

Family Leave and Pay Policy

Policy Purpose

The Family Leave and Pay Policy brings together information on the various entitlements available to expectant mothers, parents, adopters and those who support them. These entitlements, including Shared Parental Leave provide an opportunity for parents/adopters to be flexible in the way they choose to care for a new arrival to the family.

Parents/adopters can look at all of the entitlements available to them and decide which works for them. This policy and the guidance available on the schools portal is written to help colleagues decide whether the benefits of Shared Parental Leave will work for them and how it could be used alongside, or instead of, traditional Maternity or Adoption Leave.

Document Control

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Author	Sue Farmery & Linda Theakstone
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Revised/updated	<p>2.0 January 2015 in line with the Children and Families Act 2014</p> <p>2.1 March 2024 Technical changes to:</p> <ul style="list-style-type: none"> • 5.2 to reflect Paternity Leave (Amendment) Regulations • 11.7 to reflect Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations

	<p>2.2 March 2025 Technical changes to:</p> <ul style="list-style-type: none"> • Policy Title, from Maternity, Adoption, Paternity, Parental and Shared Parental Leave Policy to Family Leave and Pay Policy. • To ensure the policy incorporates Teachers, changes to: <ul style="list-style-type: none"> ▪ Section 1 Policy application ▪ Section 5 Paternity leave and pay ▪ Section 6 Occupational maternity pay (OMP) and Statutory maternity pay (SMP) ▪ Section 7 Occupational adoption pay (OAP) and Statutory adoption pay (SAP) ▪ Appendix 2 Teachers Maternity Provisions • 2.8 to confirm that current levels and eligibility criteria for each type of leave and pay should be checked on www.gov.uk • 8.2 added to state the parent/lead adopter must take 2 weeks leave to align with gov.uk • Section 9 Parental Leave to align with gov.uk parental leave guidance.
Version Control	2.3 Policy revised to reflect introduction of Neonatal Care Leave from 6 April 2025.
Review required	3 years or in response to legislative Changes

1 Policy application

- 1.1 The Council, in consultation with recognised trade unions, has agreed this policy for adoption by those employed under the delegated powers of Governing Bodies of schools. Governing Bodies of Community and Voluntary Controlled Schools are required to adopt this policy for all colleagues within their delegated powers.
- 1.2 Governing Bodies of non-Derby City Council schools, for example Academies, may wish to adopt this policy within their delegated powers.
- 1.3 This policy applies to all school colleagues.
- 1.4 The following terms are used throughout the Policy

Mother: the woman who gives birth to a child **or** the adopter (the person, male or female, who is eligible for adoption leave and/or pay). For example, read mother/adopter in place of mother.

Partner: the child's biological father or the partner of the mother. This can be their marriage partner, civil partner, or a partner who is living in an enduring relationship with the mother and the child.

Parents: this refers to the birth mother, child's biological father, or partner as outlined above. It also refers to the lead adopter, co-adopter or adopter's partner as outlined above. For example, read parents/adopters/partners in place of parents.

Curtail: where an eligible mother brings their maternity/adoption leave and, if appropriate, pay or allowance entitlement to an end early.

2 Principles

- 2.1 The different kinds of leave and pay available are as follows:

Maternity leave and pay applies to pregnant colleagues and those who have just given birth.

Adoption leave and pay applies to the child's adopter, if a couple are adopting jointly, only one of them is entitled to adoption leave. This also applies to colleagues who are adopting and the intended parents in a surrogacy arrangement where they are applying for a parental order.

Paternity/partner leave and pay applies to fathers (biological or adopted) or partners, including civil partners.

Parental leave applies to parents, adopters, partners, including civil partners or those with parental responsibilities.

Shared Parental Leave applies to parents, adopters, partners, including civil

partners or those with main caring responsibilities, where the mother/adopter has curtailed (ended) their maternity or adoption leave early. Agency workers who are entitled to statutory maternity pay or statutory paternity pay are not eligible for shared parental leave but their employed partner may be. Agency workers and or/their partners may be entitled to statutory shared parental pay.

