People and Money system

We realise this formatting may not be accessible for all – to request this document in an alternative format please email hrhelpline@ed.ac.uk.

Employee Guide to Family Leave

Contents

Introduction

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

You can check what maternity options are available to you in the Maternity Calculator within People & Money without submitting a maternity leave request. To use the Maternity Calculator

1. Log into People and Money
2. Click on Me
3. Click on Maternity Calculator

Employees on Guaranteed Hours Contracts and those due to end employment due to redundancy should contact HR for pay options instead of using the calculator. You can contact HR by raising a Service Request in People and Money. Guidance on how to do that can be found [here.](#)

For all situations other than unpaid parental leave, once the application has been submitted the Line Manager will receive a notification of the application. For parental leave the Line Manager will not only receive a notification, they will need to approve the leave.

Line Managers may request you delay your parental leave.

Any existing absences (such as annual leave) that have dates that overlap with the leave request should be deleted prior to processing the absence. Please see the section, 'Edit an Absence before the Start Date' for further information.

To read supporting guidance please review the relevant [End to End Process User Guides](#)

In Brief ...

How to submit a Maternity Leave Request

Please do not start this task until you have ALL the information required including your MATB1.

1. From the Homepage navigate to **Me** and select the **Time and Absences** app

2. Choose **Existing Absences** and withdraw any absences that fall within the planned maternity dates.

3. Go back to **Time and Absences** and then **Add Absence.**

4. Add a request for maternity leave.

5. Enter **expected date of childbirth, planned start and end dates.**

6. Confirm your maternity payment choice by selecting 1, 2 or 3 from the **Reason** dropdown.

7. Upload the Mat B1 form to the Attachment section of the page and add any appropriate comments.

8. Press **Submit**.

How to amend Maternity Leave Dates

1. From the Homepage navigate to **Me** and select the **Time and Absences** app

2. **Choose Existing Absences**.

3. Choose the maternity absence record and click the **pencil icon**.

4. Edit the maternity dates then **Submit**

How to submit an application for Unpaid Parental Leave

1. From the Homepage navigate to **Me** and select the **Time and Absences** app

2. Click on **Add Absence**

3. Choose Absence Type **Unpaid Parental Leave** from the drop-down menu, add the **Start** and **End Dates** and any comments required and **Submit**.

How to submit an application for Partner Leave

1. From the Homepage navigate to **Me** and select the **Time and Absences** app

2. Click on **Add Absence**.

3. Choose **Partner Birth** or **Partner Adoption** (as appropriate) from the Type drop-down menu.

4. Enter the **Expected Date of Childbirth and the Planned Start and End Dates.** Add any appropriate comments or attachments.

5. Click Submit.

How to submit an application for Adoption and 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 Appendix 1 at the end of this document, as well as the [End to End Process User Guide.](#)

1. From the Homepage navigate to **Me** and select the **Time and Absences** app

2. Choose **Existing Absences** and withdraw any absences that fall within the planned maternity dates.

3. Go back to **Time and Absences** and then **Add Absence.**

4. Choose **Surrogacy and Adoption** from the **Type** drop-down list.

5. Enter the **Expected Date of Placement**.

6. Enter the **Placement Match Date**, **Planned Start Date** and **Planned End Date** for the leave request.

7. Select the **Reason** (pay option) from the drop-down list

8. Upload the MATB1 or evidence that you have been matched with a child to the attachments section and add any appropriate comments.

9. Click on the **Submit** button.

Editing an Absence Before the Start Date

1. From the Homepage navigate to **Me** and select the **Time and Absences** app

2. Choose **Existing Absences** and locate the relevant absence request.

3. Click the **pencil** icon, amend the leave dates and **Submit**.

Withdrawing an Absence Request Before the Start Date

1. From the Homepage navigate to **Me** and select the **Time and Absences** app

2. Choose **Existing Absences** and click on the **pencil** icon.

3. Click **Delete** to remove any unwanted planned absence.

In Detail ...

