



## System User Guide

# School/Department Administrator Guide to Family Leave

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## Introduction

This guide covers key tasks for School/Department Administrators in the recording family leave system process. It is related to the Process User Guides for:

- [Guide to Maternity Leave](#)
- [Guide to Partner, Parental and Special Leave](#)
- [Guide to Adoption and Surrogacy Leave](#)

The Process User Guides provide supporting guidance on all aspects of every absence process.

Please familiarise yourself with the [Family Leave Policies](#).

Partner leave has previously been known as Paternity Leave.

Any family leave dates should not clash with any other planned absence types such as for annual leave. Where a planned absence already exists within these timeframes it should be deleted before adding the family leave. For further details on how to remove an absence, please refer to the '[How to Amend Leave](#)' section of this guide.

Please review the relevant HR policy for the absence type being processed and work within the guidelines stated. The HR absence policies can all be reviewed [here](#).

Family leave will normally be input into the People and Money system by the employee (and this should always be encouraged), however there may be some situations where the Line Manager or School Department Administrator is required to input leave.

### **Keeping in Touch (KIT) Days/Shared Parental Leave Keeping in Touch (SPLIT) Days:**

KIT and SPLIT days must be processed by the payroll team. To request this, the Line Manager must submit a Service Request detailing whether the employee would like to either be paid for the time or alternatively to take it as Time Owed in Lieu (TOIL).

Please refer to the Maternity, Shared Parental Leave or the Adoption and Surrogacy Leave Policies on the [A to Z of HR Policies](#) webpage for further information surrounding KIT/SPLIT days entitlement and conditions.

## In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

### How to Record Maternity Leave

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Maternity** from the **Absence Type** drop-down list.
5. Enter the **Expected or Actual Childbirth Date** and **Planned or Actual Start** and **End Dates**, as known. If the employee does not plan to return to work, click on the **Won't Return to Work** toggle.
6. Select which pay option the employee has chosen from the **Reason** drop down list and enter the **Notification Date**.
7. Click on the **Drag and Drop** section under **Attachments** to upload a scanned copy of the MAT B1.
8. Add any relevant notes in the **Comments** section.
9. If a Risk Assessment has already been carried out this can also be added to the **Attachments** and the **tick box** and **Date carried out** field can be completed in the **Additional Information** section.
10. There is no need to complete the Legislative Information section or the SMP1 Issue Date.
11. Click on the **Submit** button.

### How to Record a Maternity Risk Assessment

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the maternity absence dates.
4. Click on the **Drag and Drop** section under **Attachments** to upload the **Maternity Risk Assessment**.
5. Scroll to the bottom of the screen and complete the tick box next to **Risk Assessment Done** and enter the date it was carried out.
6. Click on the **Submit** button.

### How to Attach a MATB1 to a Maternity Record

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.

3. Under **Existing Absences**, click on the maternity absence dates.
4. Click on the **Drag and Drop** section under **Attachments** to upload the scanned copy of the MATB1.
5. Click **OK**.
6. Click on the **Submit** button.

## How to Record Adoption or Surrogacy Leave

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Surrogacy and Adoption** from the **Absence Type** drop down list.
5. Enter the **Expected Placement Date**, **Placement Match Date**, and the **Planned Start** and **End Dates** as known. If the employee does not plan to return to work, click on the **Won't Return to Work** toggle.
6. Select which pay option the employee has chosen from the **Reason** drop down list and enter the **Notification Date**.
7. Add any relevant notes in the **Comments** section.
8. There is no need to complete the Legislative Information section or the SAP1 Issue Date.
9. Click on the **Submit** button.

## How to Record Partner Leave

### Partner Adoption

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Partner Adoption** from the **Absence Type** drop down list.
5. Enter the **Expected** or **Actual Placement Date**, **Placement Match Date**, and the **Planned** or **Actual Start** and **End Dates** as known.
6. Add any relevant notes in the **Comments** section.
7. There is no need to complete the Legislative Information section.
8. Click on the **Submit** button.

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Placement Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

## Partner Birth

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Partner Birth** from the **Absence Type** drop down list.
5. Enter the **Expected** or **Actual Childbirth Date** and **Planned** or **Actual Start** and **End Dates**, as known.
6. Add any relevant notes in the **Comments** section.
7. There is no need to complete the Legislative Information section.
8. Click on the **Submit** button.

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Childbirth Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

## How to Record Unpaid Parental Leave

1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, click on the **+ Add** button.
4. Select **Unpaid Parental Leave** from the **Absence Type** drop down list.
5. Enter the **Start** and **End Dates**.
6. Add any relevant **Comments**.
7. Click on the **Submit** button.

## How to Amend Leave

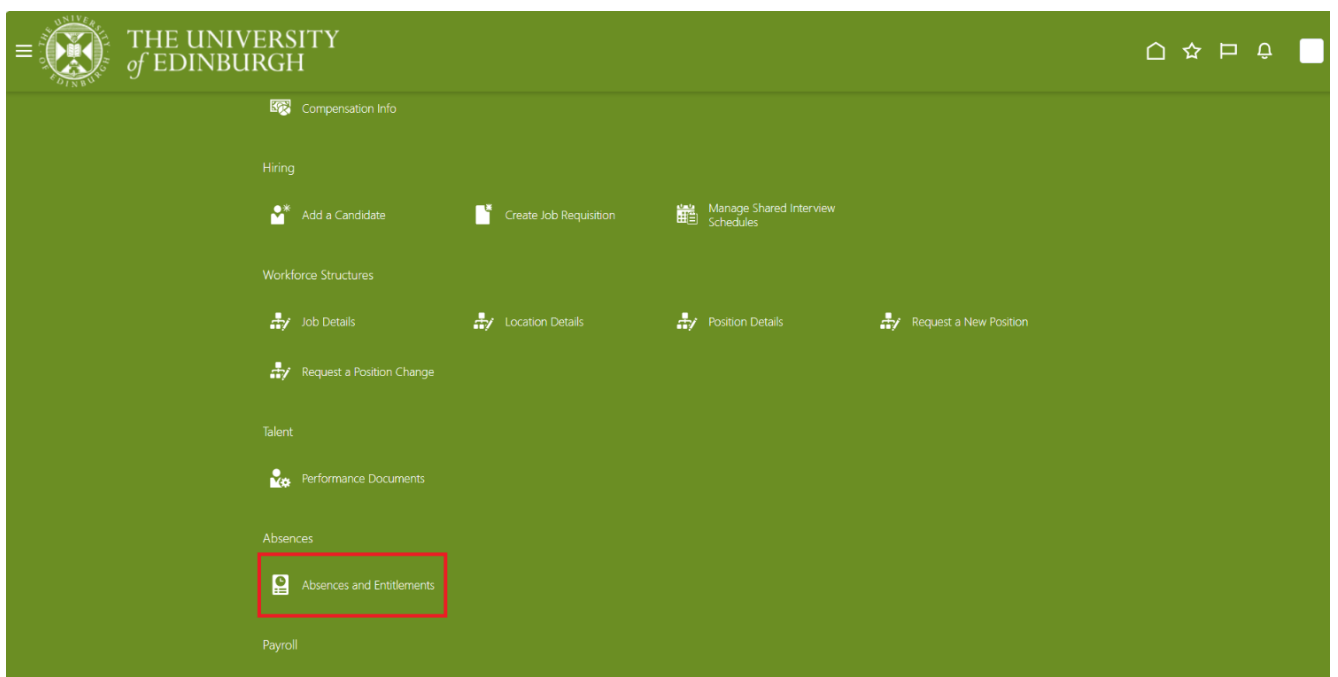
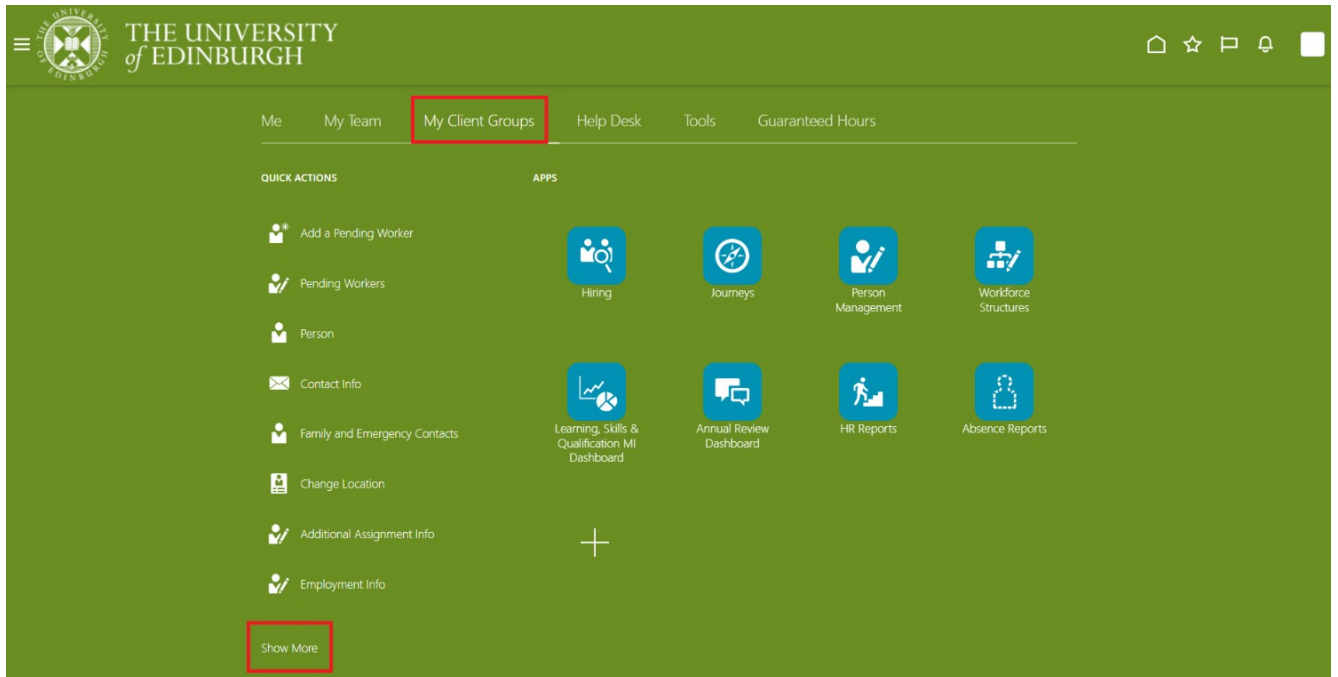
1. From the home page, click on the **My Client Groups** tab, click **Show More**, scroll down to the **Absences** section and select the **Absences and Entitlements** app.
2. Search for the employee.
3. Under **Existing Absences**, find the absence you would like to amend and click on the absence dates (blue text) to open the absence.
4. Make the necessary changes to the leave dates or confirm the **Actual Childbirth Date/Actual Placement Date/Actual Start** and **End dates** if known.
5. Click on the **Submit** button.

## In Detail

This section provides the detailed steps and includes relevant screenshots from the system.

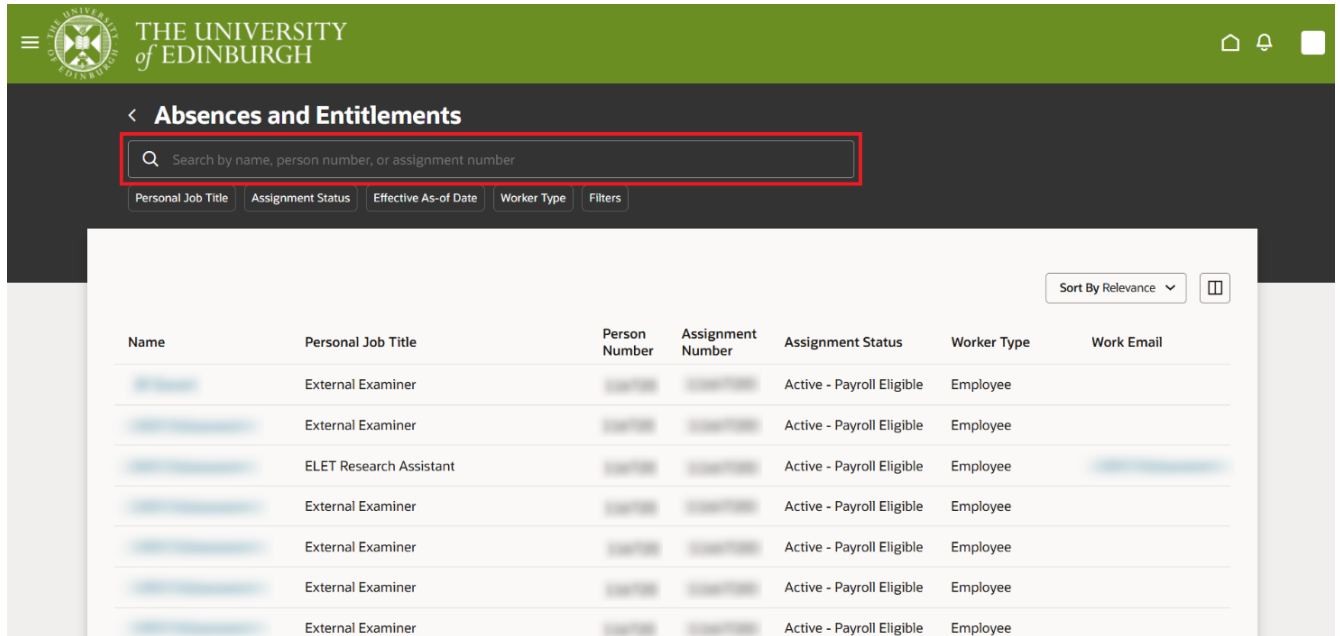
### How to Record Maternity Leave

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to '**Active – Payroll Eligible**'.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Maternity Leave** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.  
**Please note**, a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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**Absences and Entitlements**

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

| Absence Status | Dates                   | Absence Type | Duration   | Employer                | Business Title                                | Delete |
|----------------|-------------------------|--------------|------------|-------------------------|---|--------|
| Scheduled      | 26/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 25/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 24/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 20/10/2025 - 23/10/2025 | Annual Leave | 31 Hours   | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 29/09/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |

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**Edit Absence**

Assignment Number

Cancel Withdraw Submit

Absence Type: Annual Leave

Personal Job Title: Postgraduate Programme Administrator

Absence Type Balance: 98.27 Hours

**Dates**

Start Date: 20/10/2025 Start Date Duration: 7.75

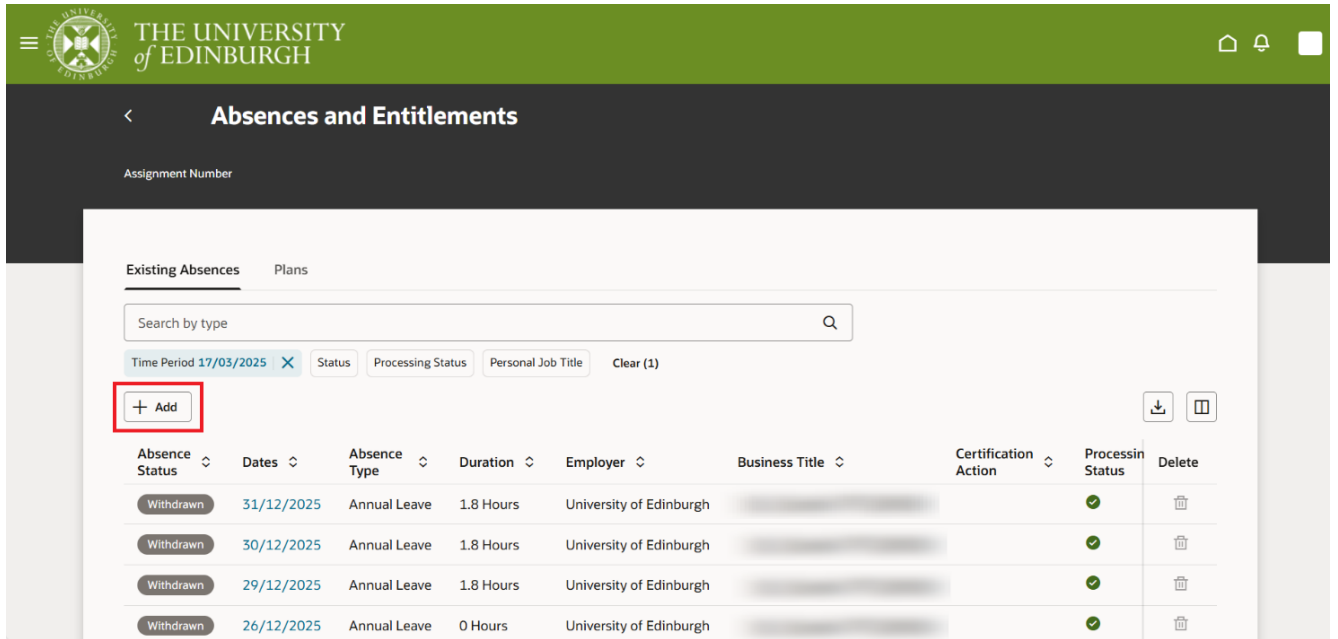
End Date: 23/10/2025 End Date Duration: 7.75

