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

#### Who does it apply to?

<table>
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<th>Maternity Leave</th>
<th>Paternity Leave</th>
<th>Adoption Leave</th>
<th>Family Leave</th>
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<tr>
<td>All female employees.</td>
<td>Employees whose partner is pregnant or adopting.</td>
<td>Employees in the process of adopting a child either from within the UK or from overseas.</td>
<td>Parental Leave (Employees with parental responsibility for a child).</td>
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</tbody>
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#### How do I qualify for leave?

- Maternity Leave:
  - All female employees are entitled to Maternity Leave regardless of length of service.
  - To qualify, a member of staff must have completed 26 weeks continuous service with the University ending with the 15th week before the expected week of childbirth.

- Paternity Leave:
  - To qualify, a member of staff must have completed 26 weeks continuous service ending with the week in which they were notified of being matched with a child.

- Adoption Leave:
  - To qualify, a member of staff must have completed 26 weeks continuous service ending with the week in which they were notified of being matched with a child.

- Family Leave:
  - To qualify, a member of staff must have 1 year of continuous service with the University at the time they wish to take the leave.

#### What are the leave/pay entitlements?

- Maternity Leave:
  - Up to 52 weeks Maternity Leave which must include a period of two weeks compulsory Maternity Leave which is the two weeks directly following childbirth.
  - Pay entitlements during Maternity Leave will depend on length of service.
  - Normal terms and conditions will apply during Maternity Leave except remuneration (other than maternity pay if applicable).

- Paternity Leave:
  - Provided service conditions met then employees are entitled to two weeks full pay.
  - Paternity Leave can be taken at any period from the day the baby is born or placed (adoption) up to 8 weeks from that date in either a block of 2 weeks or 2 separate blocks of 1 week (not single days).

- Adoption Leave:
  - Up to 52 weeks Adoption Leave.
  - Pay entitlements are dependent on length of service.
  - Normal terms and conditions will apply during Adoption Leave except remuneration (other than adoption pay if applicable).

- Emergency Time Off for Dependents:
  - There is no qualifying service requirement for Emergency time off for dependants.

#### What must I do?

- Maternity Leave:
  - You should notify your Head of School/Unit and HR of the forthcoming pregnancy/adoption and your proposed dates of leave before the end of 15th week before the Expected Week of Childbirth and you should complete the relevant forms found in the above policies.

- Paternity Leave:
  - You must notify your Head of School/Unit and HR that you intend to take Adoption Leave within 7 days of being notified that you have been matched with a child. Notification should be within 28 days for an overseas adoption.

- Adoption Leave:
  - You must notify your Head of School/Unit a Parental Leave Application Form giving 21 days notice.

- Family Leave:
  - Submit to your Head of School/Unit a Parental Leave Application Form giving 21 days notice.

- Emergency Time Off for Dependents:
  - Inform your Head of School/Unit as soon as possible of your absence.

#### Where can I get further information?

Further information and policies are available at [http://www.st-andrews.ac.uk/hr/Policies/Family Friendly](http://www.st-andrews.ac.uk/hr/Policies/Family Friendly) or from HR directly by emailing humres@st-andrews.ac.uk or extension 3096.