

Reference Number: UHB 249
Version Number: 5

Date of Next Review: 09/2025
Previous Trust/LHB Reference Number:

Maternity, Adoption, Paternity and Shared Parental Leave Policy

Policy Statement

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will ensure that employees are made aware of their rights surrounding the maternity, adoption, paternity and shared parental leave provisions and any impact they may have on their employment. These provisions will be applied in a fair, consistent and effective way.

Policy Commitment

Maternity, adoption, paternity and shared parental leave is available to all employees irrespective of length of service, this includes members of staff who are the intended parent through a surrogacy arrangement. Entitlement to payment is dependent on length of service and whether or not the employee intends to return to work

Employees are entitled to take reasonable time off to for ante-natal care or official meetings relating to the adoption process.

A risk assessment will be completed as soon as possible after a member of staff advises their manager that they are pregnant.

Employees retain all of their contractual rights during maternity, adoption, paternity and shared parental leave except for remuneration.

Employees and their managers are entitled to make reasonable contact during the leave period. The arrangements for doing this should be discussed in advance. If an employee and their manager agree, it may be possible for them to work Keeping in Touch (KIT) days or SPLIT days if on Shared Parental leave.

Fixed term, temporary or training contracts which are due to expire after the 11th week before the EWC/matching date will be extended to allow the member of staff to receive their leave and pay entitlements.

Employees are entitled to return to work on their original job under their original contract and on no less favourable terms and conditions. If this is not reasonably practical they will be found suitable alternative employment, where the terms and conditions are not substantially less favourable than those of their original job.

If employees wish change their return to work date they may do so as long as they provide their manager with 28 days written notice.

If an employee wishes to return to work on different hours, their manager has a duty to facilitate this wherever possible, with the employee returning to work on different hours in

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the same job. If this is not possible, the manager must provide written, objectively justifiable reasons for this and the employee should return to the same grade and work of a similar nature and status to that previously held.

If an employee states on their maternity, adoption or shared parental leave application form that they intend to return to work for the UHB or another NHS employer, they are required to do so within 15 months of the beginning of their maternity or adoption leave. They will be required to work for a minimum of 3 months. If they fail to do so they will be liable to pay back all of their occupational maternity / adoption / shared parental leave pay. The UHB has some discretion to waive their rights to recovery if it is believed that the enforcement of this provision would cause undue hardship or distress. In addition, the UHB may waive the rights to recovery if the individual returns to work a minimum number of shifts through the Temporary Staff Office.

Eligible employees may be entitled to take up to 50 weeks Shared Parental Leave during the child's first year in their family. The number of weeks available depends on when the pregnant employee/adopter brings their maternity/adoption leave to an end. They are entitled to a maximum of 52 weeks maternity or adoption leave, but can choose to end this early and take any remaining weeks as Shared Parental Leave.

All employees will be treated with dignity and respect regardless of any binary / gender identity or sexual orientation.

For the purposes of this Policy and the accompanying Procedures, the gender you were assigned at birth is not relevant as long as you meet the eligibility criteria described.

Supporting Procedures and Written Control Documents

This Policy and the supporting procedures describe the legal and contractual entitlements relating to:

- Maternity, Adoption, Paternity and Shared Parental Leave and Pay
- Working during pregnancy and before the leave period
- Annual Leave
- Keeping in Touch Days
- Fixed Term, Training and Rotational Contracts
- Returning to Work

Other supporting documents include:

- [Maternity Leave and Pay Procedure](#)
- [Adoption Leave and Pay Procedure](#)
- [Paternity Leave and Pay Procedure](#)
- [Shared Parental Leave Procedure](#)
- [Maternity Risk Assessment Procedure](#)
- [Combining Breast Feeding and Returning to Work Guidelines](#)
- [Sickness Policy](#)

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- [Flexible Working Policy](#)
- [Supporting Transgender Staff Procedure](#)

Scope

This Policy sets out the relevant definitions and provisions concerning maternity, adoption, paternity and shared parental leave provisions and related benefits for doctors, dentists and staff employed under Agenda for Change Terms and Conditions.

Equality and Health Impact Assessment

An [Equality and Health Impact Assessment](#) (EHIA) has been completed for this and other family friendly policies and found there to be a positive impact. Key actions have been identified and these have been incorporated within the appropriate policy or procedures.

