



East Dunbartonshire Council Family Leave Policy Toolkit

Chief Officer & Local Government Employees

**Teachers and employees on SNCT Conditions of
Service should refer to SNCT Handbook Part 2,
Section 7 Family Leave**

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1.0 Purpose

This toolkit is designed to support the guidance and information contained within the Family Leave policy and to provide the relevant paperwork which may need to be completed.

2.0 Scope

These guidelines cover all Local Government Employees and Chief Officers and include:

- Pregnancy and Maternity Leave
- Neonatal Care Leave
- Adoption and Surrogacy Leave
- Paternity Leave
- Shared Parental Leave
- Fostering Leave
- Parental Leave
- Carer's Leave
- Parental Bereavement Leave
- Other support - Fertility Treatment, Breastfeeding, Kinship Care

Teachers and those employed on SNCT Conditions of Service should refer to SNCT Handbook Part 2, Section 7, Family Leave.

3.0 Reference and Related Documents

This forms part of the Council's Policies and Procedure base surrounding employment and certain policies, procedures and toolkits may be referenced throughout this document. This toolkit has been developed to ensure compliance with relevant employment legislation.

This toolkit guidance must be read in conjunction with the Family Leave policy.

4.0 Definition

The definitions referred to in the toolkit can be found in Section 4.0 of the Family Leave policy.

5.0 Guidance on Processes for Managers and Employees

5.1. Maternity Leave

Refer to section 5.1 of the Family Leave Policy

Notification of Pregnancy

It is essential that employees complete the application for 'Maternity, Paternity and Adoption Leave & Pay' form and notify the Employee Services team no later than 24 weeks before the expected week of childbirth, by clicking on the following link:

[Application for Maternity, Paternity and Adoption Leave & Pay Form](#)

or by completing the form at **Appendix 1** and emailing to employeeservices@eastdunbarton.gov.uk

The employee must also give their line manager their **Maternity Certificate form (MATB1)** which should be provided by their doctor or midwife, stating their 'Expected Week of Childbirth'. This must be done as soon as reasonably practical, for further information visit:

www.gov.uk/government/publications/maternity-certificate-mat-b1-guidance-for-health-professionals/maternity-certificate-form-mat-b1-guidance-on-completion

Changing the start date of maternity leave

Any change to the intended start date must be submitted in writing or by email, if the reason for the change of date is not due to the child(ren) being born early. The line manager must then notify Employee Services (email: employeeservices@eastdunbarton.gov.uk) of the change, so payroll can be updated, and new documentation produced.

Risk Assessment Procedures

The **Risk Assessment form Appendix 2** should be completed for **all** pregnant employees including for training courses or other activities outwith the daily workplace of the employee. The risk assessment should be reviewed on a regular basis to ensure all risks are appropriately assessed throughout an employee's pregnancy.

Advice regarding risk assessments can be accessed at the following links:

[Protecting pregnant workers and new mothers - Risk assessment \(hse.gov.uk\)](https://www.hse.gov.uk/pregnant/)

[Health at work during pregnancy - Maternity leave and pay - Acas](https://www.acas.org.uk/help-and-advice/health-at-work-during-pregnancy)

Further advice can be sought from the Health and Safety Team (email: Health.Safety@eastdunbarton.gov.uk).

Antenatal Care

A **Special Leave form Appendix 3** should be completed to request time off for ante-natal appointments.

Father's to be/partners of pregnant women are entitled to unpaid time off to attend two ante-natal appointments and must complete a **Special Leave form Appendix 3** to request this time off.
Birth prior to planned Maternity Leave

Where an employee's baby is born before their maternity leave period is due to start, the employee, or their partner, should contact the EDC line manager and make them aware that the baby has been born early. The line manager will contact both **Employee Services** (employeeservices@eastdunbarton.gov.uk) and **Payroll Services** (payroll@eastdunbarton.gov.uk) by email to ensure payroll has been amended.

Miscarriage or Stillbirth

Miscarriage

In the unfortunate event that an employee loses the child they are carrying before the 24th week of the pregnancy they will be entitled to up to 2 weeks' paid leave. This will be classed as Special Leave and can be requested using the **Special Leave form Appendix 3**, this form can be completed by the employee on return to work if required. This entitlement is from day one of employment.

