Maternity/Adoption Leave Procedure
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1. Requesting Leave and Pay

1.1. It is recommended that you discuss your request with your line manager at the earliest opportunity.
- you must tell the University that you are pregnant no later than 15 weeks before your baby is due
- if adopting, you are required to give 28 days’ notice before you want to commence leave
- If adopting following surrogacy, you must tell the University no later than 15 weeks before your baby is due.

1.2. You should submit to your manager as soon as available:
- the medical certificate MATB1, issued by your midwife no more than 20 weeks before your due date, confirming the date your baby is due or
- the matching certificate or official notification if adopting from overseas
- written notification that you are using a surrogate to have a baby, the University can seek confirmation that you will apply for a parental order.

1.3. The earliest you can start Maternity Leave is:
- 11 weeks before your baby is due

1.4. The earliest you can start Adoption Leave is:
- 14 days before the expected date of placement
- if an overseas adoption, when the child arrives in the UK or within 28 days of this date
- if adopting following surrogacy, the day of the child’s birth.

1.5. The latest you can start your leave is:
- the date the baby is due
- the date the child is placed with you for adoption.
- if adopting following surrogacy, the day after the child’s birth.

1.6. Send the completed Maternity or Adoption Leave Request form to your manager.

2. Confirmation of Leave

2.1. Your manager should arrange to meet with you to discuss your request, and agree arrangements for the time you will be away from the workplace.
2.2 Annual leave may be taken immediately prior to, or immediately following leave by agreement with your manager.

2.3 Before you go off on leave, your line manager will plan with you how to ensure that your development needs are met upon your return to work by agreeing some initial objectives. They can then begin to assess if any additional support is required. These initial objectives may be reviewed prior to your return and discussions will incorporate any changes in your circumstances. You may want to use Keeping in Touch Days (KiT Days) for this to facilitate a smooth return to work.

2.4 You may change your mind about the date you want to start your Maternity Leave providing, where reasonably practicable, you notify your line manager at least 28 days in advance of the proposed new start date.

2.4.1. If your baby arrives earlier than the start of your maternity leave, your maternity leave will start automatically on the day after your baby’s birth. You should notify your local HR team of the birth as soon as is reasonably practicable. The expected date of birth is still used for assessing length of service.

2.4.2. Your maternity leave will automatically begin if you are absent from work due to a pregnancy related illness within the 4 week period before your baby is due. You must notify your local HR team that you are absent from work because of a pregnancy related illness as soon as is reasonably practicable and submit fit notes as appropriate.

2.5 In the case of adoption, if the date of placement changes before leave commences you should discuss this with your manager as soon as possible and give as much notice as possible of a change to the start of your leave.

2.6 The dates of your leave will be confirmed in writing by Human Resources.

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<th>Policy Area lead</th>
<th>Jan Halliburton, Emily Thomas</th>
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