Duration: 31 Hours

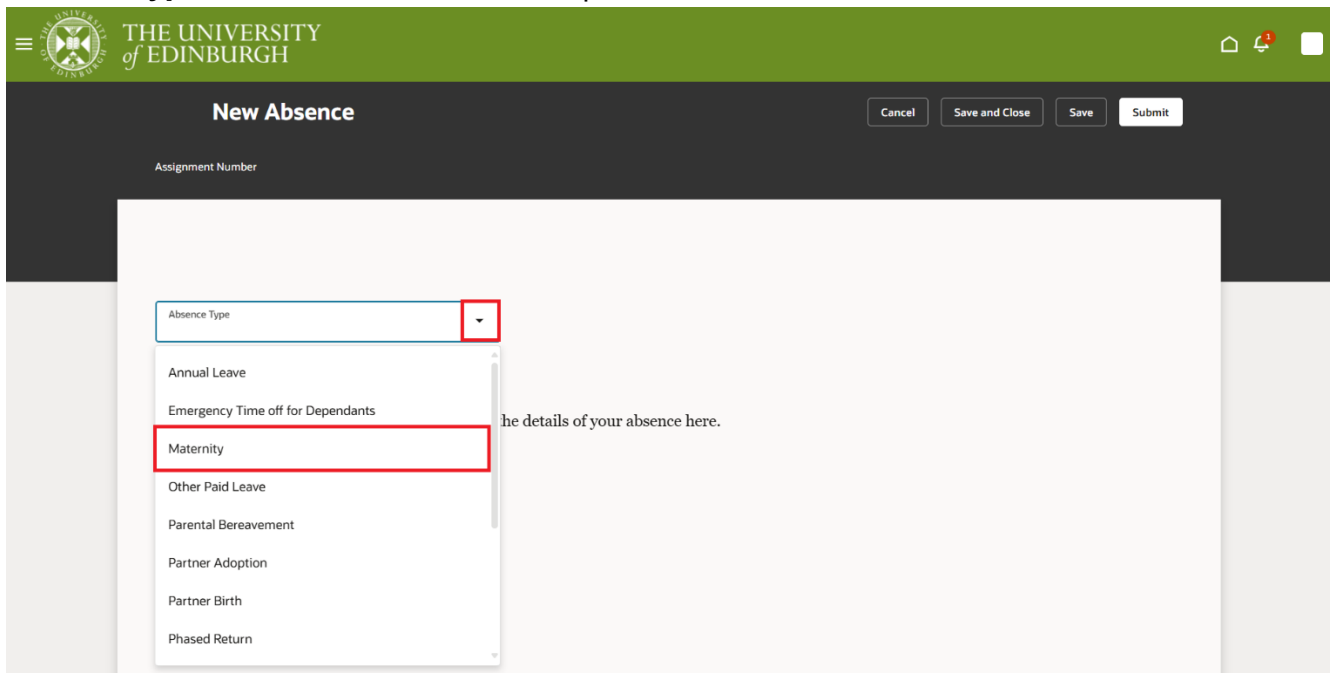
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of maternity leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Maternity** from the **Absence Type** drop-down menu. Alternatively, type 'Maternity' in the **Absence Type** field and select from the drop down.



- In the **Dates** section, enter the **Expected Date of Childbirth**, the **Planned Start Date** for the absence and the **Planned End Date**. These dates are only provisional and can be updated, if required. For further details on how to do this, please refer to the section of the guide, '[How to Amend Leave](#)'.

Where the employee does not intend to return to work after the maternity leave, click on the **Won't return to work** toggle instead of entering a **Planned End Date**.

The screenshot shows the 'New Absence' form. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below the title, there is an 'Assignment Number' field. The 'Absence Type' is set to 'Maternity'. The 'Dates' section contains several fields: 'Expected Childbirth Date', 'Actual Childbirth Date', 'Planned Start Date', 'Actual Start Date', 'Planned End Date', and 'Actual End Date'. There are also two toggle switches: 'Won't return to work' and 'Open ended'. The 'Expected Childbirth Date', 'Planned Start Date', and 'Planned End Date' fields are highlighted with a red box. The 'Details' section at the bottom includes a 'Reason' dropdown menu and a 'Notification Date' field.

- The University of Edinburgh pays enhanced maternity pay. This is referred to as UEMP (University of Edinburgh Maternity Pay). The employee can decide how this is paid during the maternity leave, choosing from options 1-3. Full information on the 3 different options can be found in the HR Maternity Policy which can be reviewed [here](#). Select which option the employee has selected from the **Reason** drop down field.

**Note:** The system will default to **Option 3**, so please ensure this is updated as applicable.

**New Absence** Cancel Save and Close Save Submit

Planned End Date  📅      Actual End Date  📅

**Details**

Reason  
Option 3 ▼      Notification Date  📅

Option 1

Option 2

Option 3

**Drag and Drop**  
Select or drop files here.

URL  Add URL

**Legislative information**

Qualifying Week       Override Average Weekly Earnings

8. Enter the **Notification Date** that the employee made their maternity pay selection on.

**New Absence** Cancel Save and Close Save Submit

Planned End Date  📅      Actual End Date  📅

**Details**

Reason  
Option 3 ▼      Notification Date  📅

Comments

Attachments

**Drag and Drop**  
Select or drop files here.

URL  Add URL

**Legislative information**

Qualifying Week       Override Average Weekly Earnings

9. Add any relevant **Comments** as applicable.

The screenshot shows the 'New Absence' form with the following fields and sections:

- Planned End Date** and **Actual End Date** (calendar icons)
- Details** section:
  - Reason** (dropdown menu, currently 'Option 3')
  - Notification Date** (calendar icon)
- Comments** (text input field, highlighted with a red border)
- Attachments** section:
  - Drag and Drop** (grey box with text 'Select or drop files here.')
  - URL** (text input field) and **Add URL** (button)
- Legislative information** section:
  - Qualifying Week** (text input field)
  - Override Average Weekly Earnings** (text input field)

Buttons at the top right: Cancel, Save and Close, Save, Submit.

10. To upload the employee's MATB1, click on the **Drag and Drop** section under **Attachments**. Select the MATB1 document and click **Open**.

This screenshot is identical to the previous one, but with the **Drag and Drop** section under **Attachments** highlighted with a red border. The **Comments** field is no longer highlighted.

11. If a Risk Assessment has already been carried out this can also be added to the attachments and the tick box and **Date carried out** field can be completed in the **Additional Information** section at the bottom of the page.

**Note:** you can record the Risk Assessment at a later date after you've submitted the absence in People and Money. See the [How to Record a Maternity Risk Assessment](#) section for more information.

The screenshot shows the 'New Absence' form interface. At the top right, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. The form contains several sections: 'Comments' (a text area), 'Attachments' (a 'Drag and Drop' area and a 'URL' field with an 'Add URL' button), 'Legislative information' (fields for 'Qualifying Week' and 'Override Average Weekly Earnings'), and 'Additional information' (fields for 'SMP1 Issue Date' and 'Date carried out', both with calendar icons, and a 'Risk Assessment Done?' checkbox). Red boxes highlight the 'Date carried out' field and the 'Risk Assessment Done?' checkbox.

12. Click on the **Submit** button at the top of the page to complete the absence.

**Note:** The **Save** and **Save and Close** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.

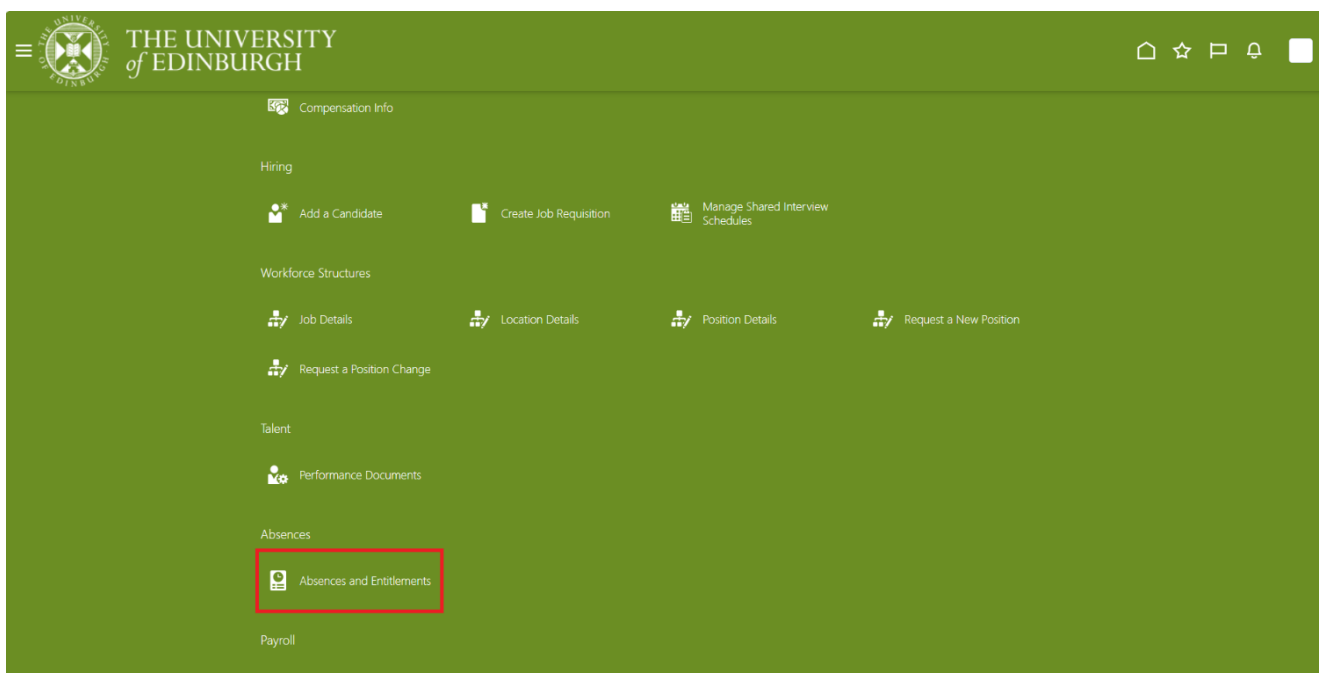
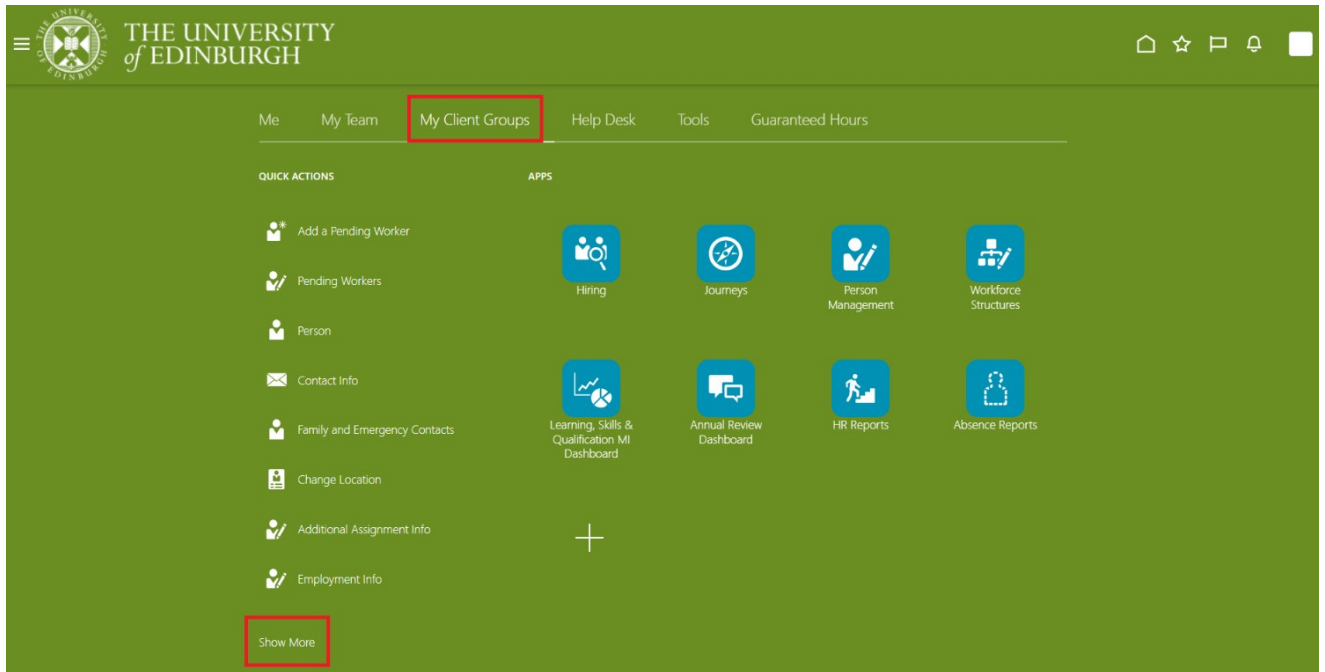
This screenshot is identical to the one above, showing the 'New Absence' form. In this version, a red box highlights the 'Submit' button at the top right of the form.

## How to Record a Maternity Risk Assessment

When a Line Manager has been informed that a Direct Report is pregnant, a risk assessment must be carried out. Once completed, the planned maternity absence must be updated to reflect this.

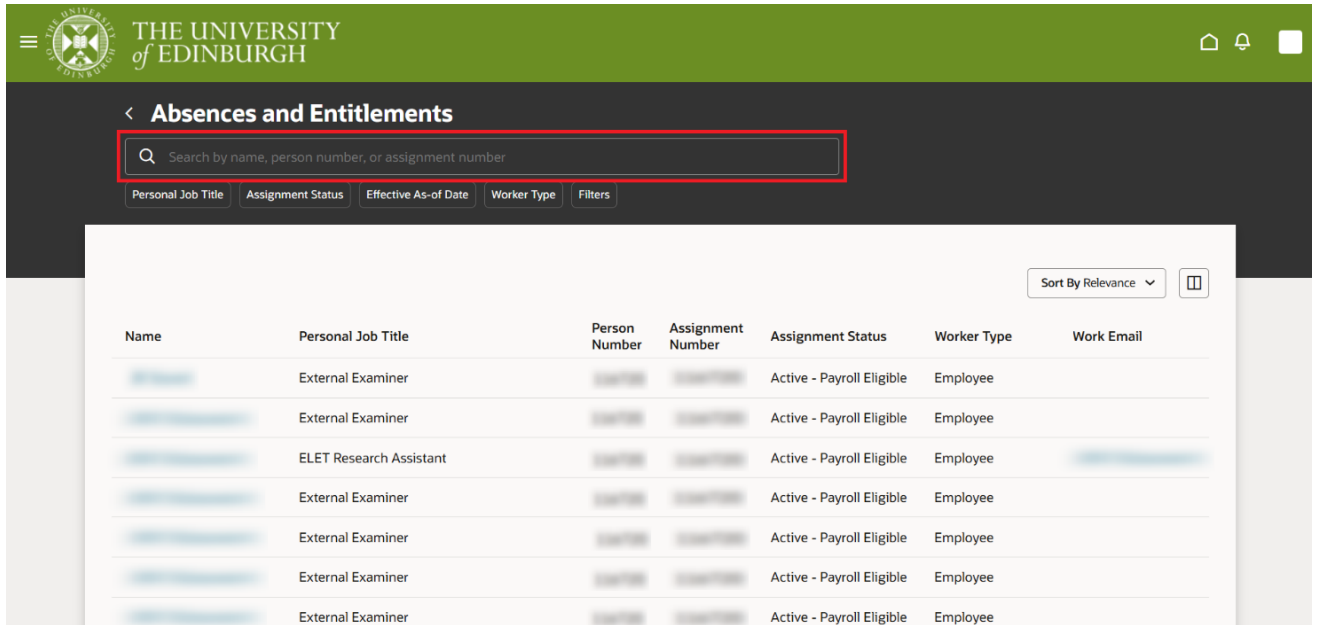
Please note more than one Risk Assessment can be added if required.