Stillbirth

If a stillbirth occurs on or after the 24th week of the pregnancy maternity leave provisions will apply and partners will be entitled to take paternity leave.

The employee or their partner should notify the EDC line manager and make them aware of the situation.

Practical and Emotional Support

The Employee Assistance Programme – “Time for Talking”

www.eastdunbarton.gov.uk/employee-zone/wellbeing/employee-assistance-programme can offer a range of practical and emotional support that may be relevant to employees who have had a miscarriage or stillbirth.

There are also lots of charities and other specialist support groups who offer information and support about pregnancy loss. Here are some that you might find helpful:

- The Miscarriage Association – The Miscarriage Association – offers support and information for anyone affected by pregnancy loss. It provides a staffed helpline, live chat and email service, and a comprehensive website, along with online and in-person peer support groups. <https://www.miscarriageassociation.org.uk/>
- Petals – provides specialist support and counselling after pregnancy loss. <https://www.petalscharity.org/>
- Tommy's - a charity that funds research into pregnancy problems and provides information for parents-to-be. <https://www.tommys.org/>
- SANDS - can offer you support if your baby dies during pregnancy or after birth. <https://www.sands.org.uk/>
- ARC - a national charity offering parents support through antenatal screening and its consequences, including bereavement. <https://www.arc-uk.org/>

Keeping in Touch Days (KIT)

KIT days should be arranged by agreement with the line manager and will be paid at the normal hourly rate of employee pay inclusive of SMP, SAP or Maternity Allowance, as appropriate for any hours of work undertaken.

Line managers should agree KIT days with the employee in advance then complete the form and submit online after KIT days have been worked – the form can be found on the EDC Hub or clicking on the link below:

[Application for Keeping in touch day payments | The Hub \(eastdunbarton.gov.uk\)](#)

Notification of Return

Employees must complete and return **the Return to Work following Maternity/ Adoption Leave form Appendix 4** no later than 8 weeks before the intended date of return in order for reinstatement to payroll.

Failure to Return to Work following Maternity/Adoption Leave

If an employee leaves the Council's employment within the 3-month period, they will be expected to repay half of the Occupational Maternity/Adoption element of their pay. The line manager must complete a **Change of Details - Termination form** which is available on the HUB or by clicking the link below:
<http://thehub.eastdunbarton.gov.uk/webform/change-details>

5.2. Neonatal Care Leave (NCL)

Refer to section 5.2 of the Family Leave Policy

Neonatal Care Leave is a day one right and applies to parents of babies who are admitted into neonatal care up to 28 days old and who have a continuous stay in hospital of 7 full days or longer. These measures will allow parents to take up to 12 weeks of leave (and, if eligible statutory pay) on top of any other leave they may be entitled to, including maternity, adoption, shared parental and paternity leave.

Notice Periods

Employees must give notice for Neonatal Care Leave and Statutory Neonatal Care Pay, and if they are eligible, they should give notice for pay and leave at the same time. The rules for giving notice depend on whether the employee is requesting Tier 1 or Tier 2 leave. The Employee (or representative) should contact the Line Manager who should email **Employee Services** (employeeservices@eastdunbarton.gov.uk) to request the leave.

Tier 1 leave notice (while the baby is in neonatal care, or in the first week after)

When a baby needs neonatal care it can be an upsetting and stressful time for parents, especially in the first few weeks. Managers should be flexible and compassionate and they may allow for someone else to tell them what has happened straight away, i.e. a friend or family member.

Employees should give notice before they are due to start work, but can initially give notice by phone, voicemail or text message that they wish to take neonatal care leave.

After 1 week formal notice for leave must be given by the employee in writing, i.e. email or letter giving the required information detailed below.

Tier 2 leave notice (where the baby left neonatal care more than a week ago)

Formal notice for Tier 2 leave must be given in writing and must be taken in one block of leave and should meet the requirements below:

- One week of Tier 2 NCL – 15 calendar days notice
- Two or more weeks of Tier 2 NCL – 28 calendar days notice

Tier 1 & 2 Leave Formal Notice Information Required:

- The employee's name
- The baby's date of birth and, if adopted, the date they were placed with them (or the date the baby entered the UK if adopted from overseas)
- The start and end date of the baby's neonatal care – or each date if the child received neonatal care on 2 or more separate occasions
- The type of neonatal care leave being taken – Type 1 or Type 2
- When they want their neonatal care leave to begin
- How many weeks of leave they are taking

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- Confirmation they are taking the leave and pay to care for the child
- Confirmation of parental responsibility for the child, if this is the first time they are giving notice for Neonatal Care Pay and Leave

In cases of multiple births, the employee should provide this information for each child.