Policy Approved by

Strategy and Delivery Committee

Group with authority to approve procedures written to explain how this policy will be implemented

Employment Policy Sub Group

Accountable Executive or Clinical Board Director

Executive Director of Workforce and OD

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

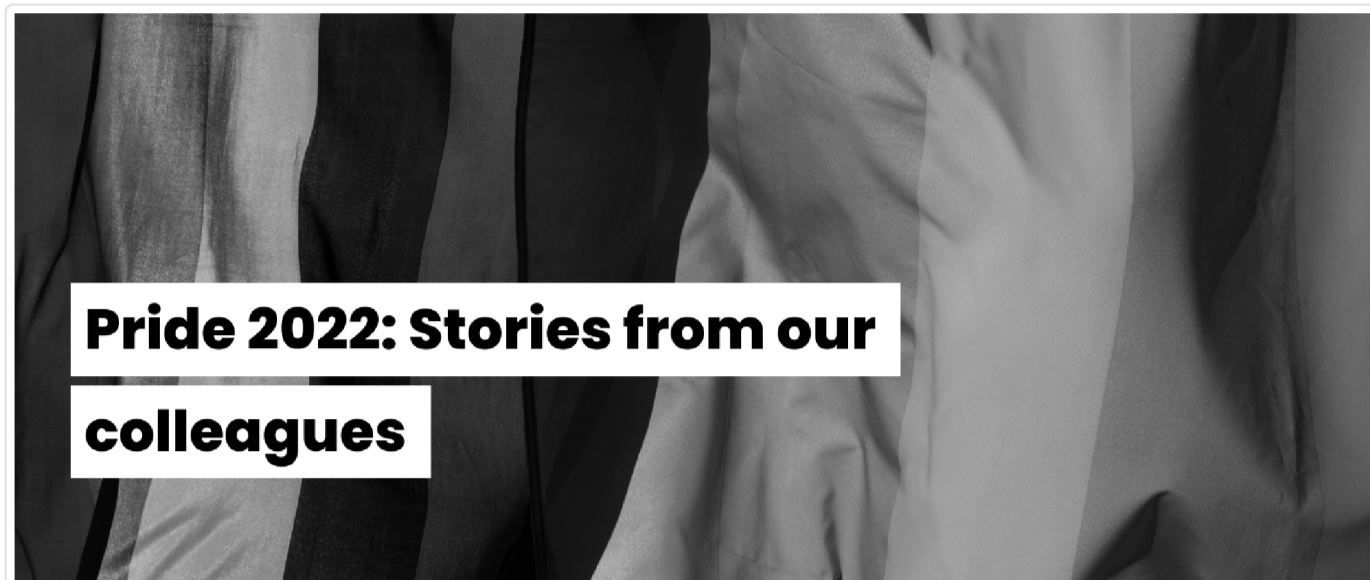
Summary of reviews/amendments

Version Number	Date Review Approved	Date Published	Summary of Amendments
1	May 2011	June 2011	Amended in line with legislation and other policy changes
2	April 2012	25 April 2012	Bank holiday entitlement included
3	March 2015	08 April 2015	Amendments to reflect introduction of Shared Parental Leave and new policy format
4	March 2019	29 April 2019	Section on trans / non-binary staff added

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4a	September 2019	04 September 2019	Gender neutral language incorporated in line with recommendations from Stonewall
5			Scope widened to include members of staff who are the intended parent through a surrogacy arrangement Occupational Shared Parental Leave Pay included

