

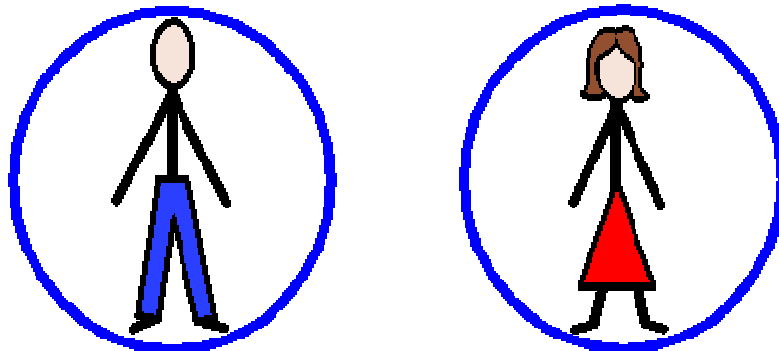
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# Accessible

# Maternity, Paternity and

# Adoption Policy

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**October 2008**

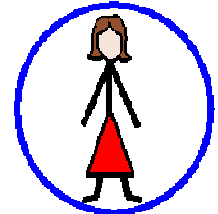
*This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.*

*The complete policy statement can be found within the Maternity, Paternity and Adoption Policy document available from the Admin Team at the Consortium Office.*

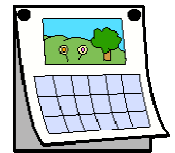
Men and women that have children can have time off work and they can get paid for it. This is the same for men and women that adopt children.

## Maternity Leave

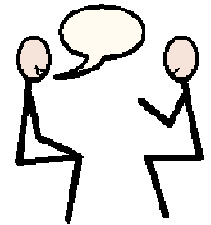
All women can have time off to have a baby



Women can have 52 weeks off of work; 26 weeks ordinary leave and 26 weeks extra leave



You need to tell your manager when you know you are going to have a baby



You can get paid leave before you have the baby for things like doctor's appointments



## Maternity Pay

You can get pay from the Consortium if you have worked for 26 complete weeks and have earned enough in that year to pay the government's National Insurance Contributions

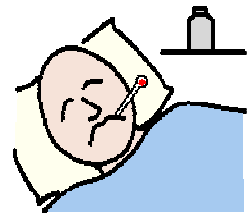
This pay will be 90% of what you normally get paid and this is for 6 weeks



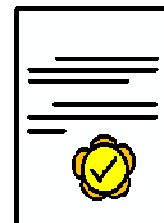
For the remaining 33 weeks you get basic pay

You can get more money if you have worked for the Consortium for 2 years. Then you can get 6 weeks on normal pay and then 12 weeks on half pay

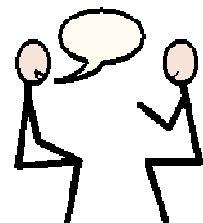
If you are ill because of being pregnant in the 4 weeks leading up to when the baby is to be born, then you will start your maternity leave then



You have to give medical evidence of when the baby is due to be born



You should tell the Consortium you are pregnant at least 15 weeks before the baby is due



If you want to come back to work before you are supposed to, then you must give 8 weeks notice

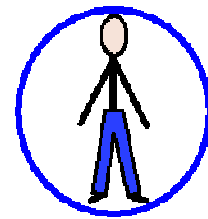
MONTH							MONTH						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X

If you are ill when you are supposed to come back to work then this will be treated as a normal illness



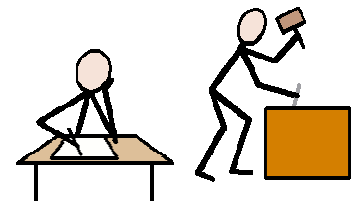
## Paternity Leave

This is when fathers can get time off to look after their new born children

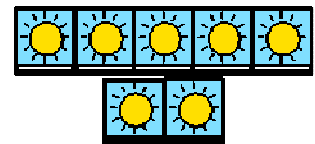


To have this time off they must be a part of the child's life and be the real father, married to the real mother or a partner to the real mother

They must have worked for the Consortium for at least 26 weeks



They can take either 1 or 2 full weeks within 56 weeks of the baby being born



For this time off they get paid the same as new Mothers do



They also need to tell their manager at least 15 weeks before the baby is due

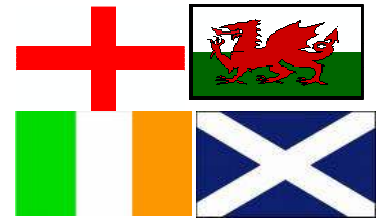


They need to fill out a 'Self-certificate form'

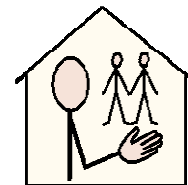


## Adoption Leave

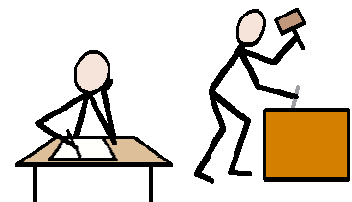
You can get this when you adopt a child from the UK



The adoption must be done through a proper adoption agency e.g. Social Services

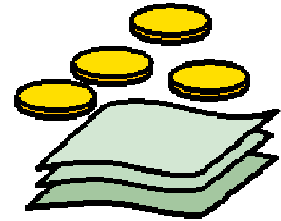


To get this you must have worked for at least 26 weeks for the Consortium



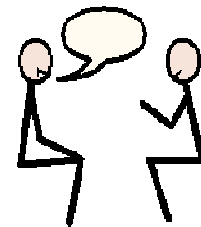
You can get 26 weeks paid and 26 weeks not paid

This pay will be 90% of what you normally get paid and this is for 6 weeks

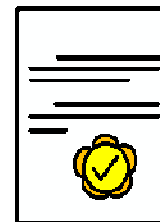


For the remaining 33 weeks you get basic pay

You should tell the Consortium within 7 days of being told you are going to be able to adopt



You have to prove that you really are adopting a child



Fathers can also get paid for adoption leave. This is exactly the same as Paternity Leave