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



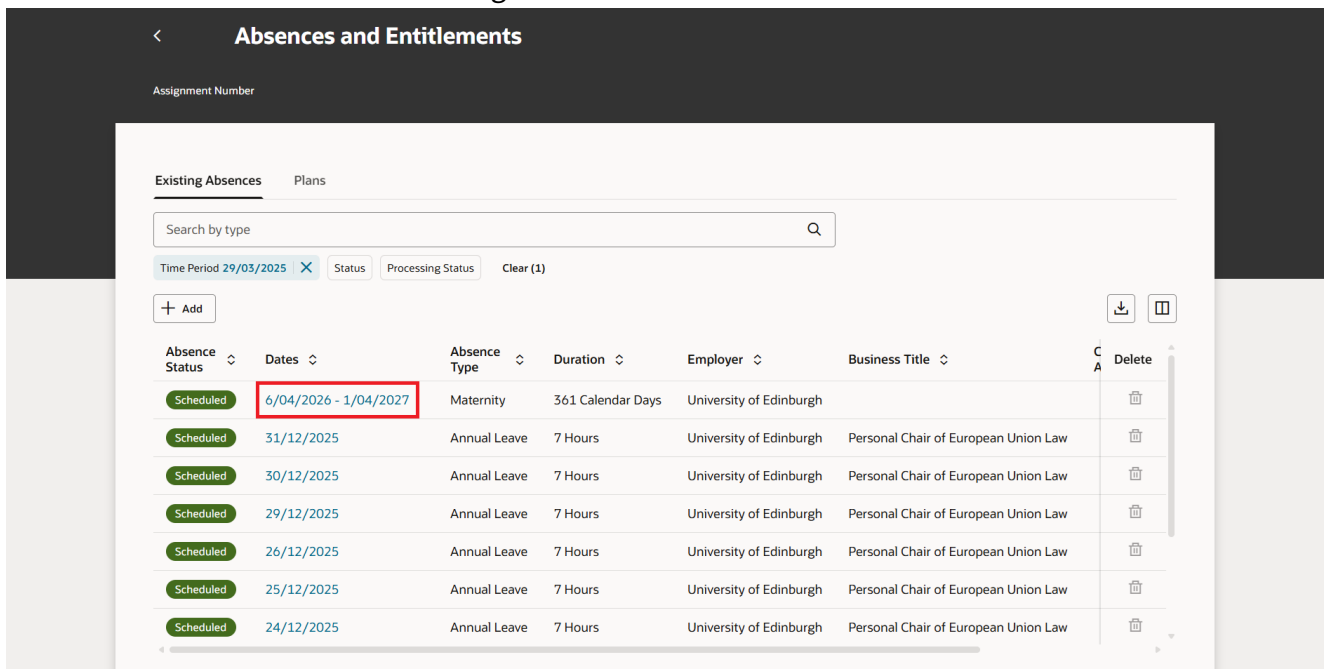
2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active - Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Find the maternity absence and click on the absence dates (blue text) to open it. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.



4. Scroll down to the **Details** section. Click on the **Drag and Drop** section under **Attachments**. Select the Risk Assessment document and click **Open**.

The screenshot shows the 'Edit Absence' form. At the top, there are buttons for 'Cancel', 'Withdraw', and 'Submit'. Below the header, there is a table with columns: Plan, Assignment, Activity Start Date, Activity End Date, Units, Payment Percentage, Source, and Calculation Date. The table is empty with the text 'No data to display.' Below this is the 'Details' section with a 'Reason' dropdown set to 'Option 1' and a 'Notification Date' field set to '29/09/2025'. There is a 'Comments' text area. The 'Attachments' section is highlighted with a red box and contains a 'Drag and Drop' area with the text 'Select or drop files here.' Below this is a 'URL' field and an 'Add URL' button. The 'Legislative information' section has a 'Qualifying Week' field set to '18/01/2026' and an 'Override Average Weekly Earnings' field. The 'Additional information' section is partially visible at the bottom.

5. Within the **Additional Information** section, put a tick in the field **Risk Assessment Done?** box and update the **Date carried out** field.

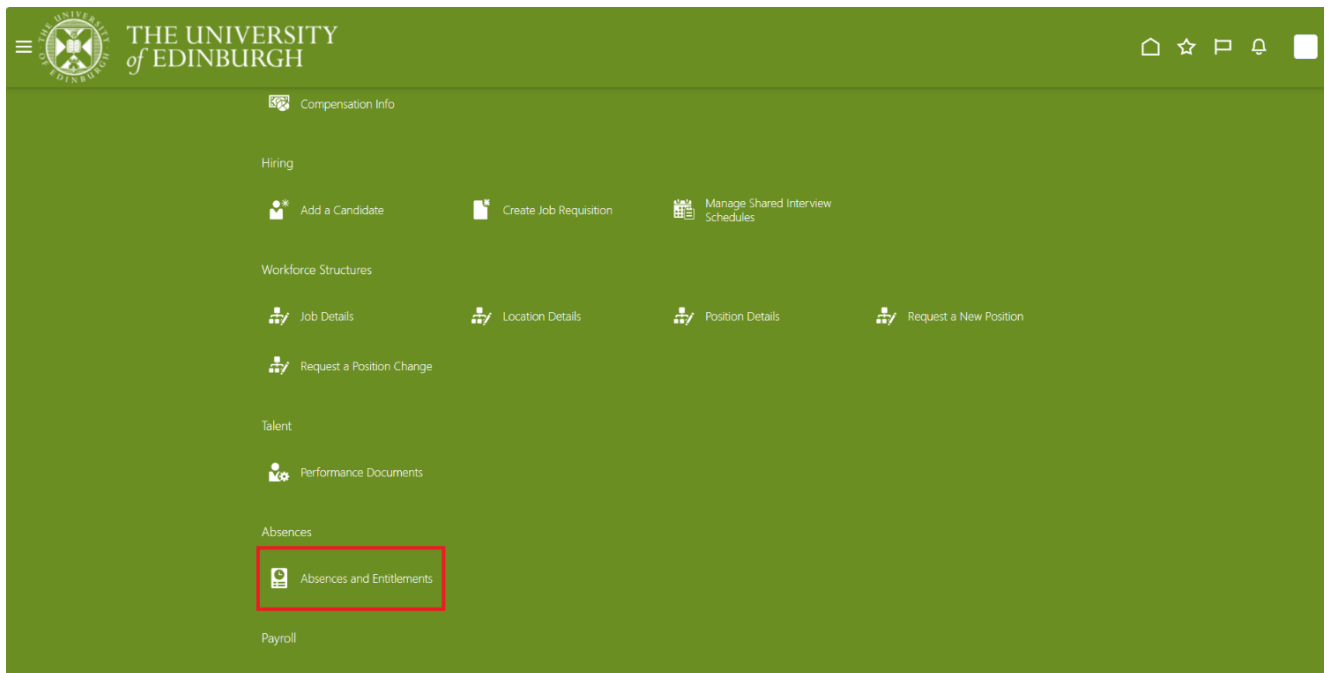
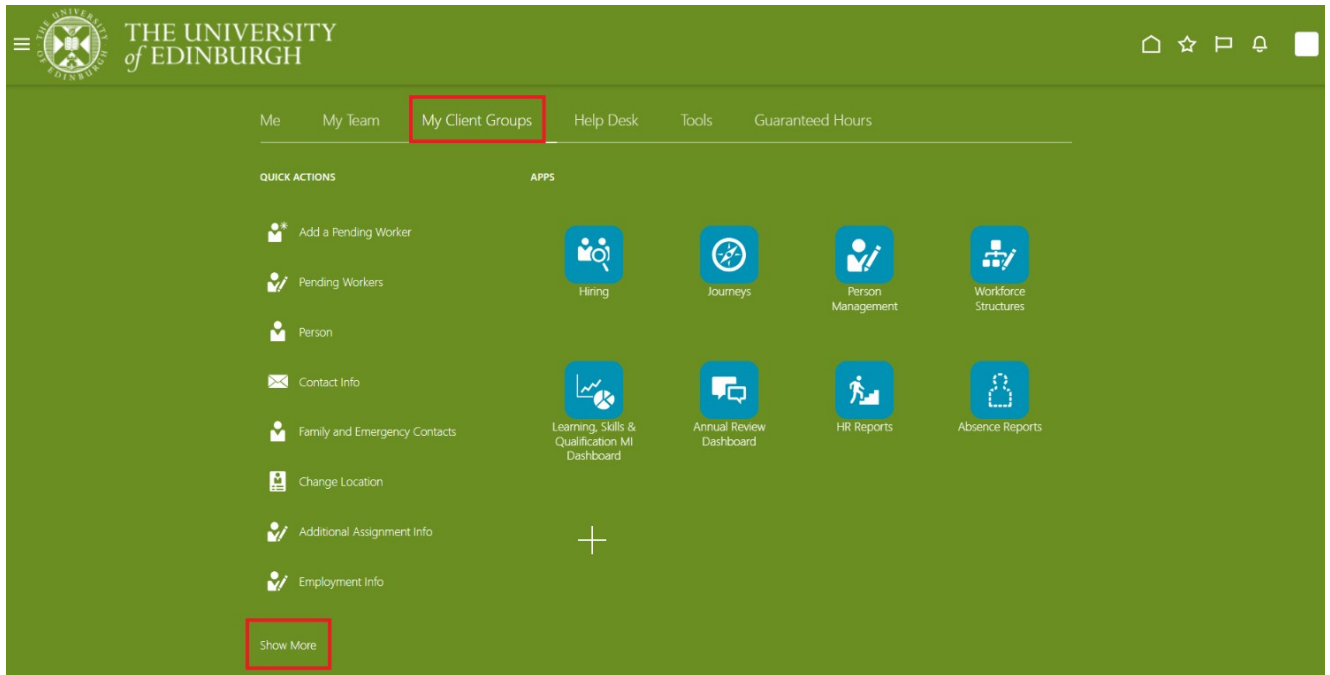
The screenshot shows the 'Edit Absence' form with the 'Additional information' section expanded. It includes a 'Comments' text area, the 'Attachments' section with 'Drag and Drop' and 'Add URL' button, and the 'Legislative information' section with 'Qualifying Week' set to '18/01/2026' and 'Override Average Weekly Earnings' field. The 'Additional information' section contains an 'SMP1 Issue Date' field, a 'Risk Assessment Done?' checkbox (highlighted with a red box), and a 'Date carried out' field (highlighted with a red box).

6. Click on the **Submit** button at the top of the page to complete the update.

The screenshot shows a web form titled "Edit Absence" with a dark header bar. In the top right corner of the header, there are three buttons: "Cancel", "Withdraw", and "Submit". The "Submit" button is highlighted with a red rectangular border. Below the header, the form contains several sections: a "Comments" text area; an "Attachments" section with a "Drag and Drop" area and a "Select or drop files here." instruction; a "URL" input field and an "Add URL" button; a "Legislative information" section with "Qualifying Week" (displaying "18/01/2026") and "Override Average Weekly Earnings" input fields; and an "Additional information" section with "SMP1 Issue Date" and "Date carried out" date pickers, and a "Risk Assessment Done?" checkbox which is currently unchecked.

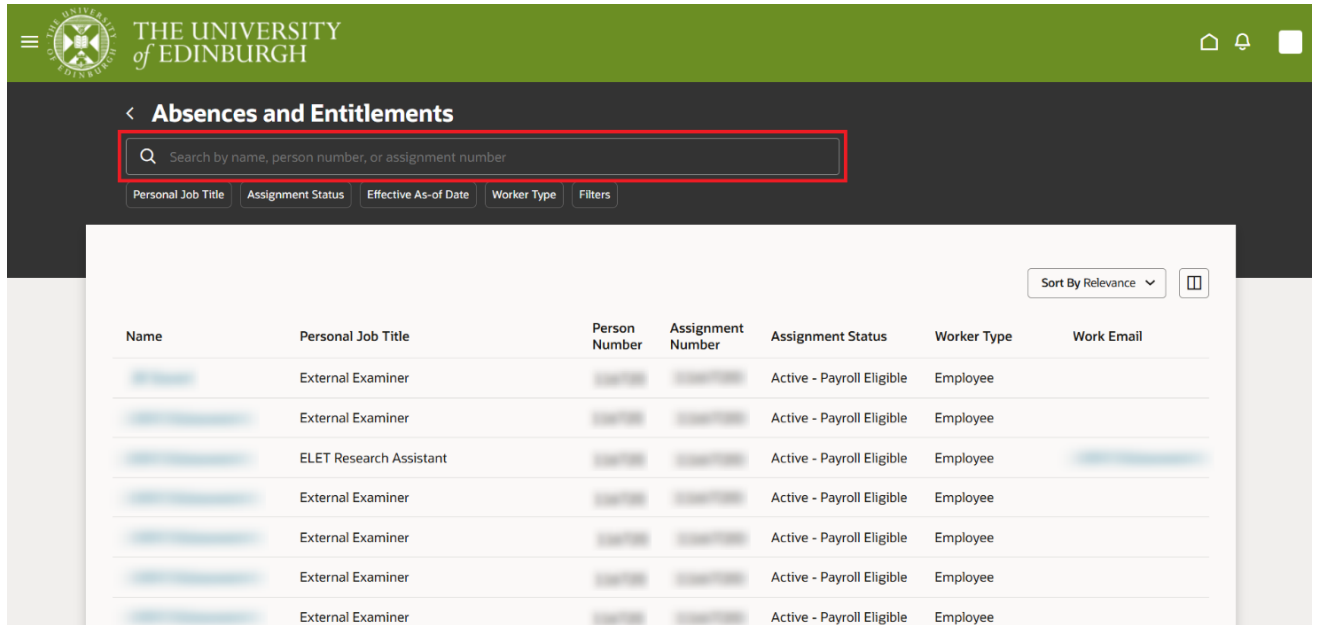
## How to Attach a MATB1 to a Maternity Record

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



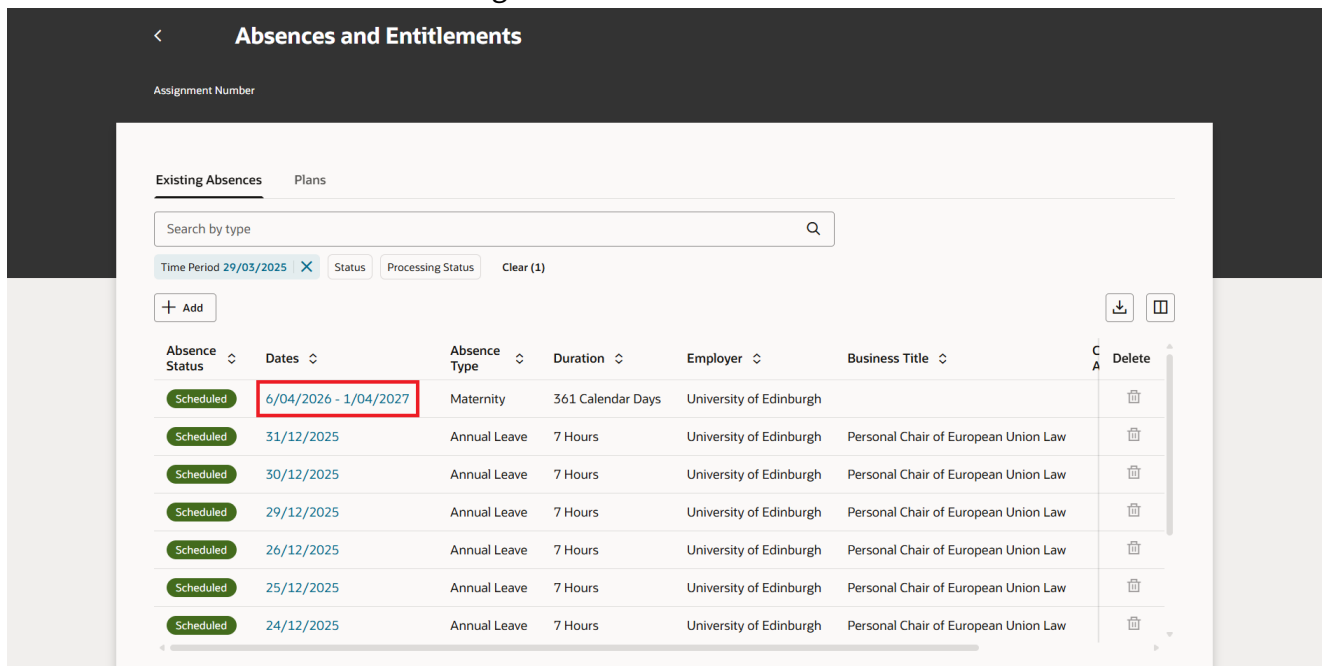
2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active - Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Find the maternity absence and click on the absence dates (blue text) to open it. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.



4. Scroll down to the **Details** section. Click on the **Drag and Drop** section under **Attachments**. Select the MATB1 document and click **Open**.

The screenshot shows the 'Edit Absence' form. At the top right, there are buttons for 'Cancel', 'Withdraw', and 'Submit'. Below the header, there is a table with columns: Plan, Assignment, Activity Start Date, Activity End Date, Units, Payment Percentage, Source, and Calculation Date. Below the table, it says 'No data to display.' The 'Details' section includes a 'Reason' dropdown menu set to 'Option 1' and a 'Notification Date' field set to '29/09/2025'. There is a 'Comments' text area. The 'Attachments' section is highlighted with a red box and contains a 'Drag and Drop' area with the text 'Select or drop files here.' Below this is a 'URL' input field and an 'Add URL' button. The 'Legislative information' section includes a 'Qualifying Week' field set to '18/01/2026' and an 'Override Average Weekly Earnings' field. The 'Additional information' section is partially visible at the bottom.