Pride 2022: Stories from our colleagues



9 June 2022

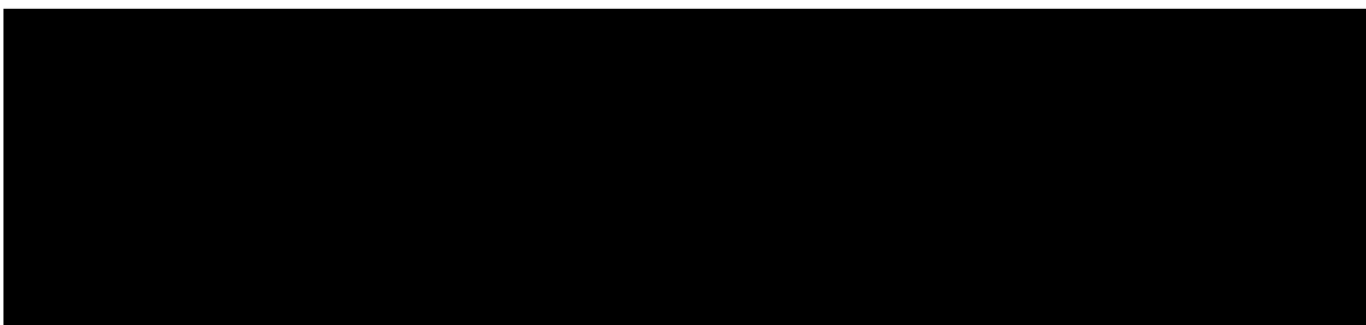
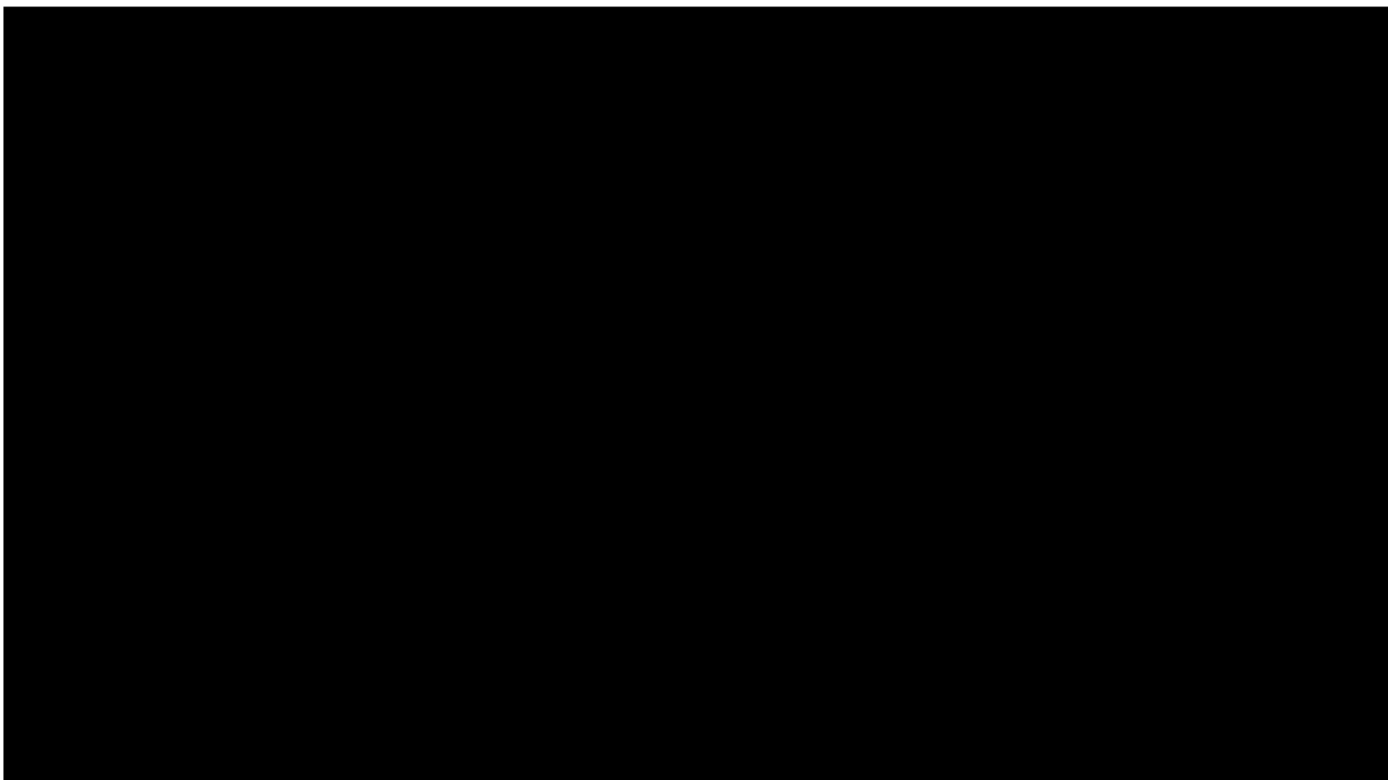
This Pride Month, we want to take the opportunity to celebrate our LGBTQ+ colleagues at Cardiff and Vale University Health Board.

Our Health Board ranked 37th in this year's [Stonewall Workplace Equality Index](#), which celebrates the 100 best-performing organisations across the UK in terms of LGBTQ+ Equality.

According to [research conducted by Stonewall about workforce inclusion](#), more than a third of LGBTQ+ staff (35 per cent) hide who they are at work, while one in five (18 per cent) have been the target of negative comments because they're LGBTQ+.

During Pride Month, we want to recognise how far LGBTQ+ rights and acceptance have come, but also far we still have to go.

