

	Entitlement	Special Restrictions	Length of Service Requirements	Notice	Employer's Response	Who qualifies	Start Date	Pay	Right to Return	Rights During Leave and Other Comments
Ordinary Maternity Leave (OML)	26 weeks		None except for SMP	End of 15 th week before EWC 'Or as soon as reasonably practical' applies to all provisions in this guide. 28 days notice to change. Inform E'er if birth occurs before leave. Self certified but E'er may request a Mat B1.	In writing within 28 days, confirming return date	Mothers	11 th week before EWC. Absence during final 4 weeks triggers leave. Minimum compulsory Mat Leave for 2 weeks (4 for factory workers) after birth.	26 weeks service. 6 weeks @ 90%. 20 weeks at lower of 90% or 'prescribed rate' (£123.06 from April 09).	Same job	<ul style="list-style-type: none"> ▶ Contractual rights continue ▶ Pay rises accrue ▶ 8 weeks notice of early return ▶ Up to 10 'Keep in Touch' days without losing rights ▶ Pension contributions should continue during paid maternity leave ▶ Paid time off for antenatal care – appointment card to be produced after first appointment
Additional Maternity Leave (AML)	26 weeks	Must start on completion of OML	None except for pay			Mothers		13 weeks @ prescribed rate	Same or similar job	
Adoption Leave	52 weeks as per OML + AML	As above	26 weeks before the 'matching week' – week of notification	Within 7 days of being 'matched' – certification to be provided	In writing within 28 days, confirming return date	One or 'the' adoptive parent	From placement, or up to 14 days before	As per SMP above	As per Mat Leave above	<ul style="list-style-type: none"> ▶ As Mat Leave above except for antenatal care ▶ Special arrangements exist for non UK adoption

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Paternity Leave	2 weeks	Must be for the purpose of care for new child or mother of child. One or two week blocks.	26 weeks ending 15 week before EWC,	As per Mat Leave above. Self certified	As per mat leave	Biological father or mother's spouse (husband or civil partner) or 'live in' partner	Within 8 weeks of birth or EWC if early birth	As per SMP above	Same job	<ul style="list-style-type: none"> ▶ Similar rights to Paternity Leave are available to the spouse or partner of an adopter. ▶ All employment rights are preserved as per Mat Leave.
Parental Leave	13 weeks up to 5 th birthday, or 18 weeks up to 18 th birthday if disabled. Within 5 years of placement for adopted children	Multiples of one week blocks. Parents of disabled children can take multiples of one day. Max 4 weeks in any year (generally beginning with first date of entitlement) for each child. For caring for the child	52 weeks	21 days	Must respond within 7 days if wanting to postpone	Mother, father, adoptive parents or legal guardians. Both parents have an individual entitlement	As agreed	Unpaid	Same job unless taken immediately after AML, in which case same or similar job. 'Same or similar' would also apply for more than 4 weeks	<ul style="list-style-type: none"> ▶ Limited contractual rights remain – notice, mutual trust and confidence etc. ▶ Statutory holidays continue to accrue ▶ Can be delayed for 6 months by employer, except immediately after childbirth or adoption ▶ Weeks taken with a previous employer are counted

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Flexible Working	Right to make a request in respect of children under 17, or 18 if disabled, and if a carer of an adult(s)	Must not have made an application in previous 12 months. Child must be born or placed for adoption before request. Must be for care.	26 weeks at date of application	In writing providing prescribed information	Meet within 28 days. Written notification of decision within 14 days. E'ee can appeal within 14 days. Appeal meeting within 14 days. Final decision within 14 days. Timescales can be mutually agreed.	Child's mother, father, adoptive parent, guardian or foster parent. Spouse, civil partner or 'live in' partner. Carers of a relative or another adult at same address			Permanent variation in contract	<ul style="list-style-type: none"> ▼ Agency workers are not eligible ▼ Care should be taken with informal requests – a failure to consider may amount to sex discrimination ▼ Changes can include hours, times or location ▼ Companions allowed at all meetings ▼ Refusal must be on one of 8 specified reasons
Time Off for Dependants	Reasonable time off to deal with unforeseen 'family' circumstances	Must be necessary		Must tell their E'er the reason and length as soon as is reasonably practical	E'er cannot refuse on operational grounds	E'ees where circumstances affect a "dependant". Dependant is defined as a spouse, civil partner, child or parent of the employee, a person who lives in the same household, or is 'reasonably dependant' on them		Unpaid	Same job	<ul style="list-style-type: none"> ▼ Circumstances include assistance when somebody is, ill, gives birth, injured, or dies. ▼ Unexpected incidents whilst a child is in education are also included ▼ Expected to be between 2 hours and 2 days

All reasonable efforts have been taken to ensure that the advice contained in this checklist represents both best practice, and the law as it stands at the time of publication. It should not be relied on as a substitute for taking advice about specific situations.