HR & OD POLICIES

human resources and organisational development

Paternity Leave Maternity Support and Ordinary Leave

Local Government Employees

Aberdeenshire
COUNCIL

1. INTRODUCTION

Following the birth of a baby the nominated supporter will be able to take one week's paid maternity support leave and if eligible a further week of ordinary paternity leave.

Support Leave of one week with normal pay will be granted to the spouse or partner or nominated carer of an expectant mother at or around the time of birth or placement. The nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to her/him.

Maternity Support Leave can be taken:

- From the date of the child's/children's birth; or
- From another date after the child's/children's birth.

In addition to the maternity support leave described above, an employee who is the spouse or partner of an expectant mother (and who has at least 26 weeks' continuous service at the start of the 15th week before the baby is due) is entitled to a further week's Ordinary Paternity Leave (OPL). OPL can be taken:

- From the date of the child's/children's birth; or
- From another date after the child's/children's birth.

Leave can start on any day of the week, but must be taken within 52 weeks of the actual birth. If the birth is early, leave must be taken within the period from the actual date of the birth up to 52 weeks after the expected week of birth.

An employee who is on OPL shall receive their normal pay.

Notification

An employee who wishes to take Maternity Support Leave or Ordinary Paternity Leave must inform their line manager of her/his intention to take paternity leave by giving 28 days notice (where reasonably practicable).

For Maternity Support Leave and/or Ordinary Paternity Leave he/she must complete the Application for Ordinary Paternity Leave and forward to HR Support.

Employees can take their two-week paternity leave entitlement as two separate one-week blocks. Where an employee elects to take only one week of leave then this will be taken as a complete week of leave. The first week will be support leave while the second week will be ordinary paternity leave, both will be paid at full pay.

Employees may alter the date on which their leave starts by giving 28 days' notice in writing, where this is reasonably practicable.

Only one period of leave is available to employees, irrespective of multiple births.

An employee shall be entitled to the above provisions in circumstances where the child is stillborn after 24 weeks or has died or where the child's mother has died within the period of leave.

For further advice and guidance on any of the above please contact Human Resources and Organisational Development.

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Policy

Revision Date	Previous Revision Date	Summary of Changes
22-11-2011	-	Creation of all Documents
18-09-2013	22-11-2011	Addition of paragraphs relating to extending time off
01-10-2014	18-09-2013	New category of Unpaid Leave as part of new SPL guidelines
10-04-2015	01-10-2014	Remove Additional Paternity Leave
08-03-2024	10-04-2024	Update on Paternity Leave (Amendment) Regulations 2024 effective from 06/04/2024

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