Canceling Neonatal Care Leave and Pay

Employees cannot cancel notice for leave if the baby is in neonatal care (or in the first week after) Tier 1.

If it is more than a week since the baby left neonatal care Tier 2, an employee can cancel leave by giving written notice:

- For one week of leave – at least 15 days before the leave was due to start
- For 2 or more weeks of leave – at least 28 days before the leave was due to start

If the baby dies after being in neonatal care

In the sad circumstances that a baby dies after being in neonatal care an employee may still be eligible for neonatal care leave and pay if:

- The baby was in neonatal care for 7 consecutive days or more
- they provided notice for neonatal care leave before or after the death

The neonatal care leave can start the day after the child dies. If other leave has already been booked, for example maternity, adoption or paternity leave, that must be taken first.

This will be in addition to parental bereavement leave (see section 5.10 of the policy).

Support for employees

Managers should ensure that employees are aware of support available to them detailed later in this toolkit and on the Employee Zone (www.eastdunbarton.gov.uk/employee-zone/) wellbeing pages

5.3. Adoption, Surrogacy and 'Foster to Adopt' Leave including Overseas Adoptions **Refer to section 5.3 of the Family Leave Policy**

An employee who qualifies for adoption/surrogacy leave must notify their line manager in line with the timeframes detailed within the Family Leave Policy. For employees who are adopting, they must complete the Application for Maternity, Paternity and Adoption Leave & Pay form by clicking on the following link:

[Application for Maternity, Paternity and Adoption Leave & Pay form](#)

or by completing the form at **Appendix 5**

and provide a **Matching Certificate** from the approved adoption agency as evidence of entitlement to adoption leave and pay and emailing to employeeservices@eastdunbarton.gov.uk

Adoption Appointments - The main adopter is entitled to paid time off for up to 5 adoption appointments. The secondary adopter is entitled to unpaid time off for up to 2 appointments. Time off can be requested by completing the **Special Leave form Appendix 3** and submitting this to their line manager who will email it to employeeservices@eastdunbarton.gov.uk

Further advice can be obtained from the HR Case Adviser to discuss individual circumstances.

Notification of Return from Adoption/Surrogacy Leave

Employees must complete and return the 'Return to Work Following Maternity/ Adoption Leave' form Appendix 4 no later than 8 weeks before the intended date of reinstatement to payroll.

Further advice can be obtained from the HR Case Adviser team (hrcaseadvisors@eastdunbarton.gov.uk) to discuss any individual cases.

Annual Leave Entitlement during Maternity/Adoption Leave

Annual leave and public holiday entitlements continue to accrue throughout the 52 weeks of maternity/adoption/surrogacy leave. If an employee wishes to take annual leave at the end of their leave period this should be requested on their **Return-to-Work following Maternity/Adoption Leave form Appendix 4**.

For term-time employees, advice can be obtained from Employee Services (employeeservices@eastdunbarton.gov.uk) in relation to accrued leave during maternity/adoption/surrogacy Leave.

5.4. Paternity Leave

Refer to section 5.5 of the Family Leave Policy

Qualifying employees must inform the Council of their request to take paternity leave by completing the online **Maternity, Paternity and Adoption Leave & Pay application form** by clicking on the following link:

[Application for Maternity, Paternity and Adoption Leave & Pay form](#)

OR by completing the Paternity Leave application form **Appendix 6** and emailing it to employeeservices@eastdunbarton.gov.uk

If the employee wants to change when they start paternity leave, they must give the Council 28 days' notice of the change, unless the baby is overdue. The employee should resubmit their application form, having first discussed this with their line manager.

