



**NICSHR Employee Relations Policy Team**

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Assistant Central Whitley Trade Union Side Secretary  
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19 November 2020

Dear [REDACTED]

**DRAFT HR POLICIES - 3.02 MATERNITY LEAVE, 3.03 PATERNITY LEAVE, 3.05 ADOPTION LEAVE**

The NICSHR Employee Relations Project and Policy Team, with advice from Departmental Solicitor's Office, has updated the existing Maternity Leave, Paternity Leave and Adoption Leave policies to include the associated statutory entitlements that have been introduced in the years since these policies were published.

The language has also been updated, where possible, demonstrating our commitment to inclusivity.

The main changes to the policies are outlined in the table below.

<b>Maternity Leave</b>	<ul style="list-style-type: none"><li>Information has been added to Section 6 Time off for antenatal care about the corresponding statutory entitlement to time off to accompany to antenatal appointments.</li><li>A new paragraph (9.5) on shared parental leave has been added.</li></ul>
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<b>Paternity Leave</b>	<ul style="list-style-type: none"> <li>Information has been added regarding eligibility for paternity leave and pay in connection with <ul style="list-style-type: none"> <li>a fostering for adoption arrangement</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>adoption from overseas and</li> <li>surrogacy (parental order) cases.</li> </ul> <p>New sections have been added relating to the statutory</p> <ul style="list-style-type: none"> <li>right to time off to accompany to antenatal appointments and to attend adoption appointments.</li> <li>The sections relating to additional paternity leave and pay have been removed as this was replaced by shared parental leave.</li> <li>A new paragraph (11.1) on shared parental leave has been added.</li> </ul>
<b>Adoption Leave</b>	<ul style="list-style-type: none"> <li>Information has been added regarding eligibility for adoption leave and pay in connection with <ul style="list-style-type: none"> <li>a fostering for adoption arrangement -</li> <li>adoption from overseas and</li> <li>surrogacy (parental order) cases.</li> </ul> </li> </ul> <p>A new section (Section 6) has been added relating to the</p> <ul style="list-style-type: none"> <li>statutory right to time off to attend adoption appointments.</li> <li>A new paragraph (9.4) on shared parental leave has been added.</li> </ul>

I have attached two copies of each draft policy (a clean copy and a tracked change version) and would appreciate any comments you may have by **11 December 2020**.

Should you have any queries, please feel free to speak to me or [REDACTED].

**Yours sincerely**



**Annette Hutton**