How to submit a Maternity Leave request

**Please do not start this task until you have ALL the information required including your MATB1.**

1. From the Homepage navigate to **Me** then click **Time and Absences**.
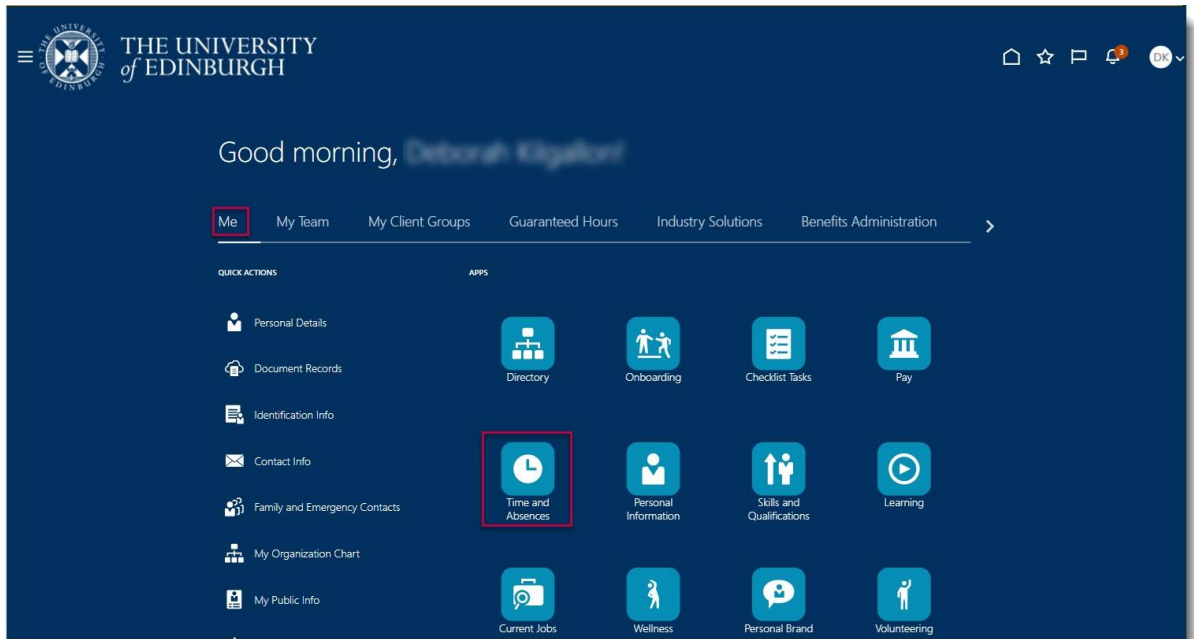

