



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**

Contents

1.0	Purpose.....	3
2.0	Scope.....	3
3.0	Reference and Related Documents.....	3
4.0	Definition	3
5.0	Process	3
5.1.	<i>Maternity Leave</i>	<i>3</i>
5.1.1.	<i>Notification of Pregnancy</i>	<i>3</i>
5.1.2.	<i>Changing the start date of maternity leave</i>	<i>4</i>
5.1.3.	<i>Risk Assessment Procedures</i>	<i>4</i>
5.1.4.	<i>Antenatal Care</i>	<i>4</i>
5.1.5.	<i>Birth prior to planned Maternity Leave.....</i>	<i>5</i>
5.1.6.	<i>Miscarriage or Stillbirth</i>	<i>5</i>
5.1.7.	<i>Keeping in Touch Days (KIT)</i>	<i>6</i>
5.1.8.	<i>Notification of Return.....</i>	<i>6</i>
5.1.9.	<i>Failure to Return to Work following Maternity/Adoption Leave</i>	<i>6</i>
5.2.	<i>Adoption, Surrogacy and ‘Foster to Adopt’ Leave including Overseas Adoptions.....</i>	<i>6</i>
5.3.	<i>Paternity Leave</i>	<i>7</i>
5.4.	<i>Shared Parental Leave (SPL)</i>	<i>8</i>
5.5.	<i>Fostering</i>	<i>9</i>
5.6.	<i>Parental Leave</i>	<i>9</i>
5.7.	<i>Carer’s Leave</i>	<i>10</i>
5.8.	<i>Support for Employees.....</i>	<i>10</i>
5.8.1.	<i>Fertility Treatment.....</i>	<i>10</i>
5.8.2.	<i>Parental Bereavement Leave</i>	<i>10</i>
5.8.3.	<i>Breast Feeding.....</i>	<i>11</i>
5.8.5.	<i>Kinship Care/Time off for a dependent</i>	<i>11</i>
6.0	Summary of Leave Entitlement	12
7.0	Appendices	15

Family Leave Policy Toolkit

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
- 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 Process

5.1. Maternity Leave

5.1.1. Notification of Pregnancy

Refer to section 5.1.1 of the Family Leave Policy

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:

Family Leave Policy Toolkit

[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

5.1.2. Changing the start date of maternity leave

Refer to section 5.1.2 of the Family Leave Policy

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.

5.1.3. Risk Assessment Procedures

Refer to section 5.1.3 of the Family Leave Policy

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/pregnancy-at-work)

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

5.1.4. Antenatal Care

Refer to section 5.1.2 of the Family Leave Policy

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.

Family Leave Policy Toolkit

5.1.5. Birth prior to planned Maternity Leave

Refer to section 5.1.6 of the Family Leave Policy

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.

5.1.6. Miscarriage or Stillbirth

Refer to section 5.1.8 of the Family Leave Policy

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/>

Family Leave Policy Toolkit

5.1.7. Keeping in Touch Days (KIT)

Refer to section 5.1.10 of the Family Leave Policy

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 \(eastdunbarton.gov.uk\)](#)

5.1.8. Notification of Return

Refer to section 5.1.11 of the Family Leave Policy

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.

5.1.9. Failure to Return to Work following Maternity/Adoption Leave

Refer to section 5.1.12 of the Family Leave Policy

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 be clicking the link below:

<http://thehub.eastdunbarton.gov.uk/webform/change-details>

5.2. Adoption, Surrogacy and 'Foster to Adopt' Leave including Overseas Adoptions

Refer to section 5.2 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**

Family Leave Policy Toolkit

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.

5.2.1. Notification of Return from Adoption/Surrogacy Leave ***Refer to section 5.1.11 of the Family Leave Policy***

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.

5.2.2. Annual Leave Entitlement during Maternity/Adoption Leave ***Refer to section 5.3.2 of the Family Leave Policy***

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.

5.2.3. Pensions, Services & Benefits during Maternity/Adoption Leave ***Refer to section 5.3.3 of the Family Leave Policy***

In order to "buy back" any pension contributions from periods of unpaid leave, the Council recommends employees apply for pension "buy back" through their pension provider within 30 days of returning to duty.

The two main pension providers within East Dunbartonshire Council are:
Strathclyde Pension Fund
www.spfo.org.uk

Scottish Public Pensions Agency
www.pensions.gov.scot

5.3. Paternity Leave ***Refer to section 5.4 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

Family Leave Policy Toolkit

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.

5.4. Shared Parental Leave (SPL)

Refer to section 5.5 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.

Family Leave Policy Toolkit

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.

Pensions, Services & Benefits during Shared Parental Leave

In order to “buy back” any pension contributions from periods of unpaid leave, EDC recommends employees apply for pension “Buy Back” through their pension provider within 30 days of returning to duty.

The two main pension providers within EDC are:

Strathclyde Pension Fund
www.spfo.org.uk

Scottish Public Pensions Agency
www.pensions.gov.scot

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>.

5.5. Fostering

Refer to section 5.6 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

5.6. Parental Leave

Refer to section 5.7 of the Family Leave Policy

Family Leave Policy Toolkit

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).

5.7. Carer's Leave

Refer to section 5.8 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).

5.8. Support for Employees

5.8.1. Fertility Treatment

Refer to section 5.9.1 of the Family Leave Policy

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](#)

5.8.2. Parental Bereavement Leave

Refer to section 5.9.2 of the Family Leave Policy

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:

- <https://www.childbereavementuk.org/>
- <https://www.careforthefamily.org.uk/family-life/bereavement-support/bereaved-parent-support>

Family Leave Policy Toolkit

- <https://www.cruse.org.uk/>
- <https://youngminds.org.uk/>

5.8.3. Breast Feeding **Refer to section 5.9.3 of the Family Leave Policy**

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.

5.8.4. 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).

5.8.5. 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

5.8.6. 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

Family Leave Policy Toolkit

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	5.1.9
Miscarriage or Stillbirth (before 24 th week of pregnancy)	2 weeks special leave	Paid	5.1.8
Miscarriage or Stillbirth (after 24 th week of pregnancy)	Full maternity leave entitlements	Statutory Maternity Pay	5.1.8
Keeping in Touch Days	Up to 10 days work (during maternity/adoption leave)	Paid	5.1.10
Adoption and adoption leave (main adopter)	Up to five adoption appointments	Paid	5.2.1
Adoption- and adoption leave (secondary adopter)	Up to two appointments	Unpaid	5.2.1
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>	<p>5.2.3</p> <p>5.2.4</p> <p>5.1.9</p> <p>5.4.2</p>
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	

Family Leave Policy Toolkit

	<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	5.5
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	5.6
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	5.7

Family Leave Policy Toolkit

	<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	5.8
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	5.9.1
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	5.9.2
Informal Kinship Care	<p>Not entitled to parental leave as do not have parental responsibility for the child.</p>	Not applicable	5.9.5.1

Family Leave Policy Toolkit

	May be eligible for time off for a dependent under the provision of the Special Leave policy		
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		5.9.5.2

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:



BLANK RISK
ASSESSMENT FORM.i

- **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

Family Leave Policy Toolkit

- **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.p
df

- **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 leav

Family Leave Policy Toolkit

- **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**

Family Leave Policy Toolkit

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 \(eastdunbarton.gov.uk\)](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:



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 ਮੈਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

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