5.5. Shared Parental Leave (SPL)

Refer to section 5.6 and Appendix 1 of the Family Leave Policy

Eligibility for SPL

To be eligible for Shared Parental Leave:

Shared Parental Leave (SPL)	Shared Parental Pay (ShPP)
<ul style="list-style-type: none"> The employee must have 26 weeks' continuous employment ending with the 15th week before the baby's expected due date or placement and is still employed one week before any period of Shared Parental Leave period. The Mother/Main Adopter must have given notice to the employer to end their Maternity/Adoption leave and/or pay early. Is entitled to Statutory Maternity/Adoption Leave and Pay or Maternity Allowances in respect of the child. 	<ul style="list-style-type: none"> The employee must meet the qualifying conditions of Shared Parental Leave; and Be entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Statutory Paternity Pay.

Maternity/Adoption Leave Curtailment notice form **Appendix 7** the mother/main adopter will be required to curtail their maternity leave before SPL can be provided to their partner

Application for Shared Parental Leave /Notice of Entitlement and Intention form Appendix 8 (to be completed by mother/main adopter if employed by the Council)

Period of Leave Notice forms Appendix 9 (a maximum of three requests per pregnancy by each parent) to be completed not less than eight weeks before the start date of the first period of SPL requested in the notice.

Line managers should meet with the employee to discuss the employees request for leave within 10 working days of receipt of the "Period of Leave Notice".

Withdrawal of Maternity/Adoption Leave Curtailment notice – Employees should withdraw their notice by writing to or emailing their line manager. The line manager **must** inform Employee Services as soon as possible.

Cancellation of Application /Notice of entitlement and intention – Employees should withdraw their notice by writing to or emailing their line manager no less than 8 weeks before leave was due to commence. The line manager **must** inform Employee Services as soon as possible.

Variation of Application /Notice of entitlement and intention – Employees should complete a new Application/ Notice of entitlement and intention form, **Appendix 8/8a**, and tick it is a variation.

Cancellation of Period of Leave Notice – Employees should withdraw their notice by writing to or emailing their line manager no less than 8 weeks before leave was due to commence. The line manager **must** inform Employee Services as soon as possible.

Variation of Period of Leave Notice - Employees should complete a new Period of Leave Notice form, **Appendix 9**, and tick it is a variation.

Contact while on SPL – Keeping in Touch Days - SPLIT

SPLIT days should be arranged by agreement with the line manager and will be paid at the normal hourly rate of employee pay inclusive of ShPP, as appropriate for any hours of work undertaken.

Line managers should agree SPLIT days with the employee in advance then complete the form and submit online after days have been worked – the form can be found on the EDC Hub or clicking on the link below:

[Application for Keeping in touch day payments | The Hub \(eastdunbarton.gov.uk\)](#)

The line manager is required to complete the form for any work carried out by the employee on SPLIT days, in order for the employee's pay to be adjusted accordingly.

Shared Parental Leave rates:

For information on shared parental pay rates which are set on a yearly basis information can be found on <https://www.gov.uk/shared-parental-leave-and-pay>.

5.6. **Fostering**

Refer to section 5.7 of the Family Leave Policy

To apply for Fostering Leave, the employee should complete the **Special Leave form Appendix 3** and submit this to their line manager who will email it to employeeservices@eastdunbarton.gov.uk

5.7. **Parental Leave**

Refer to section 5.8 of the Family Leave Policy

To apply for unpaid Parental Leave, the Application to Qualify for Parental Leave form **Appendix 10** or by clicking on the link below, must be completed, and submitted to the line manager along with a copy of the child's birth certificate, or adoption papers or the date of placement in adoptions cases, before forwarding to the Employee Services team (employeeservices@eastdunbarton.gov.uk).

[Application to Qualify for Parental Leave.](#)

Evidence of entitlement to parental leave need only be given once in respect of each child.

For each separate request, the **Special Leave form Appendix 3** must be completed and sent to the Employee Services team (employeeservices@eastdunbarton.gov.uk)

5.8. **Carer's Leave**

Refer to section 5.9 of the Family Leave Policy

To apply for carer's leave employees should complete the **Carer's Leave Application form Appendix 11** and submit this to their line manager who will email it to (employeeservices@eastdunbarton.gov.uk)

Pensionable Service

Carer's leave entitlement counts towards pensionable service. Employees are able to take up to 5 days per year unpaid as either full or half days. During any such leave pension contributions will continue to be paid by both the employer and the employee.