2. Choose **Existing Absences** and look for any planned absences that are scheduled during the proposed maternity leave.
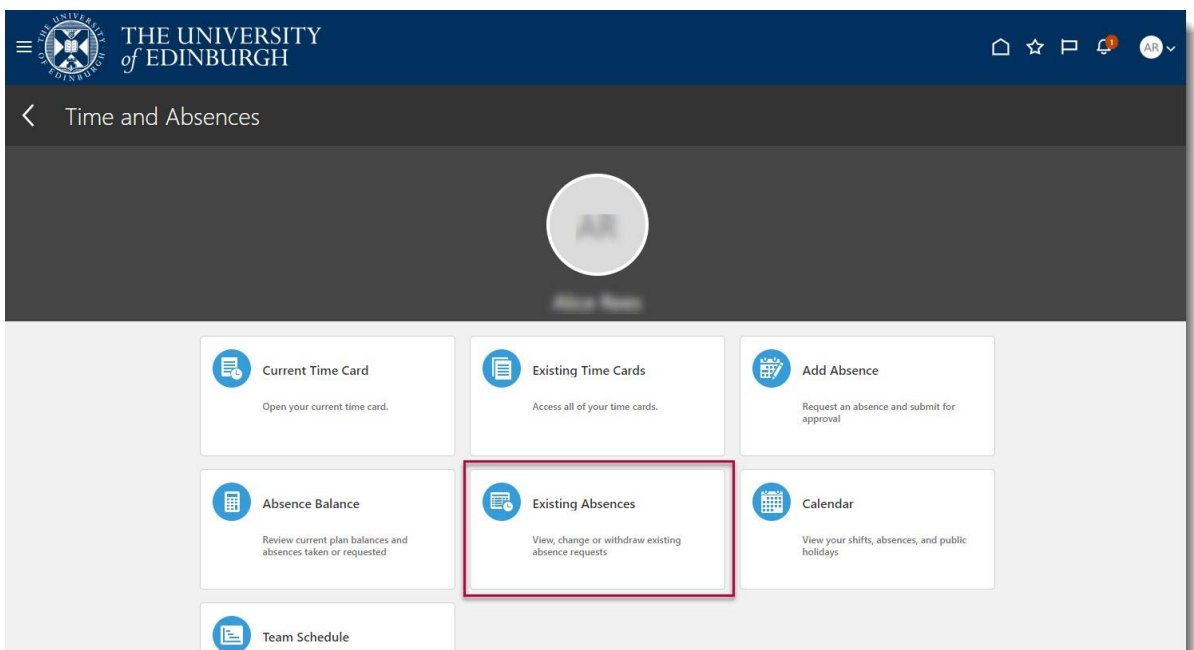
3. In this example the employee has 24 hours of **Other** leave requested for March. To view the absence in more detail, click the **pencil** icon.