Some of our staff have taken the opportunity to share some of their experiences as a member of the LGBTQ+ community.



International Non-binary People's Day- 14th July 2022

Why should I put pronouns in my email signature: A guide

Everyone has pronouns. We use pronouns every day, in almost every single interaction we have with other people.

We've put this guide together to help you make Cardiff and Vale UHB a more inclusive place by putting your pronouns in your email signature.

Why?

It's a quick thing to do, and it only takes a minute or two; but can make a positive impact on the people you communicate with. By putting your pronouns in your email, it means people don't have to guess which words to use when they are referring to you, especially if you haven't met in person.

It might seem obvious at first, but this helps trans and non-binary people feel welcome, and even helps out if you have an ambiguous name, like Sam, Alex, or Taylor.

Most people will use pronouns like he/him, she/her, or they/them. Sometimes pronouns are styled as he/him/his, she/her/hers, and they/them/theirs.

Some people prefer to use neo-pronouns, which are a different type of pronoun often used by non-binary or other gender non-conforming people. Some common ones include ey/em, ze/zir, fae/faer, and xe/xem.

Some people might use multiple pronouns, like a combination of she and they. This means you can use them interchangeably when you refer to this person, although it's nice to use both when you can.

How?

Putting pronouns in your email can be as simple as putting "Pronouns: He/Him" or "My pronouns are they/them".

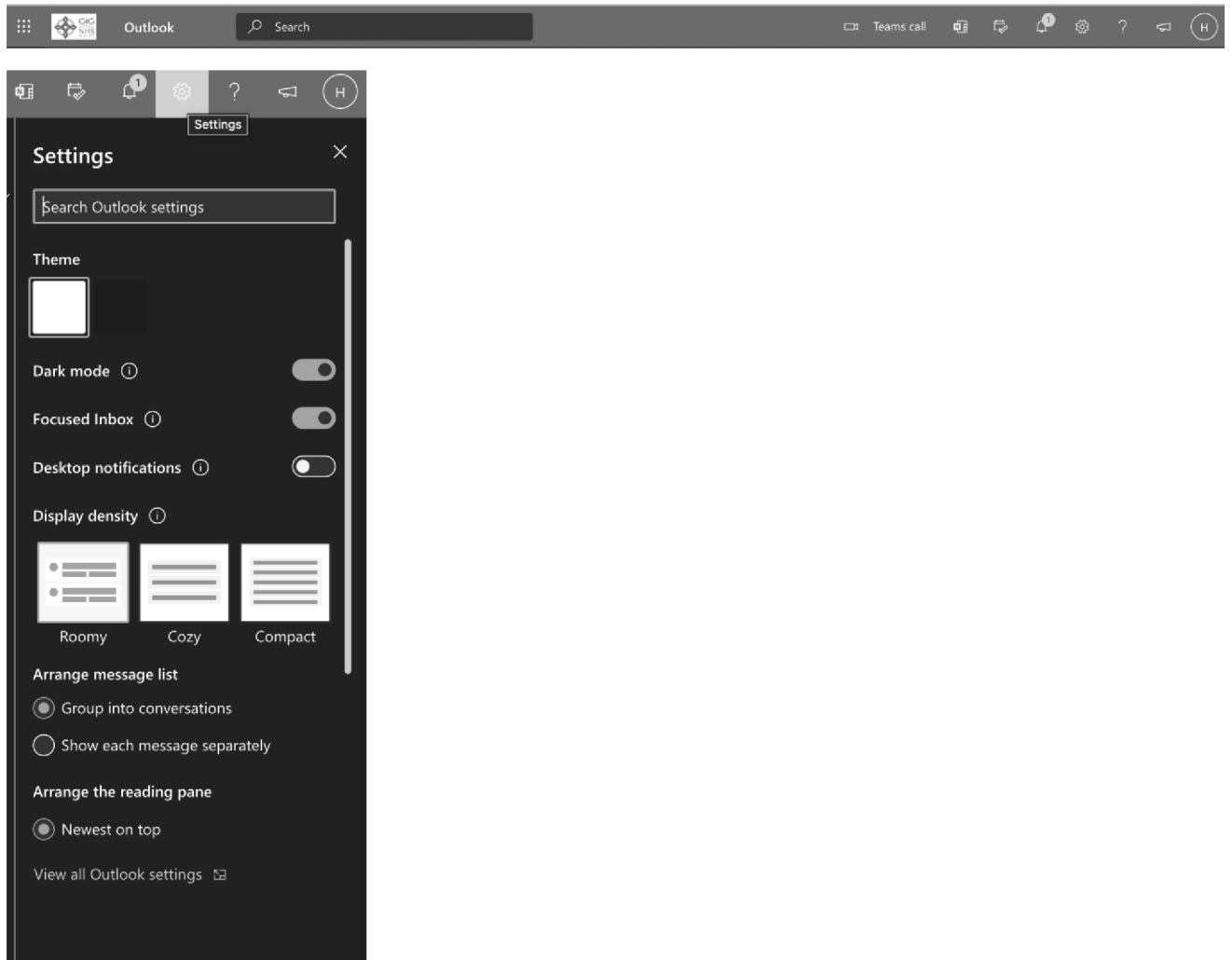
We've put some bilingual templates together that you can copy and paste into your signature. There isn't a Welsh translation for neo-pronouns, so we'll provide an example of how to translate those too.