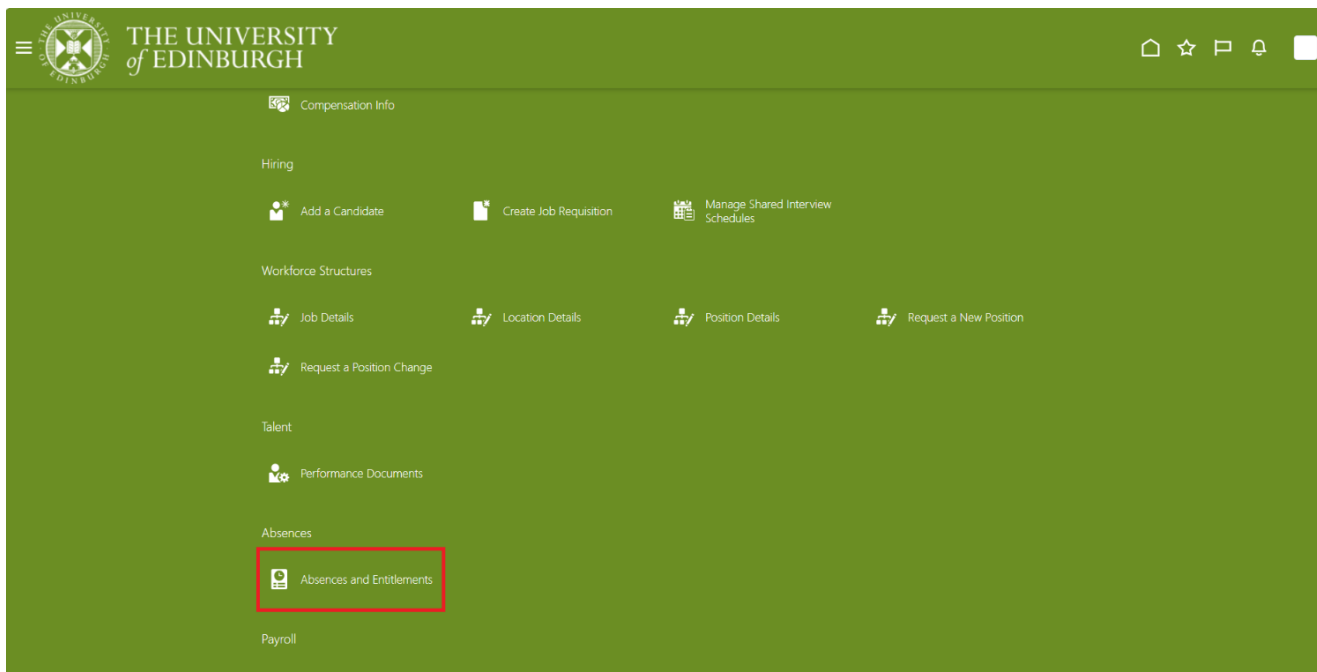
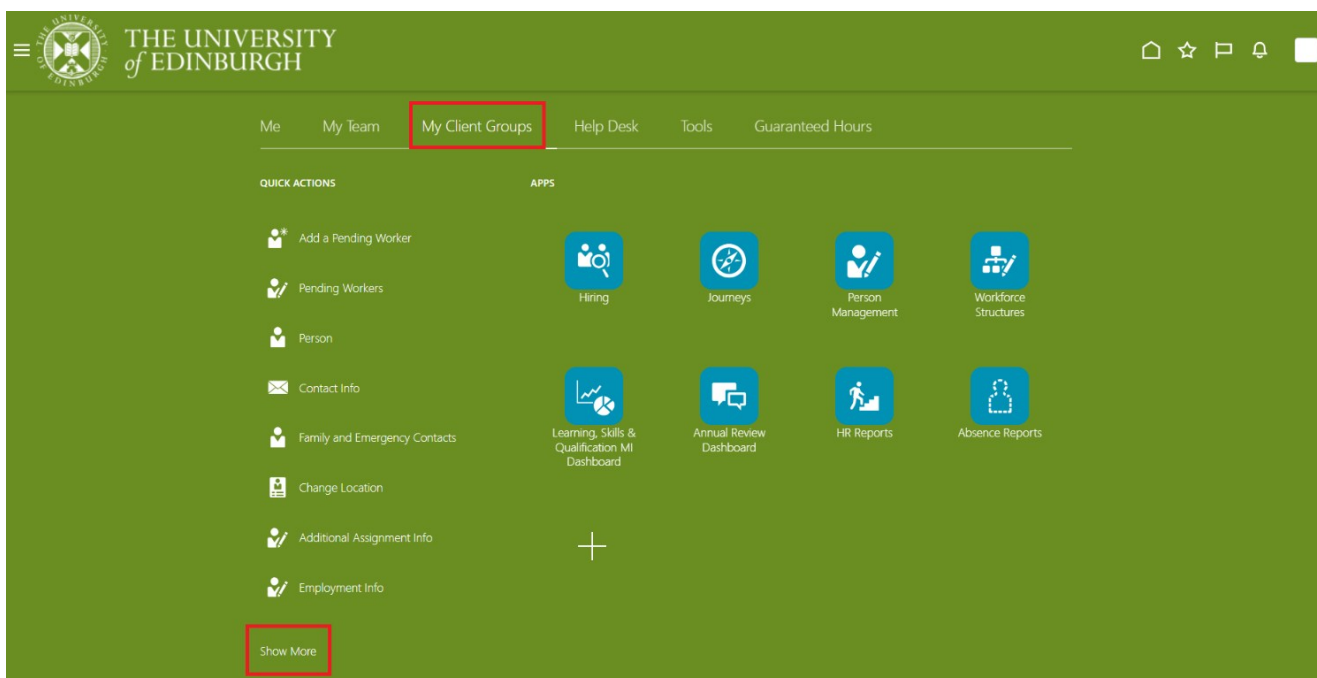
5. Click on the **Submit** button at the top of the page to complete the update.

This screenshot shows the same 'Edit Absence' form as the previous one, but with the 'Submit' button at the top right highlighted by a red box. The 'Comments' text area is now visible. The 'Attachments' section, including the 'Drag and Drop' area and 'Add URL' button, is still present. The 'Legislative information' section shows the 'Qualifying Week' as '18/01/2026'. The 'Additional information' section now includes an 'SMP1 Issue Date' field, a 'Date carried out' field, and a 'Risk Assessment Done?' checkbox which is currently unchecked.

## How to Record Adoption or Surrogacy Leave

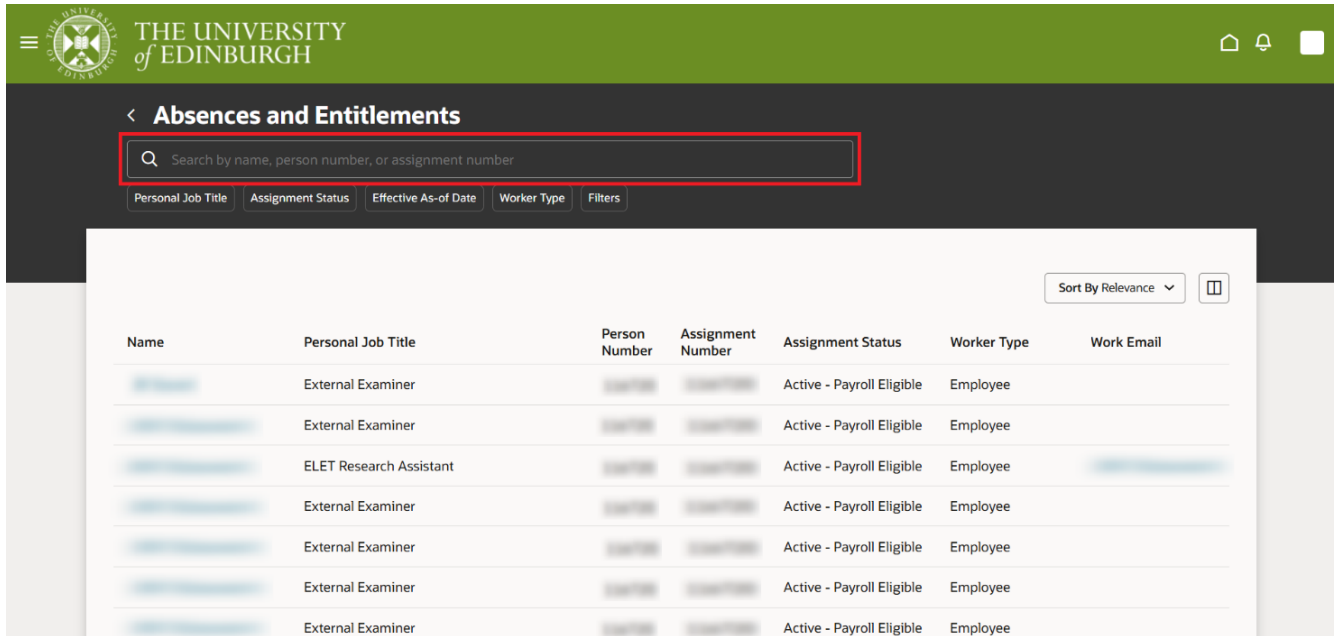
We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit the employee's individual circumstances. Please refer to the [Appendix](#) as well as the [Guide to Adoption and Surrogacy Leave](#).

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Adoption/Surrogacy Leave** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.

**Please note**, a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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**Absences and Entitlements**

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

| Absence Status | Dates                   | Absence Type | Duration   | Employer                | Business Title                                | Delete |
|----------------|-------------------------|--------------|------------|-------------------------|---|--------|
| Scheduled      | 26/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 25/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 24/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 20/10/2025 - 23/10/2025 | Annual Leave | 31 Hours   | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 29/09/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |

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**Edit Absence**

Assignment Number

Cancel Withdraw Submit

Absence Type: Annual Leave

Personal Job Title: Postgraduate Programme Administrator

Absence Type Balance: 98.27 Hours

**Dates**

Start Date: 20/10/2025 Start Date Duration: 7.75

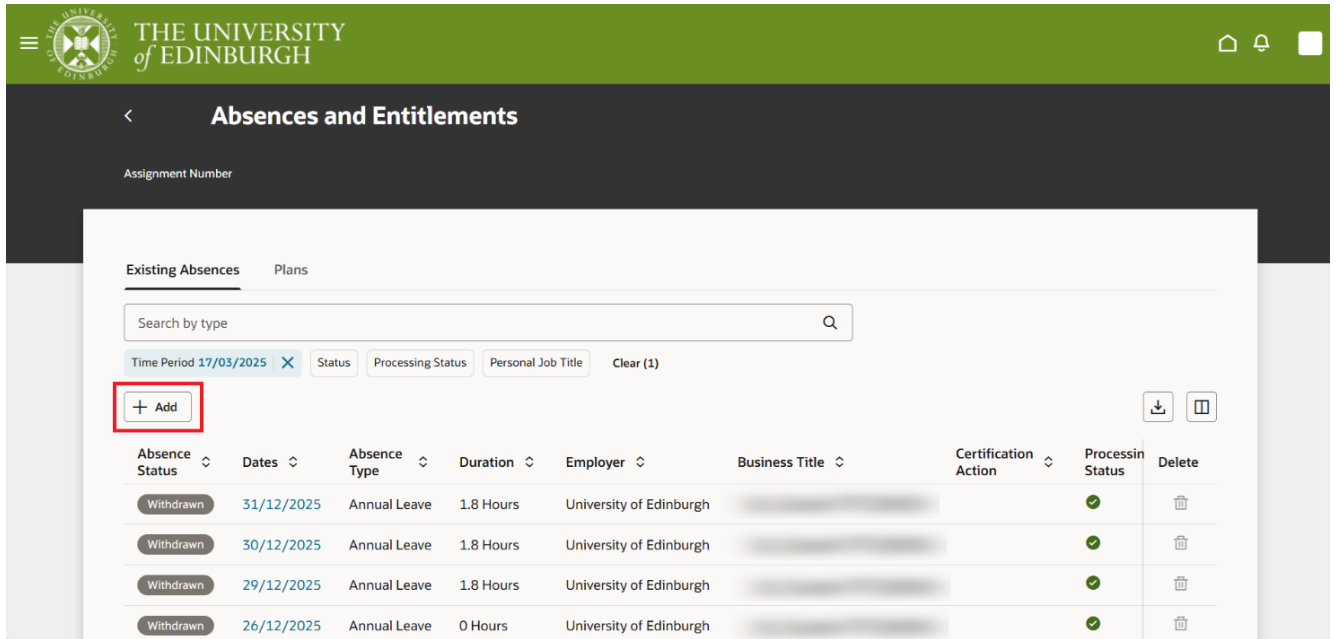
End Date: 23/10/2025 End Date Duration: 7.75

Duration: 31 Hours

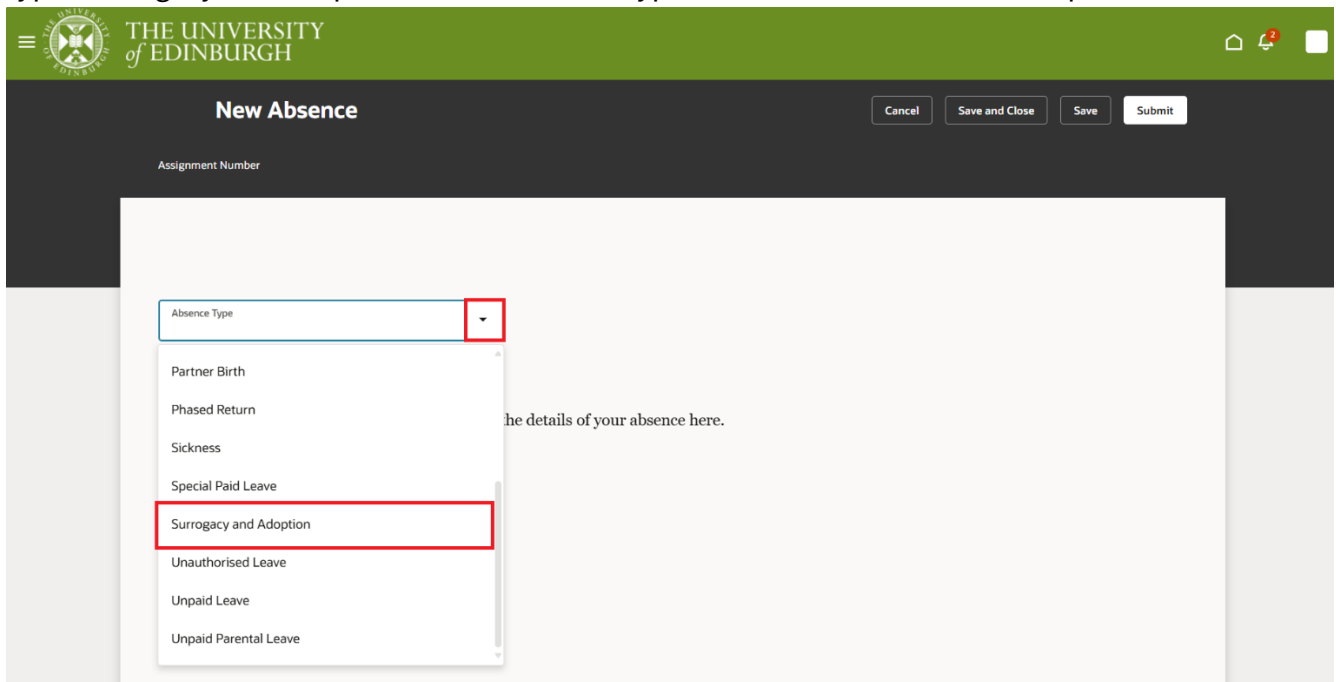
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of adoption/surrogacy leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Surrogacy and Adoption** from the **Absence Type** drop-down menu. Alternatively, you can type 'Surrogacy and Adoption' in the Absence Type field and select from the drop down.



- In the **Dates** section, enter the **Expected** or **Actual Placement Date**, the **Placement Match Date**, the **Planned** or **Actual Start** and **End Dates**. These dates are only provisional and can be updated, if required. For further details on how to do this, please refer to the section of the guide, '[How to Amend Leave](#)'.

If the employee does not plan to return to work, click on the **Won't return to work** toggle instead of the **Planned End Date**.

The screenshot shows the 'New Absence' form. At the top, there is a header 'New Absence' and buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below the header, there is a dropdown menu for 'Absence Type' with 'Surrogacy and Adoption' selected. The 'Dates' section is highlighted with a red box and contains the following fields: 'Expected Placement Date', 'Actual Placement Date', 'Planned Start Date', 'Actual Start Date', 'Planned End Date', 'Actual End Date', and 'Placement Match Date'. A 'Won't return to work' toggle is also visible and highlighted with a red box. Below the 'Dates' section, there is a 'Details' section.

- In the **Details** section, select which pay option the employee has selected from the **Reason** drop-down list and enter the **Notification Date** that the employee made their selection on.

**Note:** The system will default to **Option 3**, so please ensure this is updated as applicable.

**New Absence** Cancel Save and Close Save Submit

**Details**

Reason  ▼ Notification Date

Option 1

Option 2

Option 3

**Attachments**

**Drag and Drop**  
Select or drop files here.

Add URL

**Legislative information**

📅  📅

8. Add any relevant notes in the **Comments** section.

**New Absence** Cancel Save and Close Save Submit

**Attachments**

**Drag and Drop**  
Select or drop files here.

Add URL

**Legislative information**

📅  📅

**Additional information**

📅

9. Attach relevant documentation in the **Attachments** section.

The screenshot shows the 'New Absence' form interface. At the top right, there are four buttons: 'Cancel', 'Save and Close', 'Save', and 'Submit'. The main content area includes a 'Comments' text box, an 'Attachments' section with a 'Drag and Drop' area (highlighted with a red box) and a 'URL' input field with an 'Add URL' button, and three sections of date pickers: 'Legislative information' (Birth Date of Child, Disrupted Placement Date, Matching Week, Override Average Weekly Earnings) and 'Additional information' (SAP1 Issue Date).