Neonatal Care Leave Neonatal Care Leave applies to parents, adopters, intended parents, partners where the child receives neonatal care for a period of at least 7 days starting within the first 28 days following the birth, subject to meeting specific criteria. Leave may be accrued and taken immediately following the end of a period of maternity, adoption or shared parental leave. The leave must be taken for the purpose of caring for the child.

- 2.2 There is only one period of leave and pay for each instance of pregnancy or adoption regardless of the number of children born or placed for adoption.
- 2.3 Throughout the leave period a colleague's terms and conditions are protected. Colleagues are entitled to any pay rises and improvements in terms and conditions given during their leave.
- 2.4 All periods of leave are counted as continuous service for the purposes of the sickness scheme and annual leave entitlement. Throughout the leave period colleagues continue to build up holiday entitlement.
- 2.5 **Ordinary maternity leave and statutory maternity pay (SMP), ordinary adoption leave and statutory adoption pay (SAP), paternity leave and pay.** All pregnant colleagues, adopters and partners are entitled to the statutory levels of leave and pay as set by employment law.
- 2.6 Colleagues entitled to ordinary maternity/adoption leave are also entitled to take a further 26 weeks **additional maternity/adoption leave**. This must immediately follow the 26 weeks ordinary leave, with no break between the two.
- 2.7 Further details on maternity leave and pay provisions are set out in Section 5 and, for teachers, at Appendix 2.
- 2.8 All periods of leave and pay are proportional for part-time colleagues.
- 2.9 Please refer to gov.uk for details of the current levels and eligibility criteria for each type of leave and pay.

3 Ante-natal care and adoption support

- 3.1 Colleagues are entitled to time off, with pay, to attend ante-natal or other medical appointments in connection with their pregnancy.
- 3.2 Colleagues who have been matched for adoption are entitled to a maximum of 20 hours time off with pay to attend adoption appointments. For example, using this time to attend meetings with social workers.

- 3.3 Partners of those eligible for maternity or adoption leave are entitled to a maximum of 20 hours time off with pay to attend ante-natal or adoption appointments. For example, using this time to accompany their partner to appointments such as ante-natal care, or adoption meetings with social workers following approval and before placement.

4 Maternity support leave and pay

- 4.1 Maternity support leave is for the partner or nominated carer around the time of birth or adoption. There is no qualifying service requirement for maternity support leave.
- 4.2 Maternity support leave is one complete week, with a proportional amount for part time colleagues.
- 4.3 Where colleagues are eligible for maternity support leave and paternity leave, maternity support leave pay will be incorporated as the first week of paternity pay.

5 Paternity leave and pay

- 5.1 Paternity leave and pay is for the partner following the birth/adoption of a child. Colleagues must have 26 weeks continuous service by the end of the 15th week before the week the child is due to be born or of being matched with a child.
- 5.2 School support colleagues are entitled to Paternity leave for one or two weeks with full pay to be taken after the child's birth/adoption.
- 5.3 Teachers are entitled to paternity leave for one or two weeks, to be taken after the child's birth/adoption. This leave will be with full pay for the first three days, with the remainder of the leave paid at the statutory paternity pay rate.
- 5.4 Paternity leave may be taken as two consecutive weeks or in two separate one-week blocks. Paternity leave can be taken any time in the 52 weeks after the birth/adoption.
- 5.5 Once a partner takes any Shared Paternity Leave or Statutory Shared Parental Pay they will not be able to take any paternity leave or pay.

6 Occupational maternity pay (OMP) and Statutory maternity pay (SMP)

- 6.1 The Parent who has given birth is entitled to OMP.
- 6.2 To be entitled to OMP colleagues must have one year's continuous service at the beginning of the 11th week before the baby is due and intend to return to work for three months, straight after maternity leave or shared parental leave. In shared parental leave this is the three months after the last period of shared parental leave.

