

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

	Maternity Leave	Paternity Leave	Adoption Leave	Family Leave	
Who does it apply to?	All female employees.	Employees whose partner is pregnant or adopting.	Employees in the process of adopting a child either from within the UK or from overseas. Adoption Leave and Pay is not available in circumstances where a child is not newly matched for adoption (i.e. when a step-parent is adopting a partner's child/children).	Parental Leave Employees with parental responsibility for a child.	Emergency Time Off for Dependants All University employees.
How do I qualify for 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 15 th week before the expected week of childbirth.	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.	To qualify, a member of staff must have 1 years continuous service with the University at the time they wish to take the leave.	There is no qualifying service requirement for Emergency time off for dependants.
What are the leave/pay entitlements?	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).	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).	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).	13 weeks unpaid leave for each child (18 weeks' leave if child is disabled) Leave may be taken up to child's 5 th birthday (18 th birthday if child is disabled) The maximum period of leave that can be taken in any year is 4 weeks in respect of each child.	Time off to deal with unforeseen problems in connection with dependants. Carers Days -paid emergency time off, up to a maximum of 3 <i>pro rata</i> days per academic leave year.
What must I do?	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 15 th week before the Expected Week of Childbirth and you should complete the relevant forms found in the above policies.		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.		Submit to your Head of School/Unit a Parental Leave Application Form giving 21 days notice.
Where can I get further information?	Further information and policies are available at http://www.st-andrews.ac.uk/hr/Policies/#Family Friendly or from HR directly by emailing humres@st-andrews.ac.uk or extension 3096.				