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Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board

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N/A**

## **NEW PARENT SUPPORT LEAVE AND PAY PROCEDURE**

### **Introduction and Aim**

The rules covering new parent support leave and pay are fairly complex; this procedure ensures that employees of Cardiff and Vale University Health Board (the UHB) are informed of their entitlements and provides a straightforward summary of the actions they and their managers need to take.

### **Objectives**

- To provide comprehensive information to employees on their entitlements with regards to new parent support leave and pay
- To provide the fair, consistent and effective application of new parent provisions

### **Scope**

This procedure applies to all staff.

For the purposes of this Procedure, the gender you or your partner was assigned at birth is not relevant as long as you meet the eligibility criteria described.

### **Equality and Health Impact Assessment**

A stand-alone Equality and Health Impact Assessment has not been completed, because this procedure and the Maternity, Adoption, Paternity and Shared Parental Leave Policy is covered by the 'family friendly policies' EHIA. This EHIA found there to be a positive impact.

### **Documents to read alongside this Procedure**

Maternity, Adoption, Paternity and Shared Parental Leave Policy  
[Flexible Working Policy](#)  
[Risk Assessment for New and Expectant Mothers Procedure](#)  
[Guidelines for Combining Returning to Work and Breastfeeding](#)  
[Payroll Overpayment/Underpayment Policy](#)  
[Supporting Transgender Staff Procedure](#)

### **Approved by**

Employment Policy Sub Group

### **Accountable Executive or Clinical Board Director**

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**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**

<b>Version Number</b>	<b>Date of Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
1	21/01/2015	09/04/2015	<p>Content previously included within the Maternity, Adoption and Paternity Guidance Notes. A new policy has been developed and separate procedures written to support it.</p> <p>Additional paternity leave elements removed and replaced by the introduction of Shared Parental Leave</p>
2			<p>Scope changed to explicitly state that this procedure is not restricted by the gender an employee or their partner was assigned at birth.</p> <p>Eligibility criteria widened to include employees who are intended parents having a baby through a surrogacy arrangement</p>
3	18/01/2023		<p>Title Change</p> <p>Reference to Paternity Leave changed to New Parent Support Leave</p> <p>Reference to HR Operations changed to People Services</p>

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## **1 RESPONSIBILITIES**

### **1.1 Employee**

- To inform their manager as soon as they know that their partner is pregnant/adopting
- To access this procedure on the UHB internet site/Sharepoint, from their manager or from the People Services Team and seek additional advice if necessary
- To make an application to take new parent support leave

### **1.2 Manager**

- To ensure that the employee is aware of their rights and obligations under this procedure and is afforded time off and all other entitlements
- To ensure that the countersigned new parent support leave application form is forwarded to the People Services Team
- Inform Payroll when the employee goes on and returns from new parent support leave

### **1.3 People Services Team**

- To advise the employee of their rights and obligations
- To administer the new parent support leave provisions in conjunction with payroll

### **1.5 Payroll**

- To ensure that payments are made in line with both current occupational and statutory regulations
- To ensure that payments are made in line with normal salary crediting
- To issue the relevant paperwork to employees not entitled to statutory benefits, to them to claim directly from Jobcentre Plus

## **2 NEW PARENT SUPPORT LEAVE & PAY**

### **2.1 Entitlements**

Employees are entitled to new parent support leave if:

- They are the biological or adoptive father, the mother or adopter's husband or partner (including same sex partners), the intended parent (if they are having a baby through a surrogacy arrangement), or a nominated carer, and
- They will be fully involved in the child's upbringing and are taking the time off to look after the child

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Employees who meet this criteria are entitled to two weeks' leave, in addition you can take unpaid leave to attend 2 ante-natal appointments, adoption or surrogacy meetings

Only one period of new parent support pay is ordinarily available when there is a multiple birth.

For Employees with 12 months continuous service with one or more NHS employers before they take their leave the entitlement is:

- Two weeks new parent support leave with full pay (full pay inclusive of statutory paternity pay)

Employees with less than 12 months continuous service with one or more NHS employers before they take their leave the entitlement is:

- Two weeks unpaid leave
- If the employee has 26 weeks continuous service with the UHB at the 15<sup>th</sup> week before the baby is due or at the end of the week they are notified of being matched with a child, they may be entitled to statutory paternity pay.

## **2.2 Applying for New Parent Support Leave**

Requests for new parent support leave should be made in writing using the new parent support leave application form. A copy of the MATB1 or matching certificate should be attached.

Employees are required to give their manager at least 28 days notice of their intention to take new parent support leave following the birth of a child. Employees who are adopting a child are required to give their manager notice of their intention to take new parent support leave within seven days of being notified that they have been matched with a child. If it is not reasonably practicable to give this notice, employees will still qualify for new parent support leave providing they give as much notice as possible.

Employees can change their mind about the date on which they want their leave to start providing they tell their manager at least 28 days in advance (unless this is not reasonably practicable)

## **2.3 Commencing New Parent Support Leave**

New Parent Support Leave cannot start prior to date of the child's birth or adoption placement and should be taken within 8 weeks (56 days) of this date.

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It can be taken as one week or two consecutive weeks (it must be taken in one go).

### **3 NOMINATED CARERS**

A nominated carer is someone who is nominated by the mother to assist in the care of the child and provide support to the mother at or around the time of the birth.

Nominated carers are entitled to new parent support leave and pay providing they satisfy the criteria set out in section 2.1.

### **4 CONTRACTUAL RIGHTS**

Employees retain all contractual rights during new parent support leave except remuneration. This includes the accrual of annual leave and bank holidays.

Employees are entitled to return to the same job following new parent support leave

### **5 SHARED PARENTAL LEAVE**

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption by giving parents more flexibility in considering how to best care for, and bond with, their child. A total of up to 50 weeks leave can be taken, minus any Maternity or Adoption Leave taken. However, before either parent can take Shared Parental Leave, the mother/adopter must give written notice of their intention to end their maternity or adoption leave.

All eligible employees have a statutory right to take Shared Parental Leave. There may also be an entitlement to some Shared Parental Pay.

The rules covering Shared Parental Leave are fairly complex; the Shared Parental Leave Procedure ensures that employees are informed of their entitlements and provides a summary of the actions they and their managers need to take.

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## Appendix 1 – Entitlement to New Parent Support Leave Flow Chart