- 6.3 School support colleagues will receive half pay, in addition to statutory maternity pay (SMP) or maternity allowance (MA), for 12 weeks during weeks 7 – 18 of maternity leave. Total payments will not exceed the colleague's normal pay.
- 6.4 Teachers will receive pay in line with the maternity provisions laid out in Appendix 2.
- 6.5 Where a partner takes shared parental leave during weeks 7 – 18 following the start of maternity leave, if they are eligible they will be paid an enhanced payment equivalent to OMP as though they were the mother. If the mother is also taking shared parental leave, or maternity leave, the partner will not receive OMP. Total payments will not exceed the employee's normal pay.

7 Occupational adoption pay (OAP) and Statutory adoption pay (SAP)

- 7.1 Colleagues must have one year's continuous service and intend to return to work for three months, straight after adoption leave or shared parental leave. In the case of shared parental leave this is the three months after the last period of shared parental leave.
- 7.2 School support colleagues will receive half pay, in addition to statutory adoption pay (SAP), for 12 weeks during weeks 7 – 18 of adoption leave. Total payments will not exceed the colleague's normal pay.
- 7.3 Teachers will only be entitled to statutory adoption pay, should they meet the eligibility criteria. There are no statutory provisions for teachers to be paid increased adoption pay which matches the level for maternity pay. The school Governors may therefore use their discretion in determining enhanced adoption pay for teachers.
- 7.4 Where a partner takes shared parental leave during weeks 7 – 18 following the start of adoption leave, if they are eligible they will be paid an enhanced payment equivalent to OAP as though they were the mother/lead adopter. If the mother/lead adopter is also taking shared parental, or adoption leave, leave the partner will not receive OAP. Total payments will not exceed the employee's normal pay.

8 Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP)

- 8.1 Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption. Up to 50 weeks' leave and 37 weeks' pay can be shared between the two parents if the mother/lead adopter brings their maternity/adoption leave and pay to an early end. SPL must end no later than one year after the birth/placement of the child.
- 8.2 The parent who has given birth or lead adopter must take 2 weeks leave following the birth or placement for adoption.
- 8.3 The available shared parental leave is calculated by deducting from 50 the

number of weeks of SMP, SAP or MA taken by the mother/lead adopter. The two weeks leave the mother or lead adopter must take are not included in this calculation.

8.4 The available Statutory Shared Parental Pay is calculated by deducting the number of weeks' statutory maternity/adoption pay the mother or lead adopter has received on their return to work or the leave curtailment date from 37 weeks. The two weeks leave/pay the mother or lead adopter must take are not included in this calculation.

8.5 To qualify for SPL a mother or lead adopter must:

- be entitled to either maternity/adoption leave or to statutory maternity/adoption pay or to maternity allowance
- have curtailed or given notice to reduce, their maternity/adoption leave, or their pay/allowance.

8.6 A parent intending to take SPL must:

- be a colleague
- share the primary responsibility for the child with the other parent at the time of the birth or placement for adoption
- have properly notified their employer of their entitlement and have provided the necessary declarations and evidence.

8.7 In addition, a parent wanting to take SPL is required to satisfy the continuity of employment test' and their partner must meet the 'employment and earnings test'.

Continuity of employment test	Employment and earnings test
The individual has worked for the same employer for at least 26 weeks at the end of the 15th week before the child's expected due date/matching date and is still working for the employer at the start of each leave period.	In the 66 weeks leading up to the baby's expected due date/matching date, the person has worked for at least 26 weeks and earned an average of at least £30 (as of 2015, see www.gov.uk for the latest figures) a week in any 13 weeks

8.8 A mother or lead adopter may reduce their entitlement to maternity/adoption leave by giving notice to curtail their leave at a date at least eight weeks in the future and at least two weeks after the birth/placement. Forms are available from your Headteacher or the Schools Information Portal. The notice must be given at least nine weeks before the 52 weeks of maternity/adoption leave is due to end.

