UNIVERSITY OF ST ANDREWS - FAMILY FRIENDLY LEAVE – (FLOWCHART)

**Who does it apply to?**
- Maternity Leave (ML): Female employee who is pregnant
- Adoption Leave (AL): Employee who is adopting a child
- Paternity Leave (Pat L): Employee whose partner is pregnant or adopting
- Shared Parental Leave (SPL): Eligible parents of children due or placed for adoption, on or after 5 April 2015
- Parental Leave (PL): Employee with parental responsibility for a child

**Eligible criteria**
- Maternity Leave (ML): All female employees are entitled to Maternity Leave regardless of length of service.
- Adoption Leave (AL): All employees are entitled to Adoption Leave regardless of length of service.
- Paternity Leave (Pat L): 26 weeks continuous service with the University ending with the 15th week before the expected week of childbirth or adoption.
- Shared Parental Leave (SPL): 26 weeks at the end of the 15th week before the child’s expected due date/matching date and is still working at the start of each leave period. Care of the child and ML or AL ended.
- Parental Leave (PL): 1 year continuous service with the University at the time they wish to take the leave.

**Leave**
- Maternity Leave (ML): Up to 52 weeks. Including 2 weeks compulsory Maternity leave directly following childbirth.
- Adoption Leave (AL): Up to 52 weeks.
- Paternity Leave (Pat L): 2 full weeks can be taken at any period from the day the baby is born or adopted up to eight weeks from that date. Either 2 full weeks; or 2 separate blocks of 1 week.
- Shared Parental Leave (SPL): Share up to 50 weeks of leave within the first year following birth or adoption. Unused ML/AL is converted into SPL, which can be shared between both parents. Leave can be taken at same time.
- Parental Leave (PL): Each parent entitled to 18 weeks leave for children under 18 years. Maximum of 4 weeks per year. Single days only permitted where the child is disabled.

**Pay**
- Maternity Leave (ML): Pay depends on length of service and decision to RTW. Max – up to 16 weeks of full salary; 23 weeks at Statutory Maternity Pay/ Statutory Adoption Pay; 13 weeks unpaid.
- Adoption Leave (AL): Pay depends on length of service. Max 2 weeks at full pay.
- Paternity Leave (Pat L): Dependant on ML/ AL Pay and leave already taken and length of service. Max pay entitled is 37 weeks – shared between 2 people.
- Shared Parental Leave (SPL): All leave is unpaid.

**T &C’s**
- Maternity Leave (ML): Terms and conditions are protected. Continuous service is unaffected. Annual leave accrues as normal. Pension contributions continue (expect for any unpaid periods).
- Adoption Leave (AL): Not applicable.
- Paternity Leave (Pat L): No annual leave accrual. No pension contributions.
- Shared Parental Leave (SPL): Not applicable.
- Parental Leave (PL): Not applicable.

**KIT days**
- Maternity Leave (ML): Up to 10 days, by mutual agreement with line manager.
- Adoption Leave (AL): Not applicable.
- Paternity Leave (Pat L): Up to 20 days - Shared Parental Leave In Touch (or SPLIT) days.