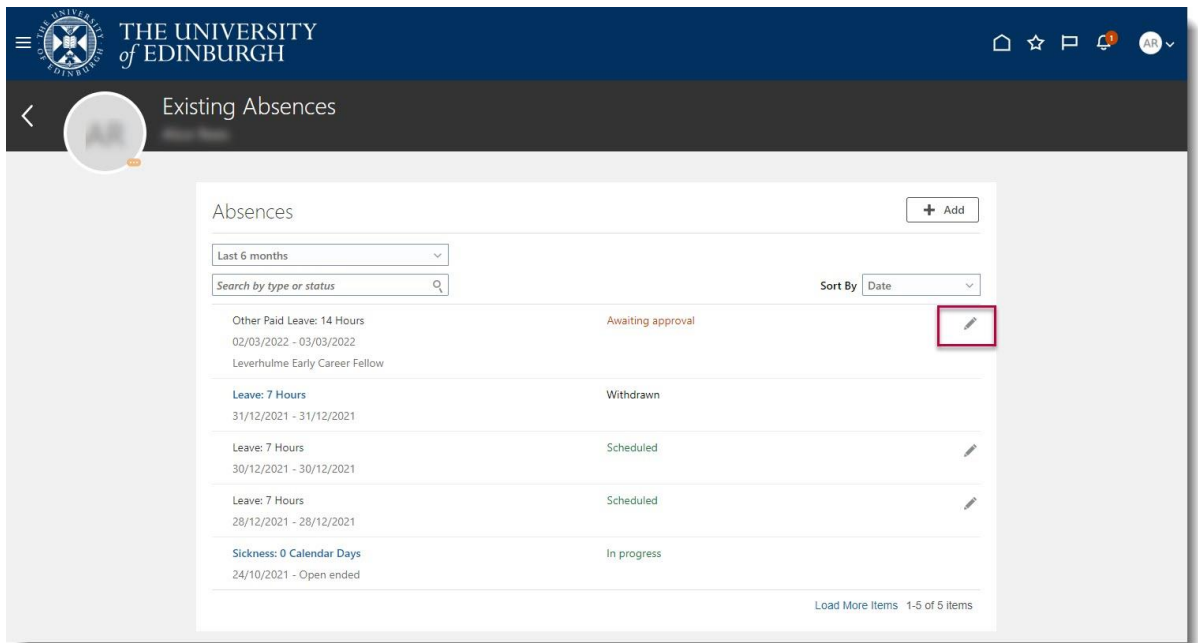
4. Any absences (including annual leave) that are planned at the same time as proposed maternity leave need to be cancelled. Click **Delete** to remove the absence record.
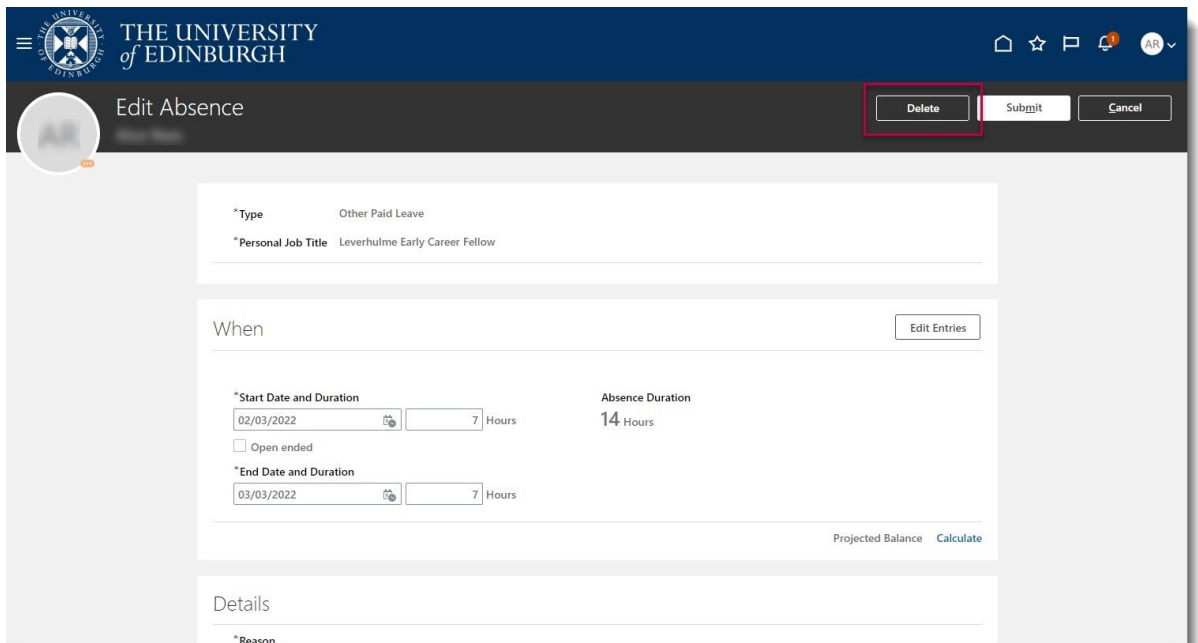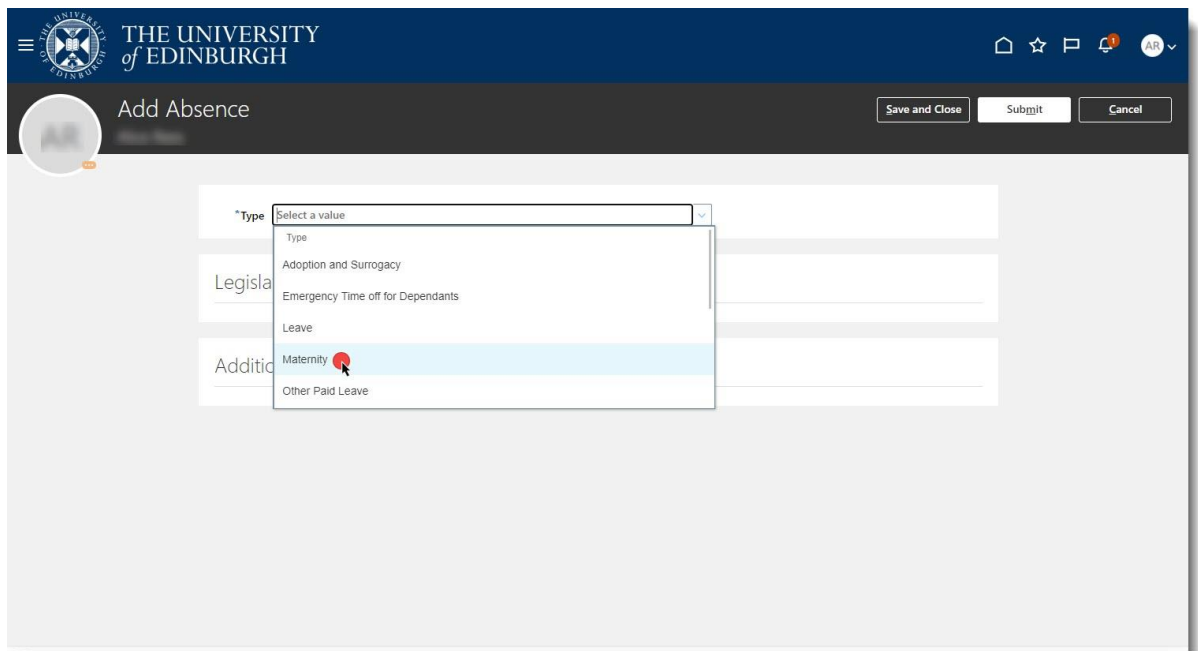