5.9. Support for Employees

Refer to section 5.10 of the Family Leave Policy

5.9.1. Fertility Treatment

To apply for time off for fertility treatment employees should complete the **Special Leave Application form Appendix 3** and submit this to their line manager who will email it to employeeservices@eastdunbarton.gov.uk

For further advice please see: [IVF treatment - Managing pregnancy and maternity - Acas](#)

5.9.2. Parental Bereavement Leave

In the unfortunate event parental bereavement leave is required the employee should completed the **Parental Bereavement leave form Appendix 10** and submit this to their line manager who will email it to employeeservices@eastdunbarton.gov.uk

Practical and Emotional Support

The Employee Assistance Programme – “Time for Talking”

www.eastdunbarton.gov.uk/employee-zone/wellbeing/employee-assistance-programme can offer a range of practical and emotional support that may be relevant to employees.

In addition, some relevant charities which may also be able to provide support and guidance in the circumstances:

- www.childbereavementuk.org/
- www.careforthefamily.org.uk/family-life/bereavement-support/bereaved-parent-support
- www.cruse.org.uk/
- www.youngminds.org.uk/

Field Code Changed

5.9.3. Breast Feeding

The Risk Assessment form **Appendix 2** should be completed for all employees who are breastfeeding. The risk assessment should be reviewed on a regular basis to ensure all risks are appropriately assessed.

Further advice can be sought from the Health and Safety Team (email: Health.Safety@eastdunbarton.gov.uk) or for further guidance around supporting breast feeding in the workplace please speak to your HR Case Adviser.

5.9.4. Flexible Working

Employees should refer to the **Flexible Working policy** by clicking on the following link: www.eastdunbarton.gov.uk/employee-zone/policies-and-procedures for all information relating to flexible working requests. Employees who wish to apply for flexible working hours following maternity/adoption leave should forward a Flexible Working Application form (contained within the policy).

5.9.5. Kinship Care/Time off for a dependent

There are provisions in the Special Leave policy for time off for a dependent please refer to the Special Leave policy by clicking on the following link below:

www.eastdunbarton.gov.uk/employee-zone/policies-and-procedures

Customer Services and Organisational Development
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5.9.6. **Special Leave Policy**

The **Special Leave policy** can be viewed by clicking on the following link below:

www.eastdunbarton.gov.uk/employee-zone/policies-and-procedures

5.9.7. **Pensionable Service – Child-related leave**

If you are away from work and your pay is reduced, your pension may be affected.

You may need to take time away from work during your career. Special rules apply to protect your Local Government Pension Scheme pension if you have child-related leave for a period of less than 31 days.

This includes:

- ordinary maternity or adoption leave – normally the first 26 weeks
- paid additional maternity or adoption leave – normally week 27 to week 39
- paid shared parental leave
- paternity leave, and
- paid parental bereavement leave.

During a period of relevant child-related leave, your pension is usually worked out using your Assumed Pensionable Pay. Assumed Pensionable Pay is a notional figure that is used to make sure your pension is not affected by the pay reduction. You would continue to build up a pension in the LGPS as if you were working normally and receiving normal pay. You can find out more about Assumed Pensionable Pay in the section below.

If you are in the 50/50 section and you go on to no pay during ordinary maternity leave, ordinary adoption leave or paternity leave, you will automatically be moved to the main section of the Scheme from the beginning of the next pay period. You would start to build up full pension benefits in the LGPS even though you are not paying pension contributions.

Any period of unpaid additional maternity or adoption leave, unpaid shared parental leave or unpaid parental bereavement leave will not count for pension purposes unless you pay extra pension contributions to buy the pension you have 'lost'. Unpaid additional maternity or adoption leave is normally from week 40 to week 52, but could start earlier for some members.

The extra contributions are known as Additional Pension Contributions or APCs. If you elect to pay APCs to buy 'lost' pension **within 30 days** of returning to work, the cost will be split between you and your employer. Your employer may give you longer to decide. Use the [Buy lost pension calculator](#) to find out more about this option. You will need some information from your employer about the amount of pay you have 'lost' in the unpaid period to use the calculator.