8.9 The curtailment notice must be accompanied by a notice of entitlement and intention to take Shared Parental Leave, OR a declaration that the partner has given a notice of entitlement and intention to take Shared Parental Leave to their employer. Forms are available from your Headteacher or the Schools Information Portal.

- 8.10 We may ask for further evidence of eligibility. This will be done within 14 days of receiving the Shared Parental Leave notification. Colleagues must provide the additional information within 14 days of our request.
- 8.11 Maternity/adoption leave will come to an end on the date set out in the curtailment notice. A mother/lead adopter may only withdraw their curtailment notice if they have not returned to work, the curtailment date has not passed and one of the following applies:
- where it is discovered in the eight weeks following the notice that neither the mother nor their partner has any entitlement to Shared Parental Leave or Pay
 - in the event of the death of the partner
 - the mother gave curtailment notice before the birth and it is within six weeks of the birth.
- 8.12 Once a mother/lead adopter gives notice to curtail their maternity/adoption entitlement then the partner can take leave while the mother/lead adopter is still using their maternity/adoption entitlements.
- 8.13 If a colleague wishes to opt into taking Shared Parental Leave they must give at least eight weeks' notice of entitlement. All the requested information must be completed on the form. The notice must be accompanied by written declarations from both parents/partners. Forms are available from your Headteacher or the Schools Information Portal.
- 8.14 Colleagues must also give eight weeks' notice to take leave. Leave can be booked at the same time as you give notice of entitlement or it can be booked later, depending on when the leave is required. It must end no later than one year after the birth/placement of the child.
- 8.15 Where a colleague wants to request more than one period of leave in a single notice the notice must be given at least eight weeks before the first period of leave starts.
- 8.16 A colleague can make up to three notification requests for leave but each notification must be made at least eight weeks before the start of the leave period. The requests may be for a) continuous leave - a single period of leave; or b) discontinuous leave - any weeks of leave, where the colleague intends to return to work between periods of leave.
- 8.17 Shared Parental Leave must be taken in blocks of at least a week but may begin on any day of the week. Parents can elect to be on leave at the same time or at different times. The leave can be taken in continuous or discontinuous blocks.
- 8.18 If a single period of leave is requested the colleague is entitled to take the leave as requested. It cannot, however, exceed the total number of weeks of Shared Parental Leave available to them.
- 8.19 If more than one period of leave is requested in the same notice, Headteachers and managers have 14 days in which to discuss and agree

the pattern of leave requested. This response can be agreement, suggesting alternative dates or refusal.

8.20 If alternative dates cannot be agreed, or the request is refused, the colleague can take all the leave requested as a single period. This can either start on the first period of leave originally requested or on another date that the colleague chooses, provided that there is eight weeks' notice of the new start date.

8.21 The colleague has five days from the end of the 14 day discussion period to notify the Headteacher of the new start date. Or they can withdraw the notice to take leave within 15 days of the date the notice was originally given. In these circumstances where the original request was refused it will not count as one of the three requests that can be made.

8.22 Colleagues can cancel or give a variation notice that they wish to change their leave. Forms are available from your Headteacher or the Schools Information Portal. This must be sent with signed declarations from both partners that they consent to the change. Eight weeks' notice must be given. Headteachers should follow the steps as laid out at 8.16 to 8.20 to respond to the variation or cancellation.

8.21 If the colleague gives less than eight weeks' notice of a change, the Headteacher may require them to take some or all of the leave originally requested. This should only happen in exceptional circumstances.

8.22 Requests for cancellation or variation will count as one of the three leave requests allowed.

8.23 Fraudulent information or claims will be dealt with using the disciplinary process.

9 Parental Leave

9.1 Parental leave is a right to take unpaid time off work to look after the welfare of a child for whom the colleague has parental responsibility.