5. You will see the leave status changes to **Withdrawn**. Now the maternity request can be submitted.
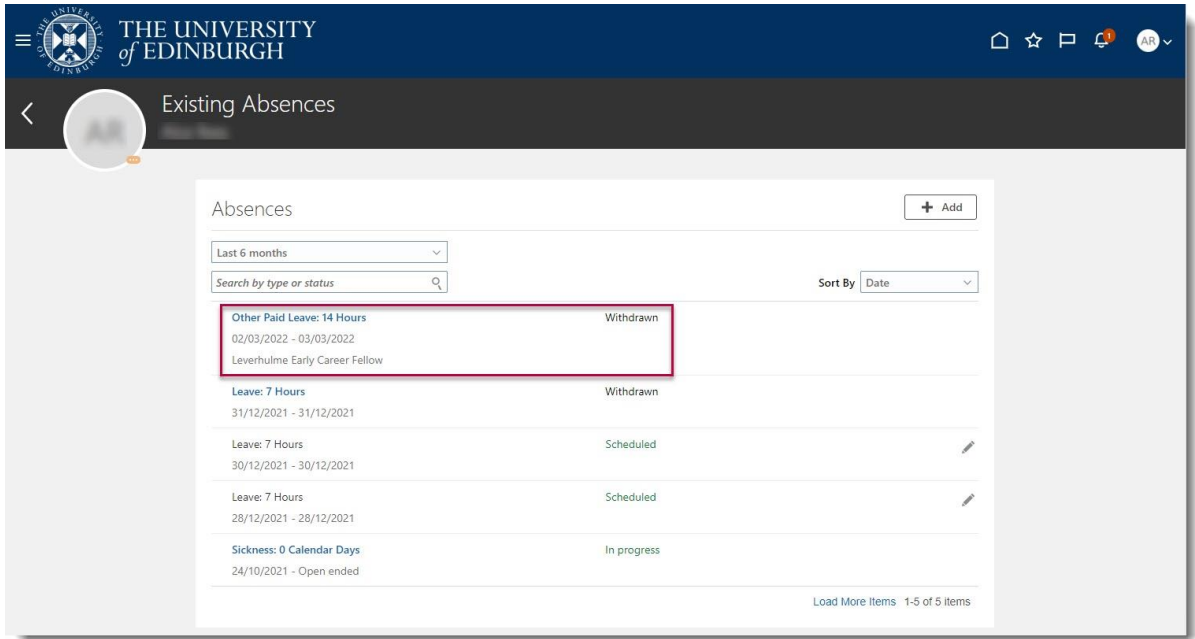
6. Go back to **Time and Absences** and then **Add Absence.**

