

## **WILTSHIRE COUNCIL**

### **STAFFING POLICY COMMITTEE**

**9 March 2011**

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### **Maternity Support and Paternity Leave Policy and Procedure**

#### **Purpose of Report**

1. This report presents the revised maternity support and paternity leave policy and procedure.

#### **Background**

1. The content of this policy and procedure has been updated in light of the legislation changes in relation to additional paternity leave. The mother/primary adopter on return to work may transfer the remainder of their entitlement to their partner.
2. The content in relation to maternity support leave and ordinary maternity leave remains unchanged.
3. Human Resources aims to create policies which are consistent in format, easy to read and understand and are fit for purpose. This policy is in the new format which supports these aims.

#### **Main Considerations for the Council**

4. In creating the policy key stakeholders were consulted including legal services and unions.
5. The policy has been created and formatted in line with the new HR policy template.
6. The main points of the maternity support and paternity leave policy and procedure include:
  - The continued provision of 5 days paid maternity support leave for nominated carers at or around the time of the birth or adoption.
  - The continued provision for ordinary paternity leave of 2 weeks (including the 5 days maternity support). This leave will be paid at the statutory paternity pay rate and is reviewed annually.
  - The inclusion of provisions for additional paternity leave entitlement of 26 weeks leave. Payment of additional paternity leave will be dependent upon whether the mother/primary adopter would have been entitled to statutory maternity pay, maternity allowance or adoption pay.
  - Clarification regarding HR, line manager and employee roles and responsibilities

### **Environmental Impact of the Proposal**

7. None.

### **Equalities Impact of the Proposal**

8. None. The provision of paternity leave is a legislative requirement.

### **Risk Assessment**

9. None.

### **Options Considered**

10. None.

### **Recommendation**

11. To approve the maternity support and paternity leave policy and procedure.

**Barry Pirie**  
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**HR & OD**

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**The following unpublished documents have been relied on in the preparation of this Report: None**