Pay for women who give birth to a baby after 24th week of pregnancy (including those who are surrogate mothers of a baby for someone else).		Leave/Pay for employees who are the primary adopter of a child who has been matched through an approved agency or who is the intended parent in cases of surrogacy arrangements		Leave for surrogate mothers and the intended primary parent of a surrogate child	Leave/pay for the biological father OR husband/partner of the mother/primary adopter OR one of a couple adopting/one of the intended parents in a surrogacy arrangement who is not the primary adopter/intended parent.	Leave/Pay which can be taken in blocks and can be shared between the mother/primary adopter or the father/partner - i.e. parents.	Unpaid leave which can be taken in blocks of a week to help care for a child under 18.	
Provision	Up to a maximum of 52 weeks, incl. 26 weeks OML and up to 26 weeks AML		Up to a maximum of 52 weeks, incl. 26 weeks OAL and up to 26 weeks AAL		For surrogate mothers - maternity provisions apply For the primary intended parent - adoption provisions apply	up to a maximum of 2 consecutive weeks leave (not odd days)	Blocks of at least 1 week up to a maximum of 52 weeks	Unpaid leave which can be taken in blocks of a week up to a maximum of 18 weeks per child up to the age of 18.	
Pay entitlements	Employees with less than 26 weeks continuous service by the 15th week before the week the baby is due to be born	No pay - however Maternity Allowance may be applicable via DWP	Employees with less than 26 weeks continuous service by the week they are matched with a child	Unpaid leave may be applicable	Pay for surrogate mothers mirrors maternity pay and pay for the intended primary parent of a surrogate child mirrors adoption pay	Less than 26 weeks continuous service by the 15th week before the week the baby is due to be born	Unpaid leave may be applicable	Leave for SPL mirrors the provision for maternity leave i.e. if the mother/primary adopter takes 12 weeks maternity leave and then returns to work, the other parent (i.e. father/partner) may take the remaining 40 weeks at a rate in line with maternity pay provisions, subject to eligibility conditions.	Unpaid
	Employees with more than 26 weeks continuous service by the 15th week before the week the baby is due to be born, but less than 2 years continuous service.	Statutory Maternity Pay Only for up to 39 weeks	Employees with more than 26 weeks continuous service by the week they are matched with a child, but less than 2 years continuous service.	Statutory Adoption Pay Only up to 39 weeks		Less than 1 years', but more than 26 weeks continuous service by the 15th week before the week the baby is due to be born	Ordinary Statutory Paternity Pay		
	Employees with more than 2 years continuous service by the 15th week before the week the baby is due to be born (employed AFTER 1st august 2007)	Weeks 1 -24 = 100% of salary incl. SMP Weeks 24 - 39 - SMP weeks 39 - 52 - unpaid	Employees with more than 2 years continuous service by the 15th week before the week the baby is due to be born (employed AFTER 1st august 2007)	Weeks 1 -24 = 100% of salary incl. SMP Weeks 24 - 39 - SAP weeks 39 - 52 - unpaid		More than 1 years' continuous service by the 15th week before the week the baby is due to be born	2 weeks pay at normal rate of pay		
	Employees with more than 2 years continuous service by the 15th week before the week the baby is due to be born (employed BEFORE 1st august 2007)	6 months full pay 2 months half pay An amount equivalent to SMP Unpaid leave for the remainder	Employees with more than 2 years continuous service by the 15th week before the week the baby is due to be born (employed BEFORE 1st august 2007)	6 months full pay 2 months half pay An amount equivalent to SAP Unpaid leave for the remainder					

*all subject to conditions - see policy for further conditions / eligibility

Please see the policy for help with any abbreviations