10. Click on the **Submit** button at the top of the page to complete the absence.

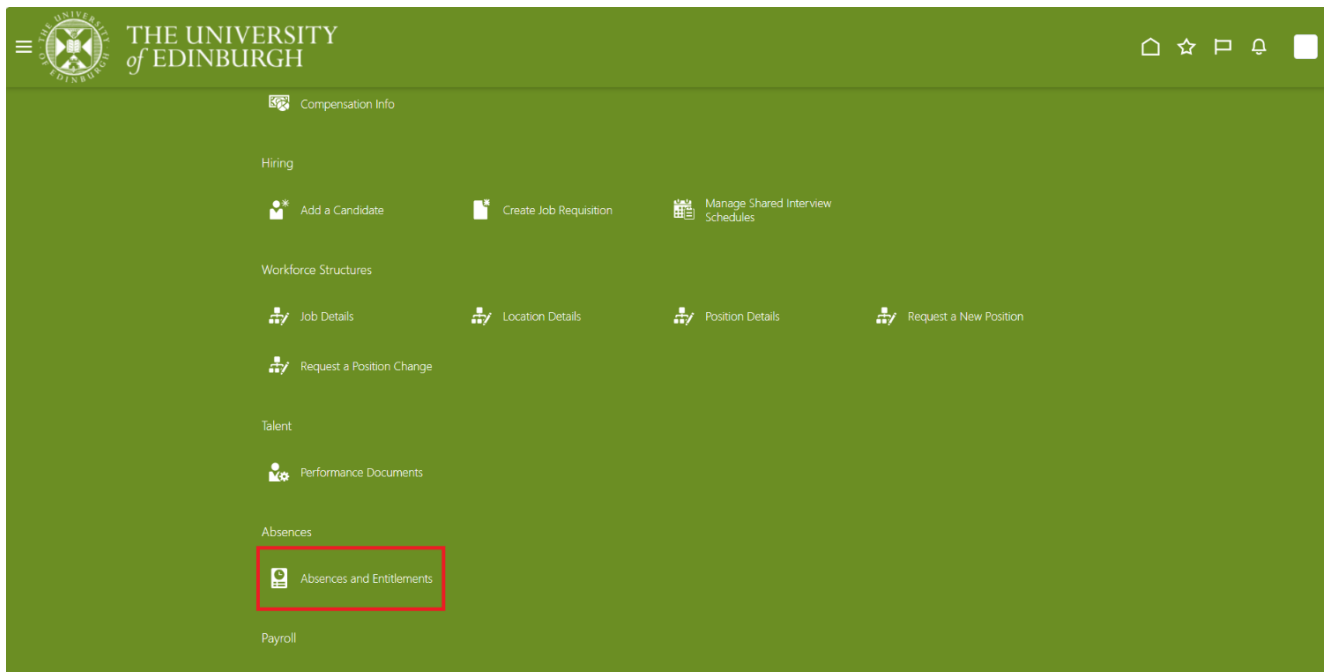
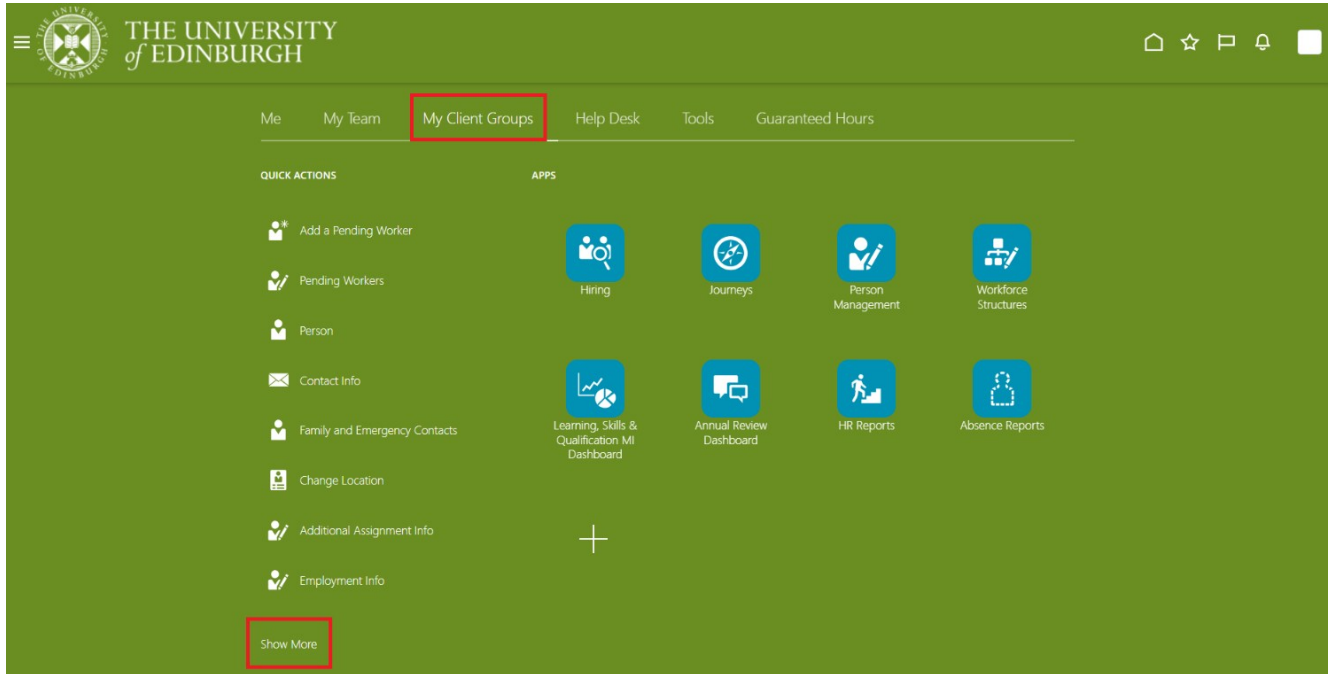
**Note:** The **Save** and **Save and Close** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.

This screenshot is identical to the previous one, but the 'Submit' button at the top right is highlighted with a red box, indicating the final step in the process.

# How to Record Partner Leave

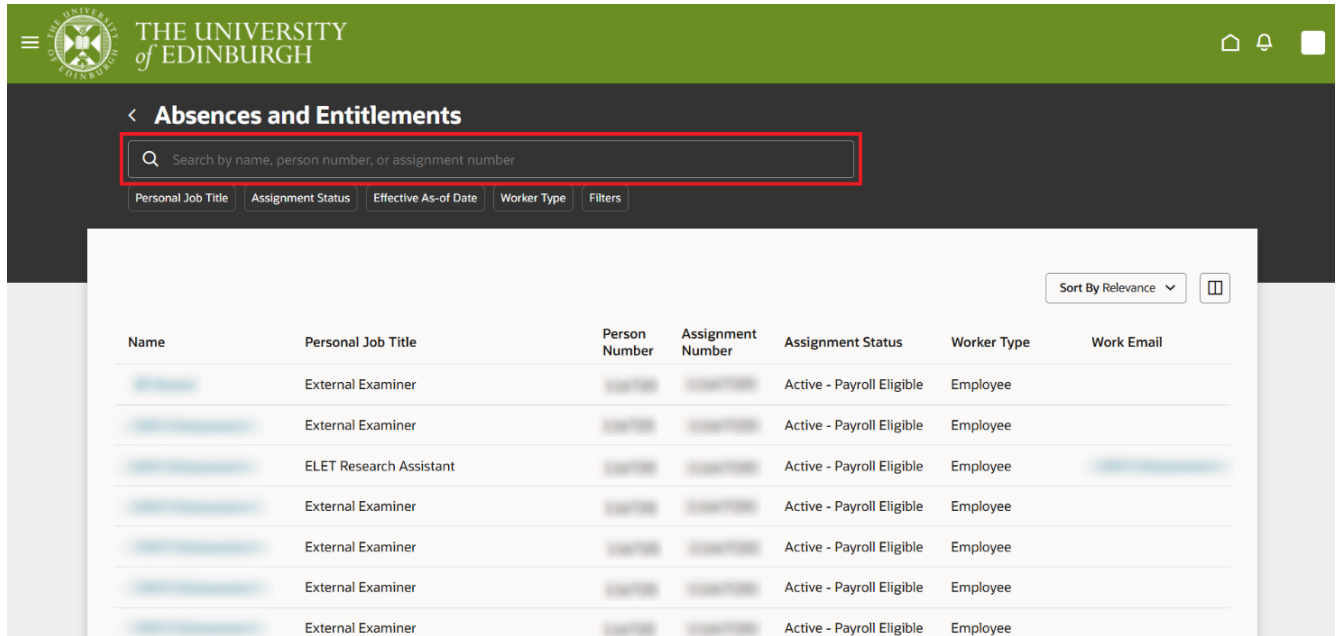
## Partner Adoption

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Partner Birth** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.  
**Please note**, a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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## Absences and Entitlements

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

| Absence Status | Dates                   | Absence Type | Duration   | Employer                | Business Title                                | Delete |
|----------------|-------------------------|--------------|------------|-------------------------|---|--------|
| Scheduled      | 26/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 25/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 24/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 20/10/2025 - 23/10/2025 | Annual Leave | 31 Hours   | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 29/09/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |

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## Edit Absence

Assignment Number

Cancel Withdraw Submit

Absence Type: Annual Leave

Personal Job Title: Postgraduate Programme Administrator

Absence Type Balance: 98.27 Hours

**Dates**

Start Date: 20/10/2025 Start Date Duration: 7.75

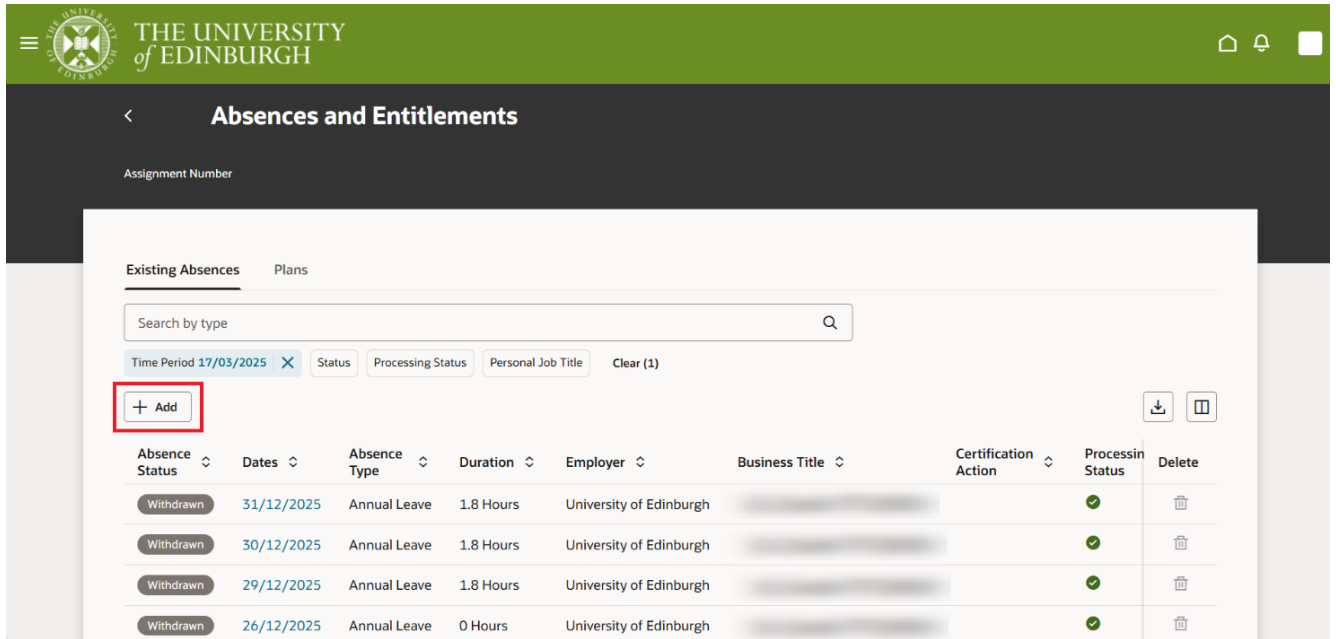
End Date: 23/10/2025 End Date Duration: 7.75

Duration: 31 Hours

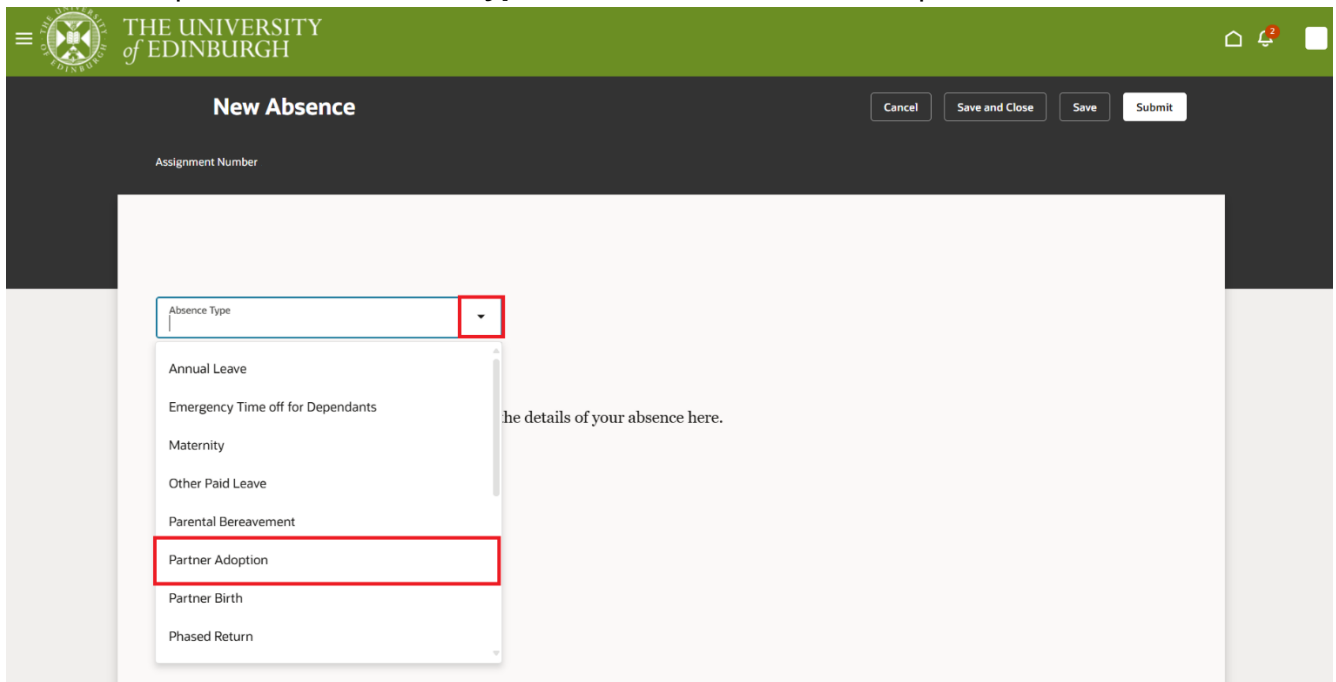
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of Partner Adoption leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Partner Adoption** from the **Absence Type** drop-down menu. Alternatively, you can type 'Partner Adoption' in the **Absence Type** field and select from the drop down.



6. In the **Dates** section, enter the **Expected** or **Actual Placement Date**, the **Placement Match Date**, the **Planned** or **Actual Start** and **End Dates**, as known. These dates are only provisional and can be updated, if required.