- 1) My pronouns are he/him.
- 2) Pronouns: He/him. Rhagenwau: Fe/ei
- 3) My pronouns are she/her.
- 4) Pronouns: she/her Rhagenwau: hi
- 5) My pronouns are they/them.
- 6) Pronouns: they/them Rhagenwau: nhw
- 7) My pronouns are xe/xem.
- 8) Pronouns: xe/xem Rhagenwau: xe/xem

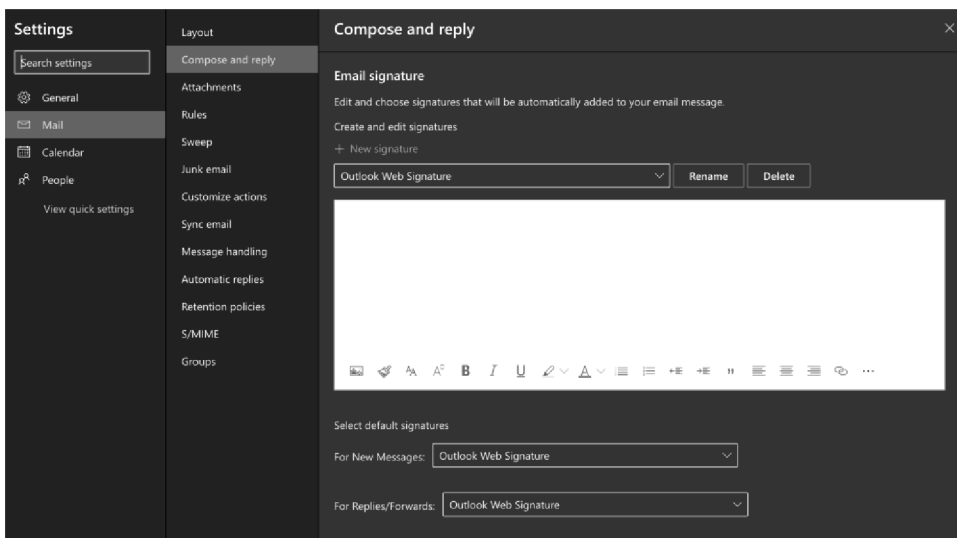
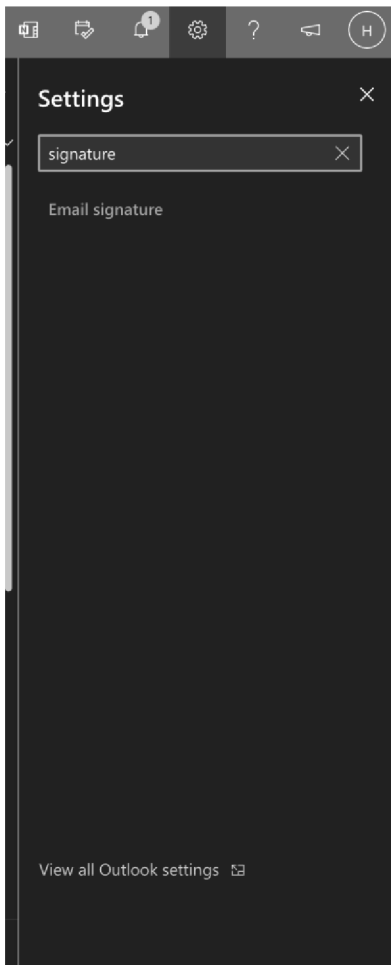
How do I edit my signature on outlook?