9.2 Parental leave applies up to the child's 18th birthday. Parental leave applies to each child, not to an individual's job.

9.3 Eligible colleagues have an entitlement of 18 weeks.

9.4 21 days' notice should be given for parental leave requests where possible, although shorter notice requests can still be considered.

9.5 A maximum of four weeks parental leave for each child can be taken in a year.

9.6 Parental leave should be taken in blocks of a week or multiples of a week. It can only be taken in single days in exceptional circumstances, or if your child is disabled.

9.7 Parental leave requests should only be postponed for significant operational

reasons. If postponed, the reason(s) for postponement should be explained in writing, within five working days of the request, together with suggested revised leave dates within six months of the requested dates. Parental leave cannot be postponed if it immediately follows the birth or adoption of a child, or if postponement means the colleague would no longer qualify for the leave (e.g. postponing it until after the child's 18th birthday).

10 Working during maternity, adoption or shared parental leave

- 10.1 A colleague on Maternity or Adoption Leave may work up to 10 'keeping in touch' days' without the period of leave coming to an end. Colleagues are not obliged to work keeping in touch days, nor is the school obliged to offer them. Colleagues will be paid contractual pay for the hours they work.
- 10.2 A colleague on Shared Parental Leave may work up to 20 shared parental in touch days. This is in addition to maternity/adoption keeping in touch days. Colleagues are not obliged to work shared parental in touch days, nor is the school obliged to offer them. Colleagues will be paid contractual pay for the hours they work.

11 Returning to work following maternity, adoption, paternity, parental or shared parental leave.

- 11.1 Parental leave of up to 18 weeks can be taken immediately following maternity, adoption, paternity or shared parental leave. Where the colleague then returns to local government, for a period of at least three months, they will not be required to refund money from any occupational maternity, adoption or shared parental paid leave.
- 11.2 Where a colleague has received occupational pay for maternity, adoption, paternity or shared parental leave and does not return to local government employment, the school will recover in full the additional half pay the colleague received.

- 11.3 Where colleagues return to work but leave the school's employment within three months, the School will recover the additional half pay proportionally.
- 11.4 Colleagues have the right to return to their job if they take:
- Ordinary maternity or ordinary adoption leave
 - Ordinary paternity leave
 - Shared Parental Leave
 - Parental leave of four weeks or less
- 11.5 Colleagues who take additional maternity, adoption leave, shared parental leave or more than four weeks of parental leave have the right to return same job or a similar job, if it's not possible for them to return to their job due to restructure proposals.
- 11.6 If a redundancy situation arises while a colleague is on maternity, adoption, paternity, parental or shared parental leave they have the same rights to consultation as their colleagues.
- 11.7 If a redundancy situation arises in the following circumstances colleagues will also have the right to be offered any suitable alternative job if they're selected for redundancy, even if other colleagues are more suitable for the role:
- From the date the colleague informs their Headteacher or manager they are pregnant
 - During maternity/birthing, adoption, or shared parental leave
 - From the end of maternity/birthing or adoption leave, until the date 18 months from the date of birth, or date of placement, of the child
 - From the end of a period of shared parental leave lasting six or more consecutive weeks, until the date 18 months from the date of birth, or date of placement, of the child
 - Following a miscarriage before 24 weeks of pregnancy, until the date two weeks after the end of the pregnancy

12 Neonatal Care Leave and Statutory Neonatal Care Pay

12.1 **Neonatal Care Leave** - applies to parents of children born on or after 6 April 2025; where the child requires 7 days or more of continuous neonatal care following the birth, the care must start within 28 days of the birth and must meet the neonatal care criteria, as set out below, in line with www.gov.uk (as amended) as follows:

- Medical care received in a hospital
- Medical care received in any other place which meets the following criteria:
 - The child was an inpatient in hospital and the care was received on leaving hospital
 - The care is under the direction of a consultant; and
 - The care includes ongoing monitoring by and visits to the child from healthcare professionals arranged by that hospital
 - Palliative or end of life care