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Placement Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

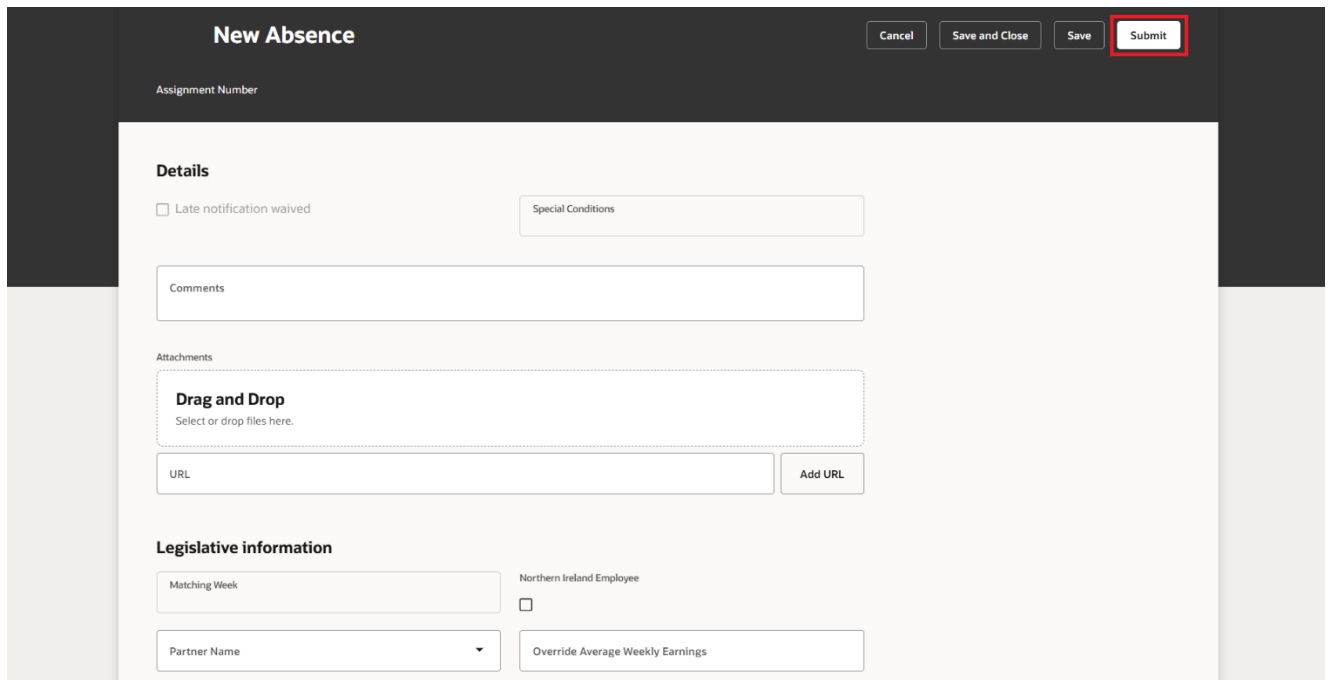
The screenshot shows the 'New Absence' form. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below the title, there is a dropdown menu for 'Absence Type' with 'Partner Adoption' selected. The 'Dates' section is highlighted with a red box and contains the following fields: 'Expected Placement Date', 'Actual Placement Date', 'Planned Start Date', 'Actual Start Date', 'Planned End Date', 'Actual End Date', and 'Placement Match Date'. Below the 'Dates' section is the 'Details' section, which includes a checkbox for 'Late notification waived' and a text input field for 'Special Conditions'.

7. Add any appropriate **Comments** or click on **Drag and Drop** section under **Attachments** to upload any documents.

The screenshot shows the 'New Absence' form. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below the title, there is a text input field for 'Assignment Number'. The 'Details' section is visible, including the 'Late notification waived' checkbox and the 'Special Conditions' field. The 'Comments' section is highlighted with a red box. Below it is the 'Attachments' section, which is also highlighted with a red box and contains a 'Drag and Drop' area with the text 'Select or drop files here.' Below the 'Attachments' section is a 'URL' input field and an 'Add URL' button. The 'Legislative information' section is at the bottom, including a 'Matching Week' input field, a 'Northern Ireland Employee' checkbox, a 'Partner Name' dropdown menu, and an 'Override Average Weekly Earnings' input field.

8. Click on the **Submit** button at the top of the page.

**Note:** The **Save** and **Save and Close** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.



The screenshot shows a web form titled "New Absence". At the top right, there are four buttons: "Cancel", "Save and Close", "Save", and "Submit". The "Submit" button is highlighted with a red border. Below the header, there is an "Assignment Number" input field. The main form area is divided into several sections: "Details" with a checkbox for "Late notification waived" and a "Special Conditions" input field; "Comments" with a large text area; "Attachments" with a "Drag and Drop" area, a "URL" input field, and an "Add URL" button; and "Legislative information" with a "Matching Week" input field, a checkbox for "Northern Ireland Employee", a "Partner Name" dropdown menu, and an "Override Average Weekly Earnings" input field.

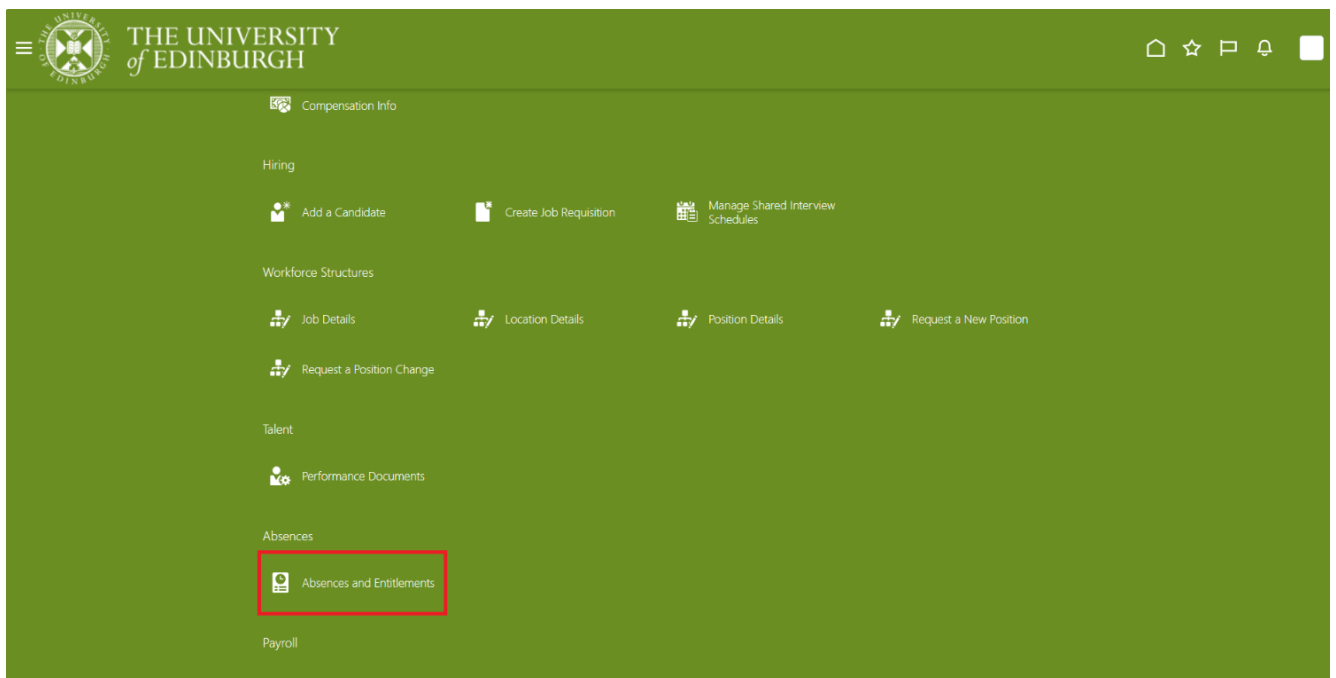
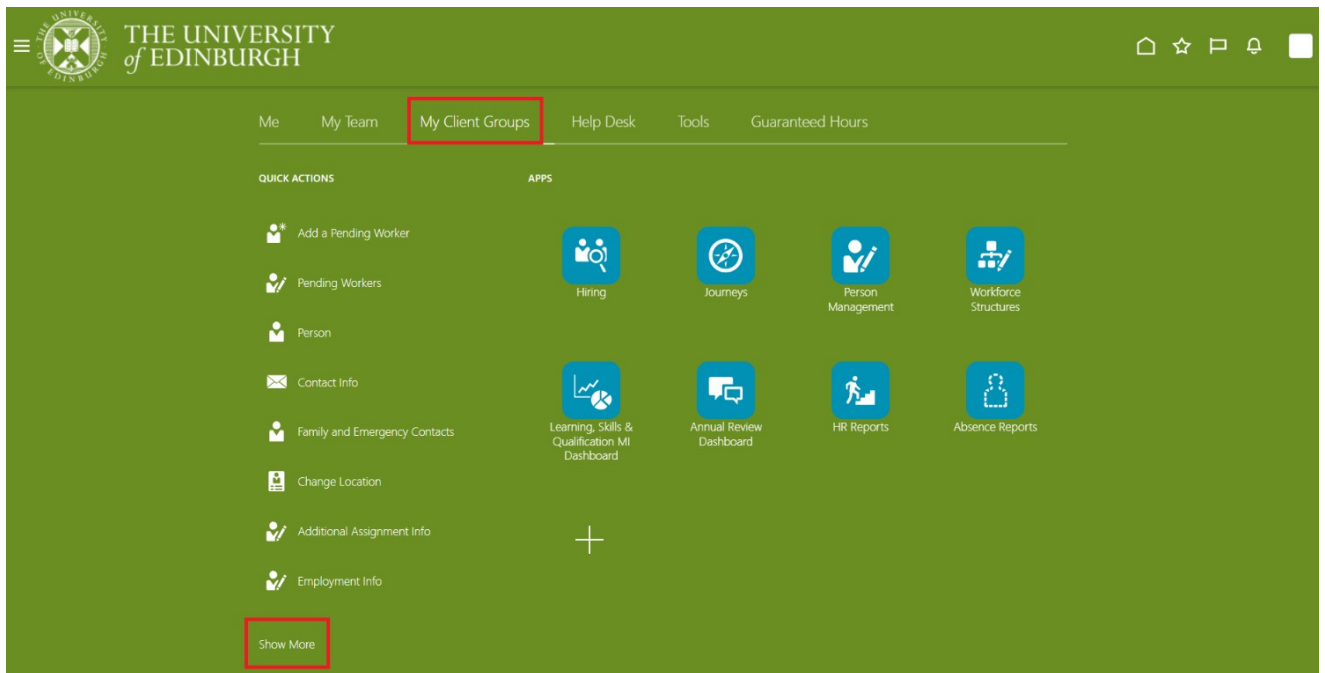
## What's Next

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Placement Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).



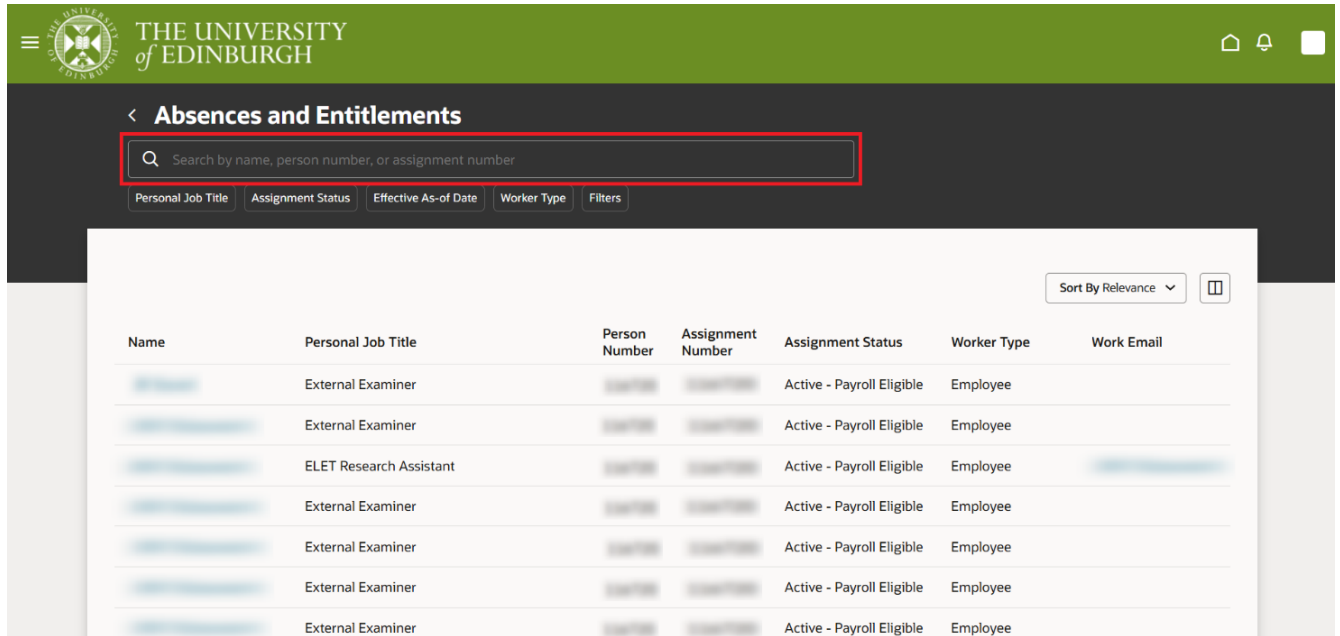
## Partner Birth

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Partner Birth** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.

**Please note**, a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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**Absences and Entitlements**

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 X Status Processing Status Personal Job Title Clear (1)

+ Add

| Absence Status | Dates                   | Absence Type | Duration   | Employer                | Business Title                                | Delete |
|----------------|-------------------------|--------------|------------|-------------------------|---|--------|
| Scheduled      | 26/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 25/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 24/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 20/10/2025 - 23/10/2025 | Annual Leave | 31 Hours   | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 29/09/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |

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**Edit Absence**

Assignment Number

Cancel **Withdraw** Submit

Absence Type: Annual Leave

Personal Job Title: Postgraduate Programme Administrator

Absence Type Balance: 98.27 Hours

**Dates**

Start Date: 20/10/2025 Start Date Duration: 7.75

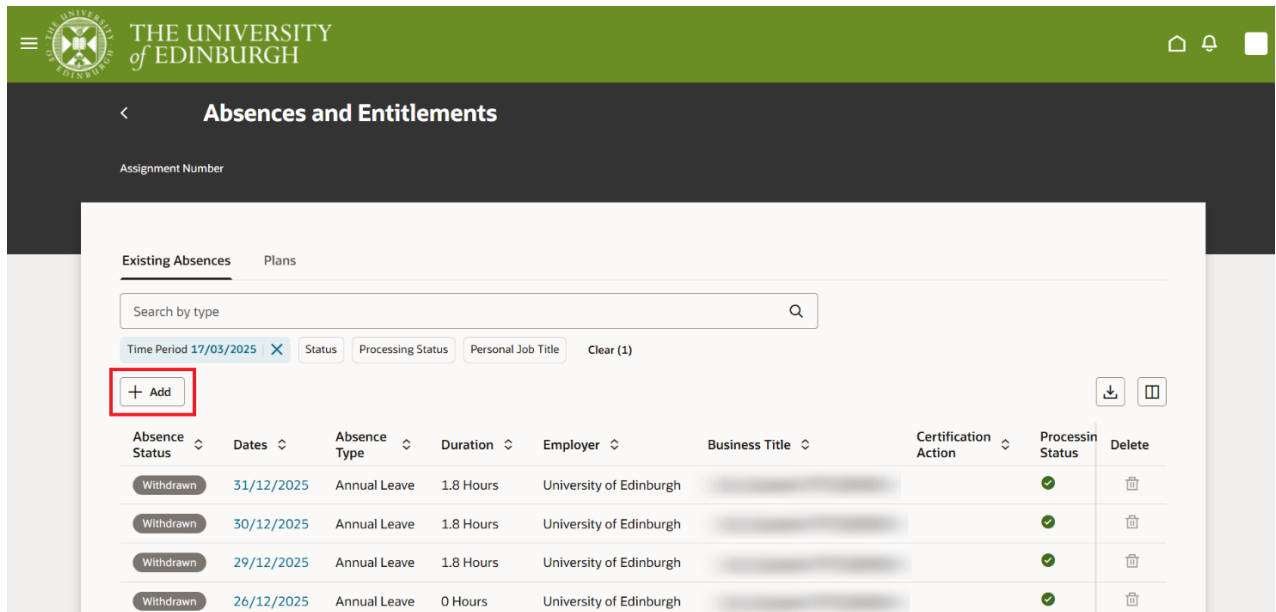
End Date: 23/10/2025 End Date Duration: 7.75

Duration: 31 Hours

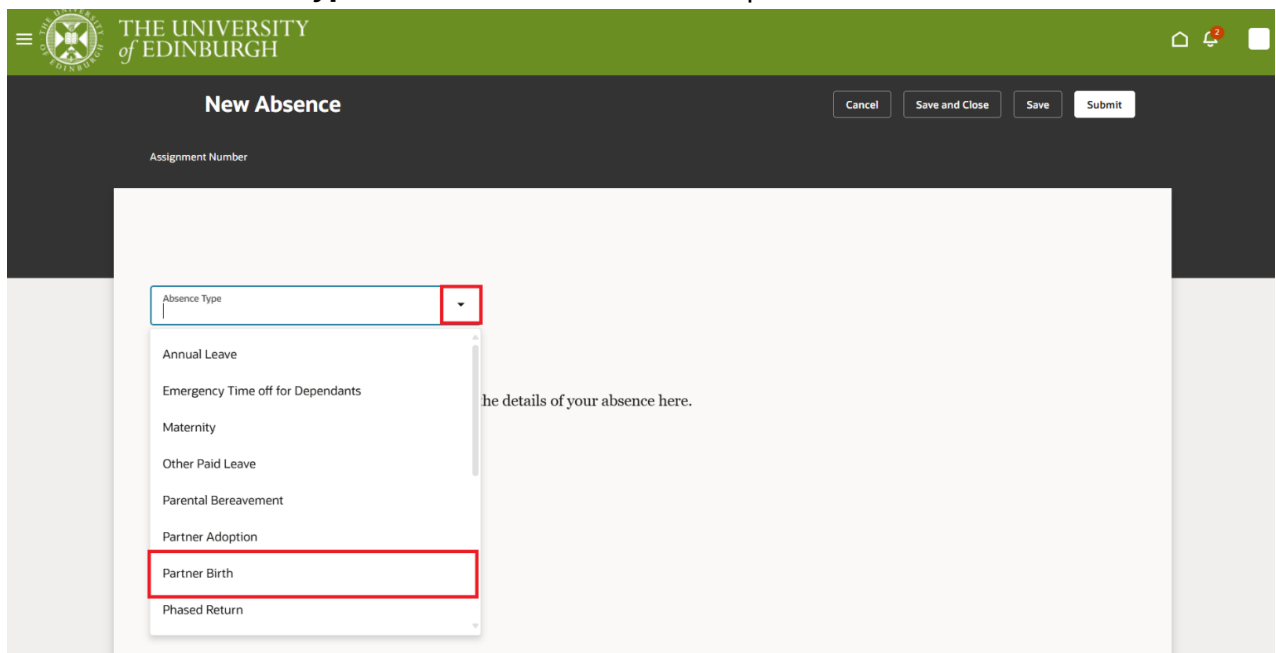
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved, and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of Partner Birth leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Partner Birth** from the **Absence Type** drop-down menu. Alternatively, you can type 'Partner Birth' in the **Absence Type** field and select from the drop down.