Using Outlook 365:

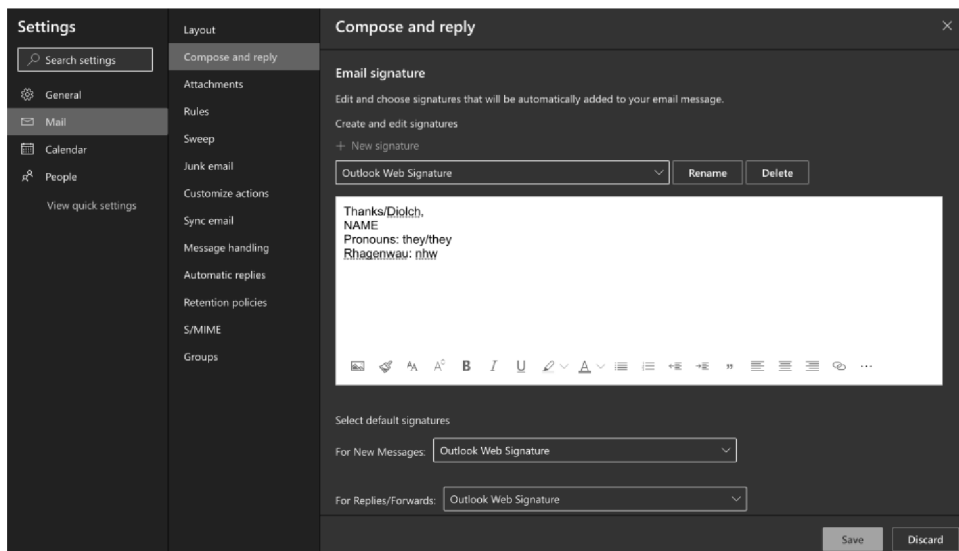
- 1) Click the settings icon on the toolbar on the top right hand corner of your screen.



- 2) Type in signature into the search bar that appears, then click Email Signature.



- 3) In the text box, add your preferred sign off message, your name, and your preferred pronouns message from the list above, plus other details like your job role and department.



4) Click save, and you've successfully added your pronouns to your email signature.



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We are looking for
people to provide
feedback on our new
Supporting Trans &
Non-Binary Staff
Procedure.



If you're interested, please email us at
equityand.inclusion@wales.nhs.uk



connection

#bihealthmonth 2022



This month is Bi+ Health Awareness Month, which highlights the socio-economic and health inequalities that affect bisexual, pansexual, and queer communities. This year the theme is Connection and highlights the importance of supportive communities and access to identity-affirming resources.

It's a great opportunity to highlight our LGBTQ+ Network, the supportive community within the organisation working on several projects to help support LGBTQ+ members of staff.

Last year, the network launched training sessions for colleagues interested in learning more and becoming better allies to the LGBTQ+ communities in Cardiff and the Vale of Glamorgan, including supporting patients and staff who identify as bisexual. Plans are being formed to make these sessions widely available again via ESR later this year, helping to build connections to create safer and more inclusive environments throughout the organisation, and in doing so improving health outcomes for bi and other LGBTQ+ patients.

Research conducted in 2018 about LGBTQ+ health showed that bi people experience anxiety and other mental health issues at a much higher rate than gay or lesbian people. Accessing mental health support can be challenging for patients, especially if the services they are accessing aren't LGBTQ+ inclusive. While 11% of bi men and 8% of bi women reported experiencing unequal treatment by healthcare staff, 40% of bi men and 29% of bi women are not out when seeking medical care. By creating an inclusive environment, we are providing a safe space where bi and other LGBTQ+ people can feel safe to come out and discuss their health needs, leading to better patient outcomes.

The LGBTQ+ Network has launched a Peer Support Network which held its first peer support session for staff at the end of February. Co-facilitated with the Employee Wellbeing Service, the session was held to give colleagues across the organisation somewhere to go for advice and help finding information about where they can go for further support. The network's ambition is to hold these sessions more regularly, as a way to connect colleagues as an LGBTQ+ support network for staff across the organisation.

[If you want to find out more about the work being done by the LGBTQ+ network, or want to get involved, get in touch here.](#)



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EXECUTIVE CONNECTS

Dear Colleague,

05/09/2022

I am very proud that hundreds of NHS Wales colleagues gathered in Cardiff over August bank holiday weekend to march in the Pride Cymru 2022 Parade. Pride Cymru is a wonderful celebration of our LGBTQ+ community and as a Health Board we are proud to promote and foster inclusion.