- 12.2 Eligible colleagues have an entitlement up to 12 weeks Neonatal Care Leave.
- 12.3 The leave must be taken within 68 weeks of the baby's date of birth, adoption placement or entry into the UK. (for overseas adoptions).
- 12.4 The leave may be accrued during any period of maternity, adoption or shared parental leave and taken immediately following the end of that period of leave.
- 12.5 For entitlement to leave for any period where more than one child is in receipt of neonatal care at the same time, entitlement may only be accrued in respect of one child.
- 12.6 A parent intending to take Neonatal Care Leave must:
- be a colleague
 - be the child's parent, intended parent or the partner of the child's mother/adoptive parent and
 - have or expect to have the main responsibility for the child or shared responsibility with the partner
 - have properly notified their employer of their entitlement and have provided the necessary declarations and evidence
- 12.7 **Statutory Neonatal Care Pay (SNCP)** is payable to the mother/parent/adopter/partner for a maximum of 12 weeks provided you meet the 'continuity of employment test' as follows:

Continuity of employment test
The individual has worked for the same employer for at least 26 weeks continuous service by the end of the relevant week, are still working for the employer the week that Neonatal Care starts and have average earnings of at least the lower earnings limit in the eight weeks up to the end of this week.

- 12.8 The maximum number of weeks entitlement to Statutory Neonatal Care pay remains the same where more than one child is receiving neonatal care at the same time.

12.9 Notice Period

You must provide notice of your intention to take Neonatal Care Leave before the leave starts by completing the **form** to request leave or by specifying:

- Your name
- The child's date of birth or the date the child is placed with you for adoption, or the date the child enters the UK (for overseas adoption)
- The date the child starts to receive neonatal care
- The date the neonatal care ended, if appropriate
- The date you wish the leave to start the leave
- The number of weeks requested
- Confirming that you are taking leave to care for the child
- Confirming that you meet the criteria to claim SNC Pay

12.10 There are two qualifying periods for neonatal care leave

- **For a Tier 1 period** – this is leave which starts the day after the day the child starts to receive neonatal care and ending on the 7th day after the child stops receiving neonatal care
 - notice must be provided for each week before you are due to start work or as soon as is reasonably practicable;
 - leave may be taken in continuous weeks or non-continuous weeks;
- **For a Tier 2 period** – this is leave that is not in the Tier 1 period which occurs at any other time, notice must be provided:
 - For a single week of leave - at least 15 days before the start of the week of the intended leave;
 - For two or more consecutive weeks at least 28 days before the start of the week of the intended leave;
 - leave must be taken in one continuous period.

12.11 Where a colleague chooses not to take their Neonatal Care Leave whilst the child is receiving neonatal care (or within 7 days afterwards) you have the option to take your accrued leave at a later date, the leave must be taken within 68 weeks following the date of birth/placement for adoption.