6. Enter the **Expected** or **Actual Childbirth Date** and **Planned** or **Actual Start** and **End Dates**, as known. These dates are only provisional and can be updated, if required.

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Childbirth Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

**New Absence** Cancel Save and Close Save Submit

Assignment Number

Absence Type  
Partner Birth

**Dates**

Expected Childbirth Date

Actual Childbirth Date

Planned Start Date

Actual Start Date

Planned End Date

Actual End Date

**Details**

Special Conditions

7. Add any appropriate **Comments** or click on the **Drag and Drop** section under **Attachments** to upload any documents.

**New Absence** Cancel Save and Close Save Submit

**Details**

Special Conditions

Comments

**Attachments**

**Drag and Drop**  
Select or drop files here.

URL  Add URL

**Legislative information**

Qualifying Week  Northern Ireland Employee

Partner Name  Override Average Weekly Earnings

8. Click on the **Submit** button at the top of the page.

**Note:** The **Save** and **Save and Close** buttons will save this absence in draft state only. Please ensure to **Submit** it once all the details have been added.

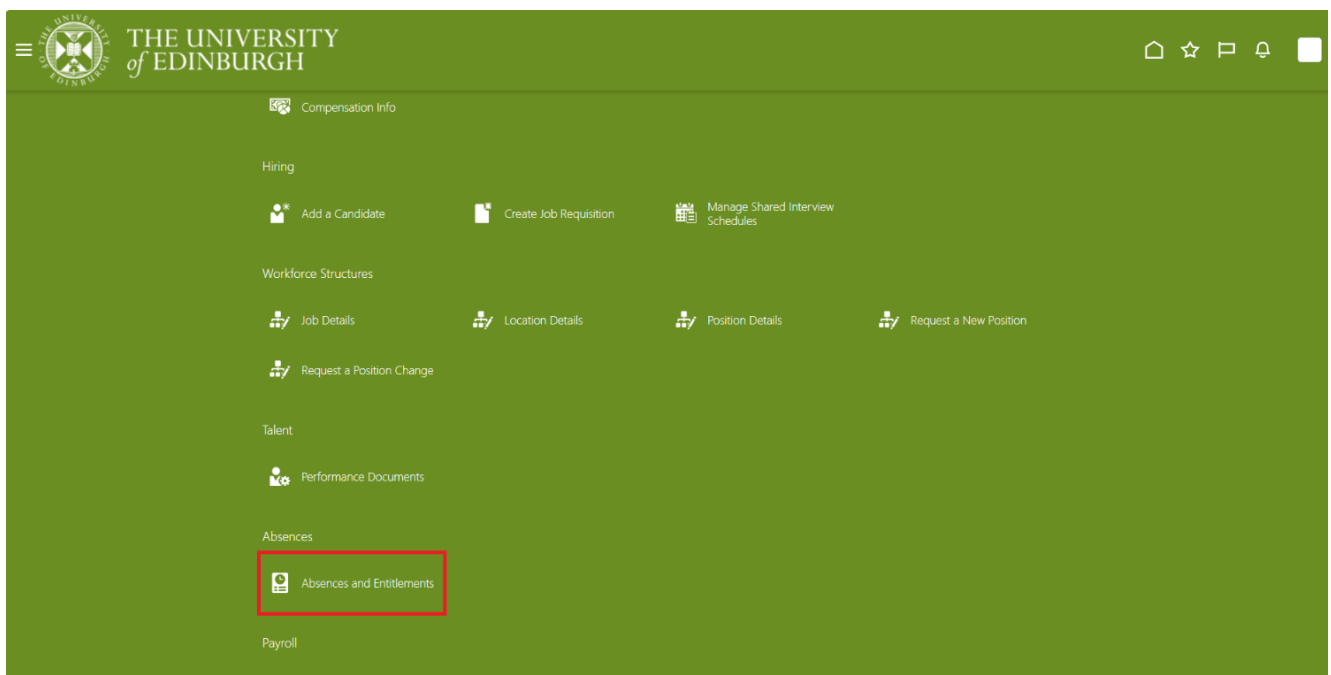
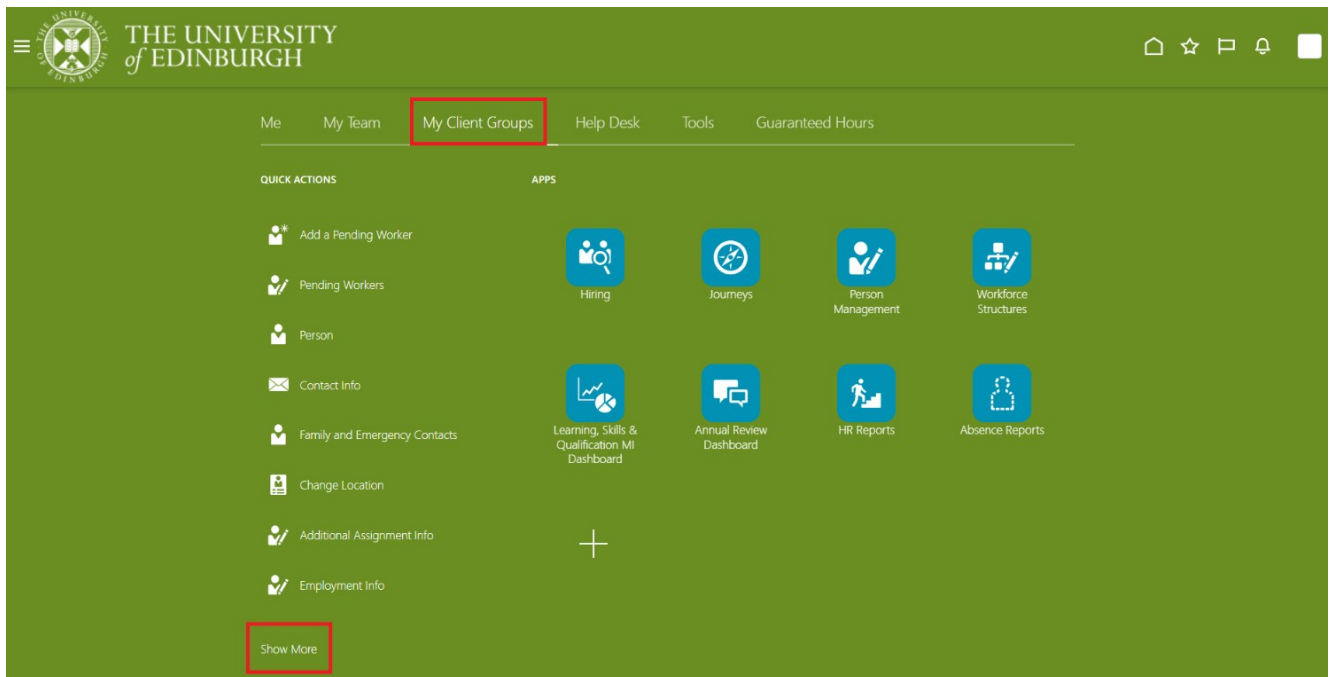
The screenshot shows a web form titled "New Absence". At the top right, there are four buttons: "Cancel", "Save and Close", "Save", and "Submit". The "Submit" button is highlighted with a red rectangular box. Below the buttons, the form is organized into sections: "Details" with a "Special Conditions" text input; "Comments" with a larger text area; "Attachments" with a "Drag and Drop" area (text: "Select or drop files here."), a "URL" input, and an "Add URL" button; and "Legislative information" with a "Qualifying Week" input, a "Northern Ireland Employee" checkbox, a "Partner Name" dropdown menu, and an "Override Average Weekly Earnings" input.

### What's Next

If you have only entered **planned** or **expected dates**, you **must** go back in to the absence to add the employee's **Actual Childbirth Date**, **Actual Start Date** and **Actual End Date** once known (for further guidance, please refer to the '[How to Amend Leave](#)' of this guide).

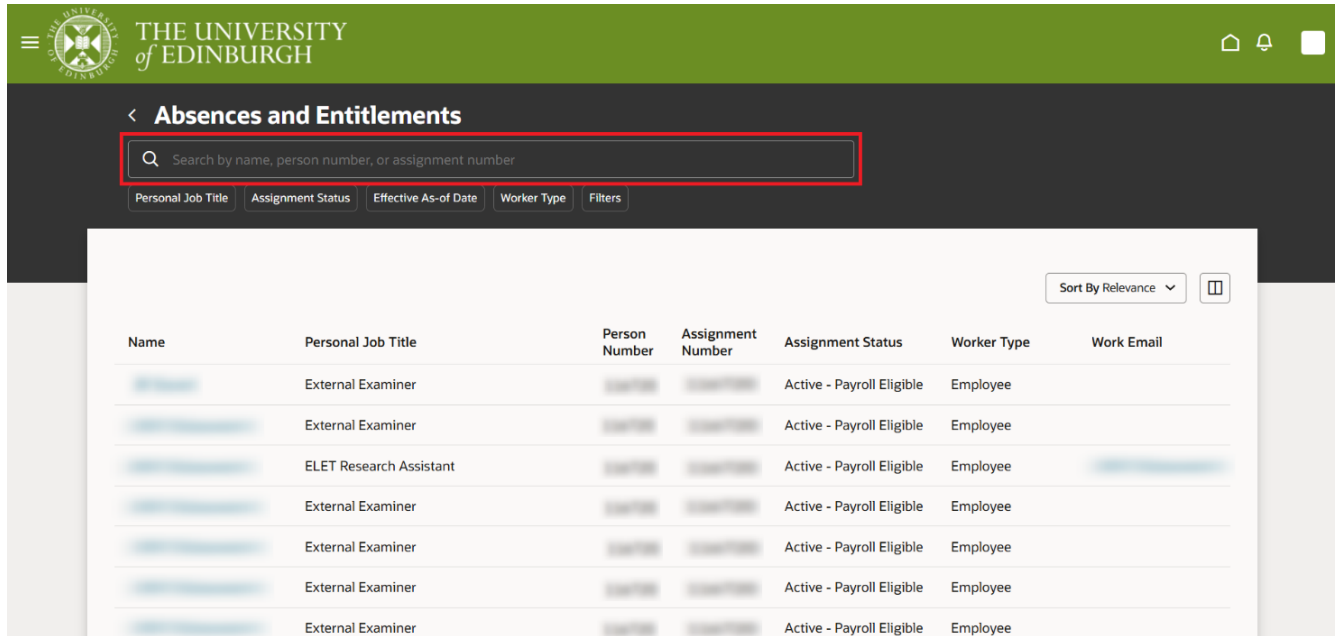
## How to Record Unpaid Parental Leave

1. From the home page, click on the **My Client Groups** tab, **Show More**, scroll down to the **Absences** section and select **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the **Existing Absences** tab by default.

Check whether there are any existing absences that are scheduled to happen during the proposed **Unpaid Parental Leave** dates. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

If there are any existing absences during that period:

- a. Click on the dates of the absence(s) (blue text) to open it.
- b. The **Edit Absence** screen will open. Click on the **Withdraw** button at the top of the page to cancel the absence.  
**Please note**, a warning message **will not** appear. Once you click on **Withdraw**, the absence will be cancelled.

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**Absences and Entitlements**

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

| Absence Status | Dates                   | Absence Type | Duration   | Employer                | Business Title                                | Delete |
|----------------|-------------------------|--------------|------------|-------------------------|---|--------|
| Scheduled      | 26/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 25/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 24/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 20/10/2025 - 23/10/2025 | Annual Leave | 31 Hours   | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 29/09/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |

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**Edit Absence**

Assignment Number

Cancel Withdraw Submit

Absence Type: Annual Leave

Personal Job Title: Postgraduate Programme Administrator

Absence Type Balance: 98.27 Hours

**Dates**

Start Date: 20/10/2025 Start Date Duration: 7.75

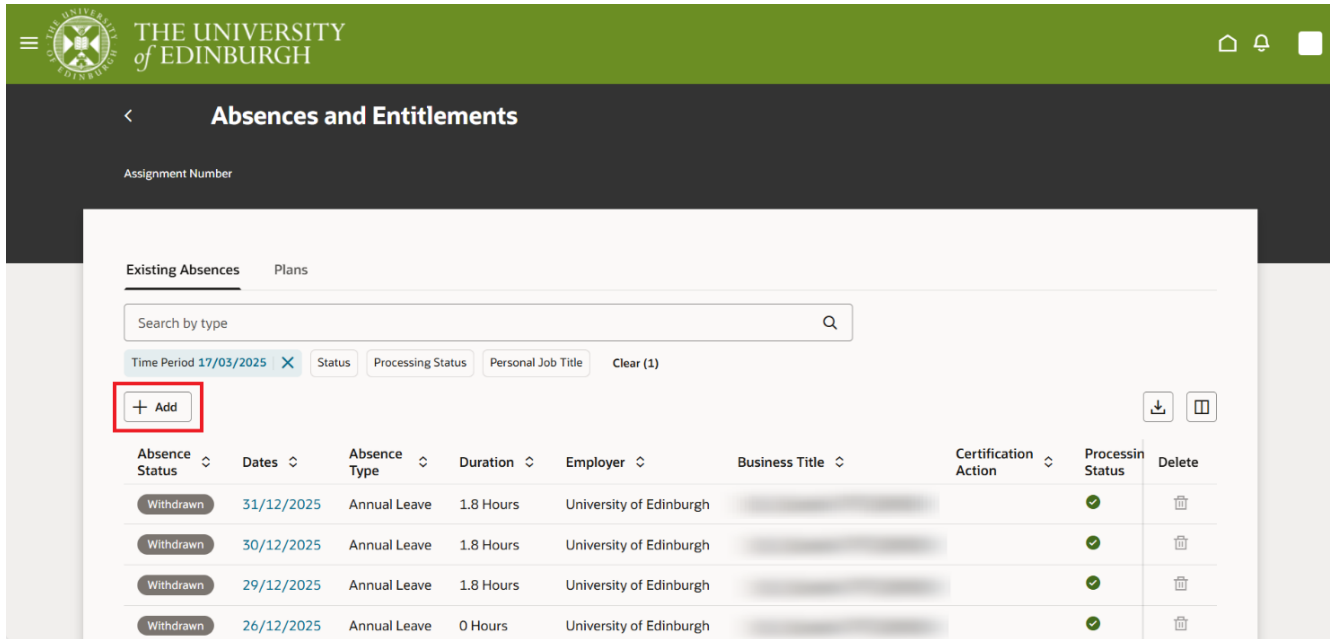
End Date: 23/10/2025 End Date Duration: 7.75

Duration: 31 Hours

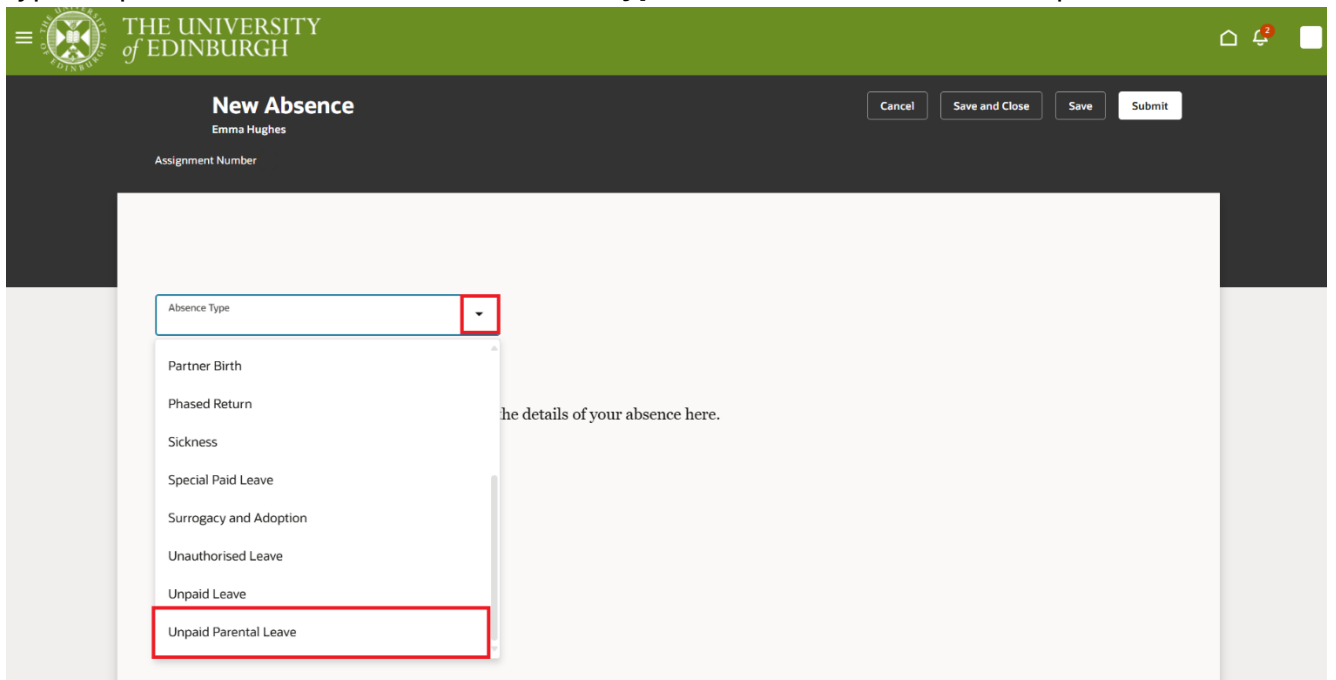
You will be taken back to the **Existing Absences** tab. As you are cancelling an absence on behalf of an employee, the withdrawal is automatically approved, and the **Absence Status** will change to **Withdrawn**. If the **Absence Status** is showing as **Pending Approval**, please exit and re-enter the **Absences and Entitlements** screen after a few minutes.

