**Family Leave Requests – Line Manager Guide**

**Maternity Leave Request**

Employees should notify their Line Manager of their request to take maternity leave no later than 8 weeks before their intended start date of maternity.

**Line Manager Responsibilities:**

* The expectant mother’s risk assessment should be carried out by the employer as soon as the employee advises the Company of the pregnancy.
* Obtain the original Mat B1 form from the employee, ask them to complete the maternity leave booking form and provide them with a copy of the company Maternity Policy. The expectant mother receives the Mat B1 form from her midwife or GP at the antenatal appointment that takes place after the 20-week scan.
* Pass the completed booking form and the Mat B1 to HR to process.
* Consider how the work will be covered whilst the employee is on maternity leave and take appropriate actions (e.g. divide work between existing employees, hire interim replacement, etc.).
* Issue the leave confirmation letter to the employee that HR has prepared and send HR a signed copy back to be filed in the employee file.
* Advise HR in case of any changes to the leave start date.
* Organise collection and send-off and send congratulations card once the employee has given birth.
* Keep in touch with the employee during their maternity leave.
* Arrange ‘keep in touch’ (KIT) days where applicable and advise HR so that these are paid to the employee. Employees can choose to use KIT days to work or attend training during their maternity leave without bringing the leave to an end.
* Keep HR and/or Finance informed of the RTW date at least 8 weeks before the actual date.

For further details please refer to the Company’s Employee Policy or speak with their HR contact.

**Paternity Leave Request**

**Line Manager Responsibilities:**

* Obtain the completed SC3 form (from the government website) from the employee and provide them with a copy of the company Paternity Policy.
* Advise that shared parental leave may also be available to the employee and provide the relevant policy.
* Pass the completed SC3 form to HR or payroll to process.
* Consider how the work will be covered whilst the employee is on paternity leave.
* Issue the leave confirmation letter to the employee that HR has prepared and send HR a signed copy back to be filed in the employee file.
* Advise HR and/or or payroll in case of any changes to the leave start date.

For further details please refer to the Company’s Employee Policy or speak with their HR contact.

**Adoption Leave Request**

**Line Manager Responsibilities:**

* Obtain the matching certificate from the employee, ask them to complete the adoption leave booking form and provide them with a copy of the company Adoption Policy.
* Pass the completed booking form and the matching certificate to HR to process.
* Consider how the work will be covered whilst the employee is on adoption leave and take appropriate actions (e.g. divide work between existing employees, hire interim replacement, etc.).
* Issue the leave confirmation letter to the employee that HR has prepared and send HR a signed copy back to be filed in the employee file.
* Advise HR and/or Finance in case of any changes to the leave start date.
* Organise collection and send-off and send congratulations card once the employee has started their leave.
* Keep in touch with the employee during their adoption leave.
* Arrange ‘keep in touch’ (KIT) days where applicable and advise HR and/or Finance so that these are paid to the employee. Employees can choose to use KIT days to work or attend training during their adoption leave without bringing the leave to an end.
* Keep HR informed of the return to work (RTW) date at least 8 weeks before the actual date.

For further details please refer to the Company’s Employee Policy.

**Shared Parental Leave Request**

**Line Manager Responsibilities:**

* Obtain the mother’s Mat B1 form from the employee (if it is the mother who is asking for shared parental leave the Mat B1 form may have already been provided to process the paternity leave), ask them to complete the shared parental leave booking form and provide them with a copy of the company Shared Parental Leave Policy.
* Pass the completed booking form and the Mat B1 form to HR to process.
* Consider how the work will be covered whilst the employee is on leave and take appropriate actions (e.g. divide work between existing employees, hire interim replacement, etc.).
* Issue the leave confirmation letter to the employee that HR has prepared and send HR a signed copy back to be filed in the employee file.
* Advise HR and/or Finance in case of any changes to the leave start date.
* Keep in touch with the employee during their shared parental leave.
* Arrange ‘shared parental leave keep in touch’ (SPLIT) days where applicable and advise HR so that these are paid to the employee. Employees can choose to use SPLIT days to work or attend training during their shared parental leave without bringing the leave to an end. Further information about SPLIT days should be in your Company’s Employee Policy.
* Keep HR informed of the RTW date at least 8 weeks before the actual date.

For further details please refer to the Company’s Employee Policy.

**Parental Leave Request**

Employees are entitled to take 18 weeks’ unpaid parental leave for each child and adopted child, up to their 18th birthday.

Normally employees can take 4 weeks of parental leave for each child in a year. The Company may agree otherwise - please check your Company Employee Handbook for more detail.

Parental leave has to be taken as whole weeks (e.g. 1 week or 2 weeks) rather than individual days and the leave doesn’t have to be taken all at once.

**Line Manager Responsibilities:**

* The internal absence management system should be updated with the leave details.
* HR and/or Finance should be notified promptly of the leave so the employee’s payroll is correct.
* Issue the leave confirmation letter to the employee that HR has prepared and send HR a signed copy back to be filed in the employee file.

For further details please refer to the Company’s Employee Policy.

**Carer’s Leaver request**

Employees are entitled to take one working week of carer’s leave per rolling 12-month period to provide or arrange care for a dependant with a long-term care need. They can request to take their entitlement in a continuous block or separate occurrences, but each occurrence must be at least one-half of their working day.

**Line Manager Responsibilities:**

Check that the request for a carer’s leave has been made in writing and must specify:

* that the employee is entitled to take carer’s leave in terms of the person to be cared for
* that they will take leave to provide or arrange care for that person
* that they have not exceeded their entitlement
* the days on which they want to take leave and if the leave relates to part of a day, specify this fact.

The length of notice to be given is double the amount of time that they want to take off as carer’s leave in that instance or three days, whichever is longer.

For further details please refer to the Company’s Employee Policy.