12.12 Refer to Section 11 for further information regarding contractual rights during or following neonatal care leave.

13 Support and guidance

13.1 Colleagues should read this policy in conjunction with the guidance on the Schools Information Portal.

14 Roles and responsibilities

14.1 The roles and responsibilities of key stakeholders are summarised in Appendix 1.

POLICY ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS

Governors		Headteacher		Colleagues		Human Resources	
Every colleague must use the procedure and guidance on The Schools Portal							
Fairness and equality							
To ensure this policy is Implemented in a fair, consistent and non-discriminatory manner.		To provide reasonable adjustments as required.		Implement reasonable adjustments required.		To ensure this policy is implemented in a fair, consistent and non-discriminatory manner.	
General Operation of the Scheme							
Ensure Headteachers carry out their responsibilities		Ensure Headteachers carry out their responsibilities		Ensure colleagues are aware of where to access information on maternity, adoption, paternity and parental leave		Comply with statutory requirements for notification of leave requests	
Maternity, Adoption and Paternity Leave							
		Approve requests for time off taking into account the needs of the service		Approve requests for time off taking into account the needs of the school		Discuss arrangements for leave with Headteacher	
		Agree arrangements for a reasonable level of contact		Agree arrangements for a reasonable level of contact		Agree arrangements for a reasonable level of contact with Headteacher	
		Discuss viability of keeping-in touch days with colleague		Discuss viability of keeping-in touch days with colleague		Discuss potential for keeping-in-touch days with Headteacher	
		Discuss viability of keeping-in touch days with colleague		Discuss annual leave entitlement and options for taking it		Discuss annual leave options and options for taking it	
						Confirm in writing arrangements for leave and pay within 28 days of receiving applications for leave	
						Process applications and payments	
						Provide information on annual leave entitlement	

Governors	Headteacher	Colleagues	Human Resources
Parental Leave			
<p>Approve requests for leave taking into account the needs of the school</p> <p>If postponing leave, write within five working days explaining the reasons for postponement. Suggest an alternative within six months of the requested start date</p>	<p>Discuss arrangements for leave with colleague</p> <p>Approve requests for leave taking into account the needs of the school</p> <p>If postponing leave, write within five working days explaining the reasons for postponement. Suggest an alternative within six</p>	<p>Discuss arrangements for leave with Headteacher</p>	<p>Process applications</p>
Shared Parental Leave			
<p>Approve requests for leave taking into account the needs of the school.</p> <p>Where discontinuous periods of leave are requested discuss alternative arrangements if necessary.</p>	<p>Approve requests for time off taking into account the needs of the school</p> <p>Where discontinuous periods of leave are requested discuss alternative arrangements if necessary.</p>	<p>Discuss arrangement for leave with Headteacher Discuss any SPLIT days.</p> <p>Discuss annual leave arrangements</p>	<p>Process applications</p>

Governors	Headteacher	Colleagues	Human Resources
Neonatal Care Leave			
<p>Ensure Headteachers carry out their responsibilities.</p> <p>Discuss and arrangements for leave with colleague.</p> <p>Approve requests for leave & pay in line with Neonatal Care Leave & pay criteria.</p>	<p>Discuss requests and arrangements for leave with the colleague.</p> <p>Approve requests for leave/pay in line with the Neonatal Care Leave & pay criteria.</p>	<p>Discuss arrangements for leave with Headteacher.</p> <p>Provide evidence to support request in line with criteria for leave and pay.</p>	<p>Process applications.</p>

TEACHERS MATERNITY PROVISIONS

Continuous service with Derby City Council by the end of the 15th week before EWC	Continuous service with one or more LAs at the start of the 11th week before EWC	Maternity pay OMP Occupational Maternity Pay SMP Statutory Maternity Pay MA Maternity Allowance	Maternity leave OML Ordinary Maternity Leave AML Additional Maternity Leave
At least 26 weeks	At least 1 year	39 weeks OMP and SMP as follows: 4 weeks @ full pay inclusive of SMP 2 weeks @ 90% of week's salary inclusive of SMP 12 weeks @ half pay plus SMP 21 weeks @ SMP	26 weeks OML 26 weeks AML
Less than 26 weeks	At least 1 year	39 weeks OMP and SMP as follows: 4 weeks @ full pay inclusive of MA if eligible 2 weeks @ 90% of week's salary inclusive of MA if eligible 12 weeks @ half pay plus MA if eligible 21 weeks @ MA if eligible No entitlement to SMP	26 weeks OML 26 weeks AML
At least 26 weeks	Less than 1 year	39 weeks SMP as follows: 6 weeks @ SMP equal to 90% of weekly salary 33 weeks @ SMP No entitlement to occupational pay	26 weeks OML 26 weeks AML
Less than 26 weeks	Less than 1 year	No OMP No SMP MA if eligible	26 weeks OML 26 weeks AML