www.scotlgpsmember.org/your-pension/paying-in/if-you-are-away-from-work/

6.0 Summary of Leave Entitlement

Circumstances	Leave Entitlement	Paid/Unpaid	Section in Policy
Maternity Leave & Pay	52 weeks maternity leave	Pay entitlement determined by length of service	5.1
Miscarriage or Stillbirth (before 24 th week of pregnancy)	2 weeks special leave	Paid	5.1
Miscarriage or Stillbirth (after 24 th week of pregnancy)	Full maternity leave entitlements	Pay entitlement determined by length of service	5.1
Keeping in Touch Days	Up to 10 days work(during maternity/adoption leave)	Paid	5.1
Neonatal Care Leave & Pay	Up to 12 weeks leave	Statutory Neonatal Care Pay	5.2
Adoption and adoption leave (main adopter)	Up to five adoption appointments	Paid	5.3
Adoption- and adoption leave (secondary adopter)	Up to two appointments	Unpaid	5.3
Surrogacy	<p>Minimum two weeks compulsory maternity leave</p> <p>Up to 52 weeks maternity leave</p> <p>Ordinary paternity leave</p> <p>May qualify for 26 weeks Ordinary Adoption Leave and 26 weeks additional Adoption Leave</p> <p>Both parents entitled to take unpaid time off to attend two antenatal appointments with surrogate</p>	<p>Statutory Maternity pay – pay entitlement determined by length of service</p> <p>Statutory Paternity pay</p> <p>Statutory adoption leave</p> <p>Unpaid</p>	5.3
Paternity Leave	2 weeks paternity leave (calculated as the same number of days the employee would normally work in that week)– after 26 weeks continuous service by the 15 th week before the	Paid	5.5

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Circumstances	Leave Entitlement	Paid/Unpaid	Section in Policy
	<p>expected week of childbirth</p> <p>Payment at one week's full pay and one week at 90% of normal weekly pay</p>		
Shared Parental Leave (SPL)	<p>Maximum amount of leave available to share between parents is 50 weeks and up to 37 weeks' pay</p> <p>SPL must be taken within 52 weeks of the birth/placement of their child</p> <p>Keeping in Touch Days – SPLIT Each parent is entitled to work for up to 20 SPLIT days each</p> <p>This is in addition to the 10 KIT days available to those on Statutory Maternity/Adoption leave</p>	Paid	5.6
Fostering	<p>Employees who have *one years' continuous service – are entitled to one paid half day per week for 3 weeks before commencing fostering.</p> <p>In exceptional circumstances, this leave may be increased but leave should not exceed six half days in a six-week period</p>	*Paid	5.7
Parental Leave	<p>Employees who have one years' continuous service – are entitled to 18 weeks' parental leave for each child born or adopted</p> <p>Parental leave must be taken in blocks or multiples of a week, with a maximum of 4 weeks per year for each child</p>	Unpaid	5.8

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Circumstances	Leave Entitlement	Paid/Unpaid	Section in Policy
	<p>Parents in receipt of Disability Living Allowance or Personal Dependent Payment can request single days without losing a week from their full entitlement</p> <p>Leave requested can be postponed for up to 6 months if the absence would unduly disrupt the Service</p>		
Carer's Leave	<p>5 days leave within a 12-month rolling period per employee not per dependant</p> <p>Leave requested can be postponed for up to 1 month if the absence would unduly disrupt the Service</p>	Unpaid	5.9
Fertility Treatment	<p>Time off for the purpose of attending appointments only which are related to fertility treatment</p> <p>Any time required to be taken before or after the appointment should be booked as annual leave or unpaid leave</p>	Paid	5.10
Parental Bereavement Leave	<p>2 weeks leave on full pay can be taken in the 56 weeks following the child's death</p> <p>Leave can be taken in one go or as 2 separate weeks.</p> <p>If more than one child dies, the employee is entitled to 2 weeks paid leave for each child</p>	Paid	5.10

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Circumstances	Leave Entitlement	Paid/Unpaid	Section in Policy
Informal Kinship Care	Not entitled to parental leave as do not have parental responsibility for the child. May be eligible for time off for a dependent under the provision of the Special Leave policy	Not applicable	5.10
Formal Kinship Care	If a child arrangement order or Special Guardianship Order has been put into place The kinship carer has parental responsibility and are entitled to parental leave		5.10

7.0 Appendices

- Appendix 1 - Application for Maternity Leave and Pay**

This should be completed on the electronic form which can be found on the EDC Hub or by clicking on the link ["Application for Maternity, Paternity and Adoption Leave & Pay"](#)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



MaternityLeave.pdf

- Appendix 2 - Health & Safety Risk Assessment form for Pregnancy Risk Assessment**