Repeat this step until all of the absences that are scheduled during the proposed period of Unpaid Parental Leave have been withdrawn.

4. Click on the **+ Add** button.



5. Select **Unpaid Parental Leave** from the **Absence Type** drop-down menu. Alternatively, you can type 'Unpaid Parental Leave' in the **Absence Type** field and select from the drop down.



- In the **Dates** section, enter the **Start Date** and the **End Date**. These dates can be updated, if required. For further details on how to do this, please refer to the section of the guide, '[How to Amend Leave](#)'.

**Note:** Parental leave can only be taken in periods of 7 days. Please refer to the [policy](#) for further details.

The screenshot shows the 'New Absence' form interface. At the top, there are buttons for 'Cancel', 'Save and Close', 'Save', and 'Submit'. Below the title, there is a field for 'Assignment Number'. The 'Absence Type' dropdown menu is set to 'Unpaid Parental Leave'. The 'Dates' section is highlighted with a red box and contains the following fields: 'Start Date' (with a calendar icon and 'Required' label), 'End Date' (with a calendar icon and 'Required' label), and 'Start Date Duration'. Below the dates, the 'Projected Balance' is shown as '0 Calendar Days' with an 'As-of' label. The 'Details' section contains a 'Comments' text area.

- Add any relevant notes in the **Comments** section.

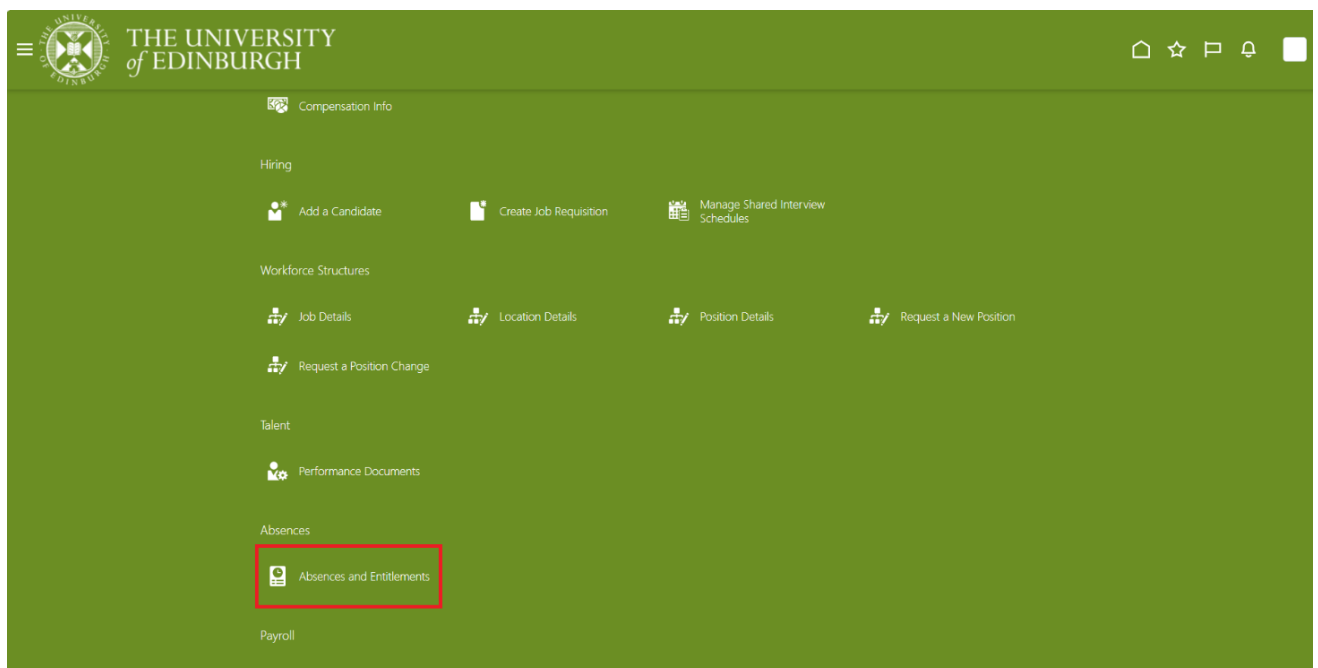
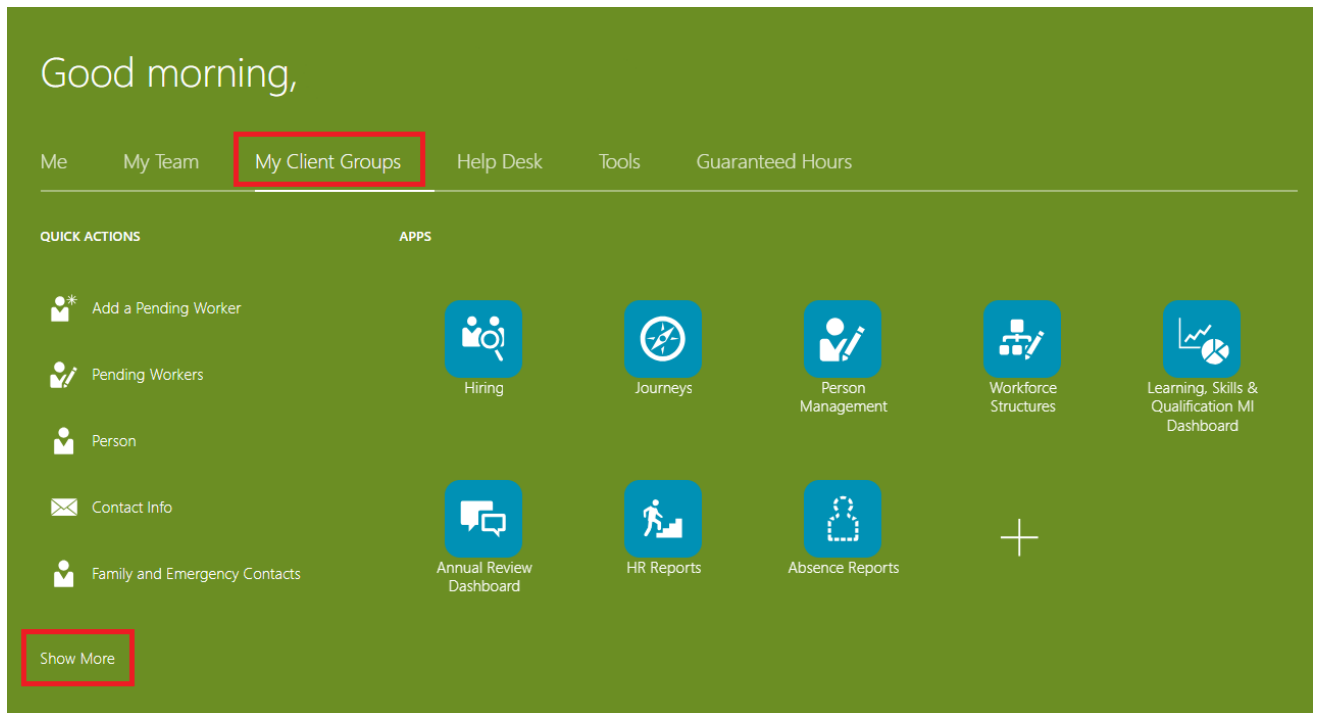
This screenshot is identical to the one above, showing the 'New Absence' form. In this view, the 'Comments' text area in the 'Details' section is highlighted with a red box, indicating where to add relevant notes.

8. Click on the **Submit** button.

The screenshot shows a web form titled "New Absence" with a dark header bar. In the top right corner of the header, there are four buttons: "Cancel", "Save and Close", "Save", and "Submit". The "Submit" button is highlighted with a red rectangular border. Below the header, the form content is on a light background. At the top left of the form area, it says "Assignment Number". Below that is a dropdown menu for "Absence Type" with "Unpaid Parental Leave" selected. Under the heading "Dates", there are two date pickers: "Start Date" and "End Date", both marked as "Required" and accompanied by a calendar icon. To the right of the "Start Date" field is a "Start Date Duration" input field. Below the date pickers, the "Projected Balance" is shown as "0 Calendar Days" with "As-of" text below it. Under the heading "Details", there is a large text area for "Comments".

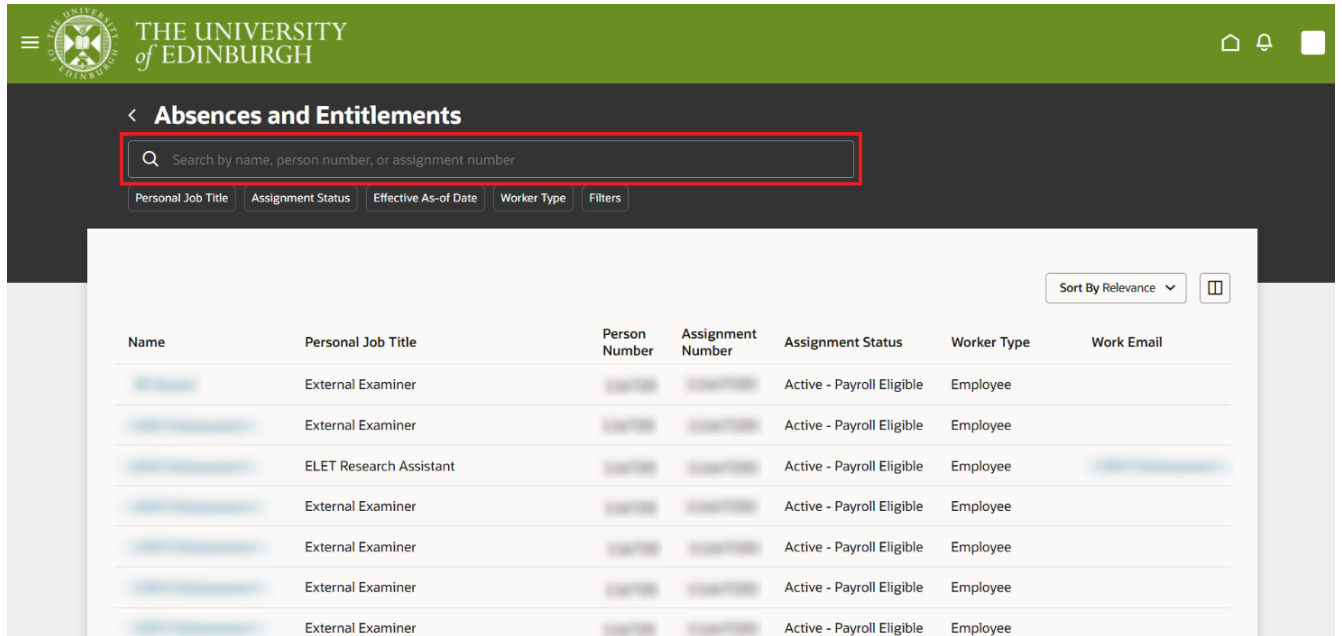
## How to Amend Leave

1. From the homepage select the **My Client Groups** tab > **Show More**, scroll down to the **Absences** section and click on **Absences and Entitlements**.



2. Type the employee's Name, Person Number or Assignment Number into the **Search bar** and click on their name to continue. You can use the **filters** below the Search bar to refine your search.

**Note:** Inactive assignments are visible in the **Absences and Entitlements** app. If you select an inactive assignment, an error may appear. To ensure you are selecting an active assignment, you can change the **Assignment Status** filter below the Search bar to **'Active – Payroll Eligible'**.



3. You will be taken to the employee's **Existing Absences** tab by default.

**Select** the absence record you wish to edit and click on the dates (blue text) to open it. You can use the **Search bar** or the **filters** below the Search bar to refine your search. **Note:** The **Time Period** filter cannot be cleared but it can be changed to another date.

**Note:** the bin icons in the **Delete** column are greyed out as deleting an absence does not align with the University's policy. If you wish to cancel an absence, please move on to the next step in this guide.

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**Absences and Entitlements**

Assignment Number

Existing Absences Plans

Search by type

Time Period 24/03/2025 Status Processing Status Personal Job Title Clear (1)

+ Add

| Absence Status | Dates                   | Absence Type | Duration   | Employer                | Business Title                                | Delete |
|----------------|-------------------------|--------------|------------|-------------------------|---|--------|
| Scheduled      | 26/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 25/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 24/12/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 20/10/2025 - 23/10/2025 | Annual Leave | 31 Hours   | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |
| Scheduled      | 29/09/2025              | Annual Leave | 7.75 Hours | University of Edinburgh | Postgraduate Programme Administrator (Diploma |        |

- The **Edit Absence** screen will open. Make the necessary changes and press **Submit**. If you are ending an open ended absence, click on the **Open ended toggle** so that it changes to from blue to grey and add an end date.

If you would like to cancel the absence, click on the **Withdraw** button at the top of the page.

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**Edit Absence**

Assignment Number

Cancel Withdraw **Submit**

Absence Type: Annual Leave

Personal Job Title: Personal Chair

Absence Type Balance: 77 Hours

**Dates**

Start Date: 24/12/2025 Start Date Duration: 7.00

End Date: 24/12/2025

Duration: 7 Hours

You will be taken back to the **Existing Absences** screen. As you are amending an absence on behalf of an employee, the amendment is automatically approved.

## Appendix

### Appendix 1

We are aware that the field names within the Adoption and Surrogacy Leave screens may not fit your individual circumstances. Below is a table that outlines what information you should input into the fields, to suit your type of leave, and outlines the timeframe for submission within P&M.

*\*Rows in Blue are Optional Fields and can be input later if your circumstances change*

| Field in P&M                                    | Adoption  | Overseas Adoption  | Surrogacy  |
|---|---|--|--|
| <b>Expected Date of Placement</b>               | Expected Date of Placement  | Estimated Date of Arrival in the UK  | Expected Due Date of Baby  |
| <b>Placement Match Date</b>                     | Expected Date of Placement?   | Official Notification Date   | Expected Due Date of Baby  |
| <b>Planned Start Date</b>                       | Planned Start Date of adoption leave  | Planned Start Date of adoption leave   | Planned Start Date of surrogacy leave  |
| <b>Planned End Date</b>                         | Planned End Date of adoption leave  | Planned End Date of adoption leave   | Planned End Date of surrogacy leave  |
| <b>Reason – Option</b>                          | Option 1, 2 or 3  | Option 1, 2 or 3   | Option 1, 2 or 3   |
| <b>Actual date of placement</b>                 | Date of Placement if different from Expected Date   | Actual Date of Arrival in the UK   | Actual Birth Date of Baby  |
| <b>Actual start date</b>                        | Actual start date if different from planned   | Actual start date if different from planned  | Actual start date if different from planned  |
| <b>Actual end date</b>                          | Actual end date if different from planned   | Actual end date if different from planned  | Actual end date if different from planned  |
| <b>Time Frame for submission within P&amp;M</b> | This information should be input and submitted within seven days of being matched with a child, and at least 28 days in advance of your anticipated leave start date. | This information should be input and submitted within 28 days of getting notification of the estimated date of arrival in the UK.<br><br>The actual date the child arrives in the UK can be input later, within 28 days of the arrival date. | This information should be input and submitted at least 15 weeks before the baby's due date. |

## Version History

| <b>Version</b> | <b>Date</b>     | <b>Description</b>  | <b>Approved By</b> |
|----------------|-----------------|---|--------------------|
| 1.1            | N/A             | Draft   |                    |
| 2.0            | 09 June 2025    | Updated guide to new format and separated from Line Manager guide to family leave.  | M Easton           |
| 3.0            | 13 October 2025 | Updated guidance and screenshots to reflect the new Redwood changes in P&M.   | M Easton           |
| 3.1            | 30 March 2026   | Added instruction to 'How to Submit an application for Partner Leave' section to remind employees to enter 'actual' dates once known. | HH/RM              |

## Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.