The incredible bed used in this year's Pride Cymru parade was dressed by artist Caroline Richards and the different ribbons that adorned the bed represent the different LGBTQ+ communities and cultures. It was lovely to see all of the images, videos and posts across news channels and social media to celebrate the day and it made me feel so proud to be part of the NHS. I really enjoyed soaking up the atmosphere in the centre of Cardiff.



It was also great to read some stories from our staff on why they were marching at Pride and you can read more [here](#).

On the 1st September our Mass Vaccination Teams started delivering the Autumn Booster programme to adult care homes through our community vaccination teams and adults aged 80 and over will also start to receive invites to attend their GP Practice, Community Pharmacy or one of our Mass Vaccination Centres. Today, our new MVC at Woodland House opens following the closure of both Bayside and Splott MVCs. The new centre was built in just 4 weeks and will be able to deliver 12,600 doses a week depending on supply and will complement the existing MVC at Holm View in Barry. If you are invited for your vaccination please attend as the vaccine is the best way to enable us to protect the local population against Covid 19 as we head into the Winter months.

Delivery of the flu vaccination is also due to start later in September and again if eligible you will be invited to receive it so again please take up the offer as we are anticipating a bad season of flu and it is the best way to prevent serious illness.

More details on the Covid 19 vaccination programme can be found [here](#).

Mental health settings to become smoke-free across Wales

From 1st September 2022, Welsh Government legislation requires all mental health settings to be entirely smoke-free. This includes all residential units, wards, buildings, grounds and vehicles on our site.

Since March 2021 it has been illegal to smoke on hospital grounds, however, under this regulation mental health settings were allowed to identify designated smoking areas in enclosed courtyards. In the interest of patient health, these exceptions have been removed from the regulation with effect from 1st September 2022. Mental health settings in England have been smoke-free since 2018.



Based on best practice and the evidence available around implementation, Cardiff and Vale University Health Board will be adopting a phased approach to support the transition with a view to fully implement the change by winter. This will allow us to best support existing inpatients and continue to tailor our approach based on learning and feedback.

Cardiff and Vale UHB recognises how important smoking can be to patients. However, there are significant health benefits to giving up smoking. Our staff will be on hand to provide advice and support through

the implementation of the new requirements – as well as on an ongoing basis. Support for smokers is going to be an increasingly important part of patients' individual care plans.

[Find more information about our plans, including frequently asked questions and Easy Read information on our web](#)

Healthcare Job Fair

The Health Board will be attending the Healthcare Job Fair on Saturday 10th September 2022 at the International Convention Centre, Newport.

Anyone who is interested in a job in health and social care are invited to come and meet us at the UK's largest recruitment event for medical, nursing, and health and social care employment opportunities.

Attendees will be able to find out about the wide range of exciting career opportunities we have available across the Health Board, including Nursing, Midwifery, and Health Care Support Workers.

[Find out more and register to attend here.](#)

Become the RPB Representative for Unpaid Carers

Cardiff and Vale Regional Partnership Board (RPB) is looking for an unpaid carer to join their Board to influence and plan long-term support and services across the region.

The RPB would love to hear from you if you feel you can use your knowledge and links to other

carers to ensure our work reflects the views and experiences of unpaid carers.

We know how hard it can be to find help when people need it the most and that the challenges unpaid carers face have become even harder over the last few year. This is an exciting opportunity to look to the future by becoming a member of the Regional Partnership Board and shared Chair of the Unpaid Carers Board, which oversees the development of services we fund to support unpaid carers.

To give you a flavour our work, we will be:

- Publishing an Unpaid Carers Charter to help people understand if they are carers and the support they can expect;
- Publicising the Carers Gateway, which supports unpaid carers and helps them access financial advice, grants and other services. [Please click here to watch a film about their work](#);
- Developing our plans for the next five years - shaping services around what matters most to people and bringing them as close to home as possible.

[Please click here to read more about the role and complete the Expression of Interest](#). This will need to be returned to [REDACTED] by 23 September 2022. Interviews will take place on 19 and 20 October 2022.

If you would like an information or have any questions, please contact [REDACTED] by emailing [REDACTED] or calling [REDACTED]

AWMSG publishes Annual Report 2021–2022

The All Wales Medicines Strategy Group (AWMSG) has published their annual report for 2021-2022 which highlights the key work they have delivered over the last year. The report compiled by the All Wales Therapeutics and Toxicology Centre (AWTTC), highlights the outputs from the nine virtual AWMSG meetings held during the year, including:

- 21 medicines appraised (8 full submissions, 4 limited submissions and 9 paediatric licence extensions)
- 17 Statements of Advice issued
- 14 medicine optimisation resources published
- 15 national prescribing indicators monitored throughout the year
- 9 Wales Patient Access Schemes processed.