A blank risk assessment form (DO1) can be found on the EDC Hub site or Employee Zone on the Council's website or by clicking on the links below

[Health and Safety Forms | The Hub \(eastdunbarton.gov.uk\) \(DO1 Blank Risk Assessment form\)](#)

www.eastdunbarton.gov.uk/employee-zone/health-and-safety/health-and-safety-reporting-forms

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



d01_risk_assessment_form_-_with_notes

- **Appendix 3 - Special Leave form**

A blank special leave application form can be found on the EDC Hub site or Employee Zone on the Council's website by clicking on the links below

[HR Forms | The Hub \(eastdunbarton.gov.uk\) \(other Forms – Special Leave\)](#)

www.eastdunbarton.gov.uk/employee-zone/policies-and-procedures (Special Leave toolkit)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form



specialleave.pdf

- **Appendix 4 - Return to Work following Maternity/Adoption Leave form**

A blank 'return following maternity leave' form can be found on the EDC Hub site by clicking on the link below

[HR Forms | The Hub \(eastdunbarton.gov.uk\) \(other forms\)](#)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



ReturnFollowingM
aternityLeave.pdf

- **Appendix 5 - Application for Adoption Leave and Pay**

This should be completed on the electronic form which can be found on the EDC Hub or by clicking on the link ["Application for Maternity, Paternity and Adoption Leave & Pay"](#)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



AdoptionLeave.pdf

- **Appendix 6 - Application for Paternity Leave and Pay**

This should be completed on the electronic form which can be found on the EDC Hub or by clicking on the link ["Application for Maternity, Paternity and Adoption Leave & Pay"](#)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



Paternity Leave.pdf

- **Appendix 7 - Maternity/ Adoption Leave Curtailment Notice**

A blank 'curtailment notice' form and 'employee consent to provide dates' form can be found on the EDC Hub site by clicking on the link below

[HR Forms | The Hub \(eastdunbarton.gov.uk\)](#) (other forms)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



MATERNITY
ADOPTION CURTAIL

- **Appendix 7a - Consent Form to provide dates**



EmployeeConsent.pdf

- **Appendix 8 - Application for Shared Parental Leave/Notice of Entitlement and Intention**

A blank **Application for Shared Parental Leave/Notice of Entitlement and Intention form** can be found on the EDC Hub site by clicking on the link below

[HR Forms | The Hub \(eastdunbarton.gov.uk\)](#) (other forms)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



Application for
shared parental leave

- **Appendix 8a - Application for Shared Parental Leave/Notice of Entitlement and Intention - Partner**

A blank **form** can be found on the EDC Hub site by clicking on the link below

[HR Forms | The Hub \(eastdunbarton.gov.uk\)](#) (other forms)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



Application-Partner
- shared parental leave

- **Appendix 9 - Period of Leave Notice**

A blank Period of Leave Notice application form can be found on the EDC Hub site by clicking on the links below

[HR Forms | The Hub \(eastdunbarton.gov.uk\) \(other Forms – Period of Leave Notice\)](#)

If the employee does not have access to the EDC Hub site they can complete the PDF form below



Period of Leave
Notice.pdf

- **Appendix 10 - Application to Qualify for Parental Leave**

A blank '[Application to Qualify for Parental Leave](#)' form can be found on the EDC Hub site by clicking on the link below

[HR Forms | The Hub \(eastdunbarton.gov.uk\)](#) (other forms)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



Application to qualify
for parental leave form

- **Appendix 11 - Application for Carer's Leave**

A blank '**Carer's Leave**' application form can be found on the EDC Hub site by clicking on the link below

[HR Forms | The Hub \(eastdunbarton.gov.uk\)](#) (other forms)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



Carers Leave.pdf

- Appendix 12 - Parental Bereavement Leave

A blank 'Parental Bereavement Leave' form can be found on the EDC Hub site by clicking on the link below

[HR Forms | The Hub \(eastdunbarton.gov.uk\)](https://www.eastdunbarton.gov.uk/hr-forms) (other forms)

If the employee does not have access to the EDC Hub site or Employee Zone on the Council's website, they can complete the attached PDF form:



PARENTAL
BEREAVEMENT LEAV

Other Formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:
East Dunbartonshire Council, 12 Strathkelvin Place, Southbank
Kirkintilloch G66 1TJ Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।