The report also outlines the important work AWMSG carries out with the three main partner groups – patients and the public, healthcare professionals and the pharmaceutical industry – as it and AWTTC

continues to respond to the challenges of the pandemic while supporting the safe and prudent prescribing of medicines.

[Read the full 2021–2022 AWMSG Annual Report](#)

Cardiff & Vale Health Charity launches 'Nominate for a Portrait' competition

On 5th July 2023 the NHS celebrates 75 years of service. It's our hard-working staff who make the NHS, so to celebrate this milestone renowned artist Harry Holland will work in partnership with Cardiff & Vale Health Charity to paint a portrait of one member of staff.

Staff are invited to nominate a colleague that they think should be celebrated with a portrait. Everyone working in Cardiff and Vale UHB is eligible.

[Staff can complete this form to nominate a colleague.](#)

Welsh 3 Peaks Challenge

There's still time to sign up to the Welsh 3 Peaks Challenge! Find out more by visiting our [webpage](#) or contact us with any questions you have: fundraising.cav@wales.nhs.uk

WELSH 3 PEAKS CHALLENGE
SNOWDON - CADAIR IDRIS - PEN Y FAN
SUNDAY 16 OCTOBER 2022

£250
MINIMUM SPONSORSHIP

REGISTER ONLINE
WWW.HEALTHCHARITY.WALES/EVENTS

£110
REGISTRATION FEE

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@health_charity www.healthcharity.wales @cardiffandvalehealthcharity @HealthCharity fundraising.cav@wales.nhs.uk
Cardiff & Vale Health Charity Elusen iechyd Cymru a'r Fro

Art for SARC

The Staff Lottery Bids Panel recently approved a bid to brighten up the space of Ynys Saff at the Sexual Assault Referral Centre (SARC) at Cardiff Royal Infirmary in an aim to create a safe and nurturing environment for those who come to use the Sexual Assault Service.

Have You Completed Your Equality Data?



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By updating your equality data you can help us to better understand the diversity of our workforce and make CAV UHB a great place to work and learn, for everyone.



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LGBTQ+ Network**

Rhwydwaith Anabled
Access Ability Network



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What is equality monitoring?

Equality monitoring is the process of gathering equality information in relation to staff and analysing this data to better understand our workforce, ensure that we are meeting the needs of our staff and identify areas for improvement.



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Why is it important?

Equality monitoring helps us to establish whether we are recruiting an inclusive workforce that is representative of our diverse local community. It can also help to identify underlying causes of discrimination and aid us in removing any unfairness or disadvantage.



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Protected characteristics

All employers have a responsibility to provide employees with a safe work environment free from discrimination, harassment and intimidation. In addition to this, public bodies with 150 employees or more are required to demonstrate that they have considered how their activities affect people who share these protected characteristics.



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The following are recognised as protected characteristics under the Equality Act 2010:

- ❖ Age
- ❖ Disability
- ❖ Gender reassignment
- ❖ Marriage and civil partnership
- ❖ Pregnancy and maternity
- ❖ Race
- ❖ Religion or belief
- ❖ Sex
- ❖ Sexual orientation



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Welsh language

In CAV UHB, we recognise that the Welsh language is an important part of our culture and identity and that many of our patients can communicate their care needs more effectively through the medium of Welsh. We encourage staff to use their Welsh language skills in their daily work with colleagues, patients and service users. The UHB also promotes a range of learning opportunities for those wishing to develop their Welsh language skills.



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The Welsh Language (Wales) Measure 2011 is a legally binding framework that all public organisations in Wales must follow. It recognises that there are two official languages in Wales; Welsh and English.

Under these measures, we are required to:

- ❖ Provide Welsh language awareness training
- ❖ Help staff develop their Welsh language skills
- ❖ Keep a record of Welsh language skills of staff



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Update your equality data on ESR

and help us to make CAV UHB a great place to work and learn, for everyone.



[How To Update Your Equality Data](#)
[How To Update Your Welsh Language Data](#)
[Equity and Inclusion \(CAV site\)](#)
[Welsh Language Training Opportunities](#)
[Equality Monitoring Explained](#)

Please note: There are strict data protection laws in place to ensure that we protect your personal details and store them securely. Your line manager is not able to view your equality data.



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