7. From the drop-down list select **Maternity**.

8. Complete the fields with as much detail as possible.

Expected Date of Childbirth – Using the drop-down calendar enter the estimated due date as per your MATB1.

Actual Date of Childbirth – Can be completed at a later date by a Line Manager, not mandatory at time of request.

Planned Start Date/Planned End Date – Enter your current planned start and end date, these can be changed if needed. If you do not currently know the end date enter 52 weeks from the start date as this is the maximum time allowed.

Actual Start Date/Actual End Date – Should your planned start and end date change your Line Manager will override them by entering the definite dates here. It will then be these dates that payroll will use to manage your maternity pay. No need to complete at the time of requesting leave.

9. In the **Details** section choose Option 1, 2 or 3 from the dropdown. These correlate to the options around how you wish to receive your maternity pay.

    Should you wish to change your mind at a later date you can do so however to complete the application you must indicate your preferred option at this stage.

10. The final step is to upload your MATB1 form. Either click to upload the file or drag the file into the **Attachment** space.


When you have completed all fields press **Submit**. A notification will be sent to your **Line Manager**.

Note: Selecting Save and Close will not submit the application, it will save it as a draft.
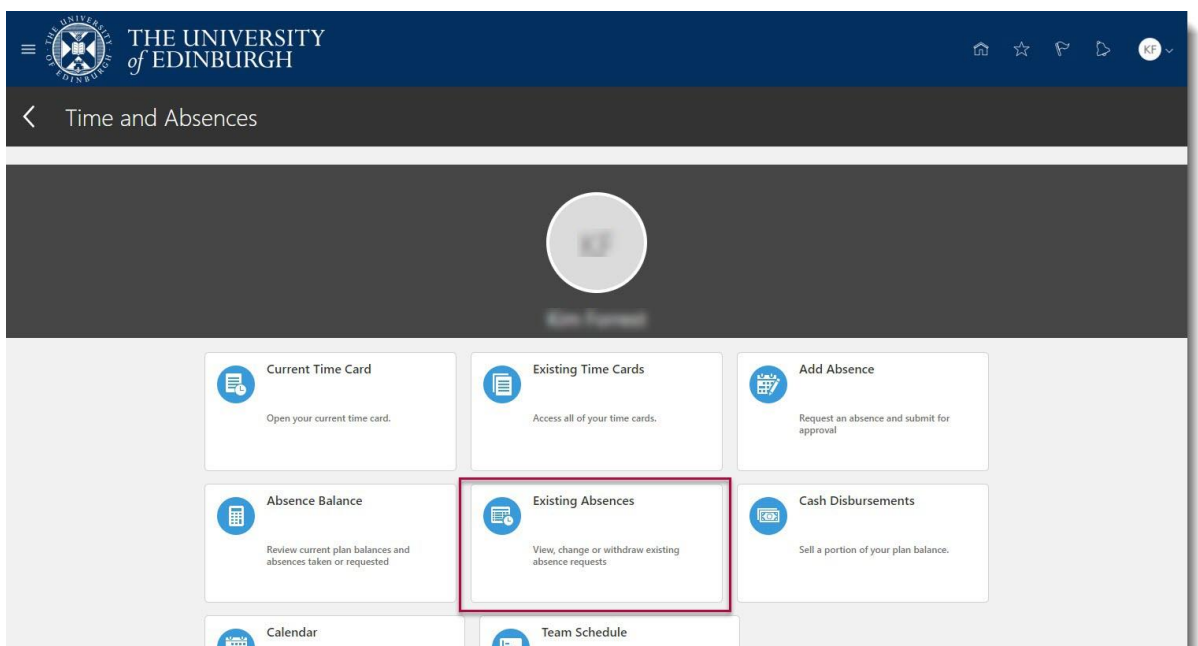
Following submission HR Ops will pick up the request and carry out some checks before issuing confirmation of arrangements in writing.
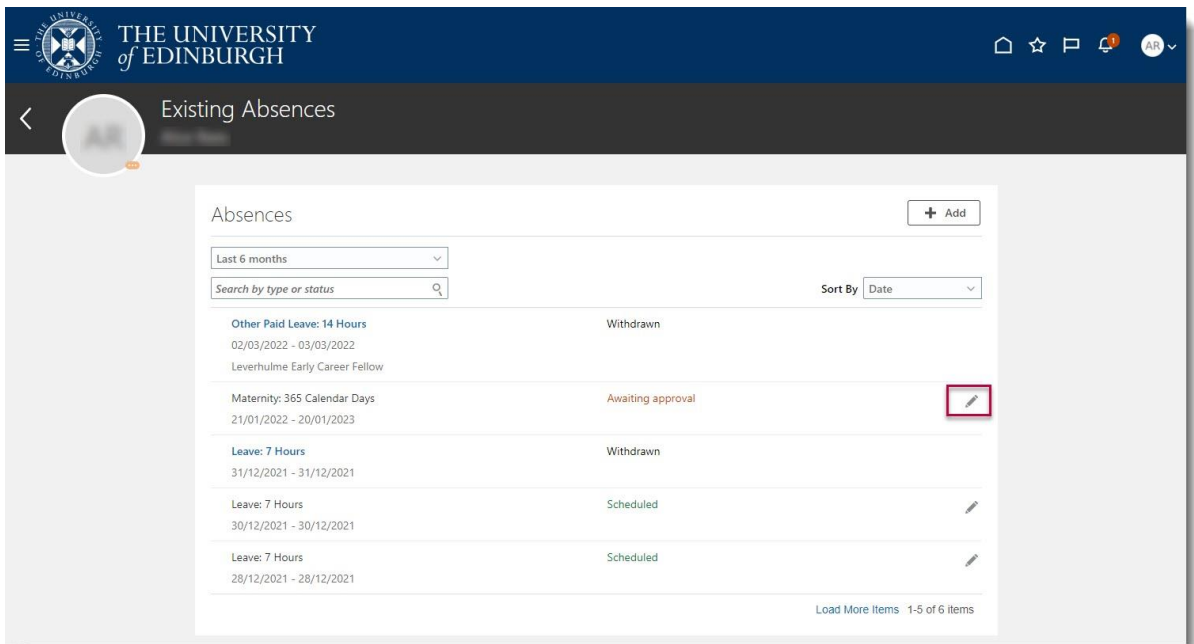
How to amend Maternity Leave Dates

1. From the Home page open the **Me** section, then click **Time and Absences**.
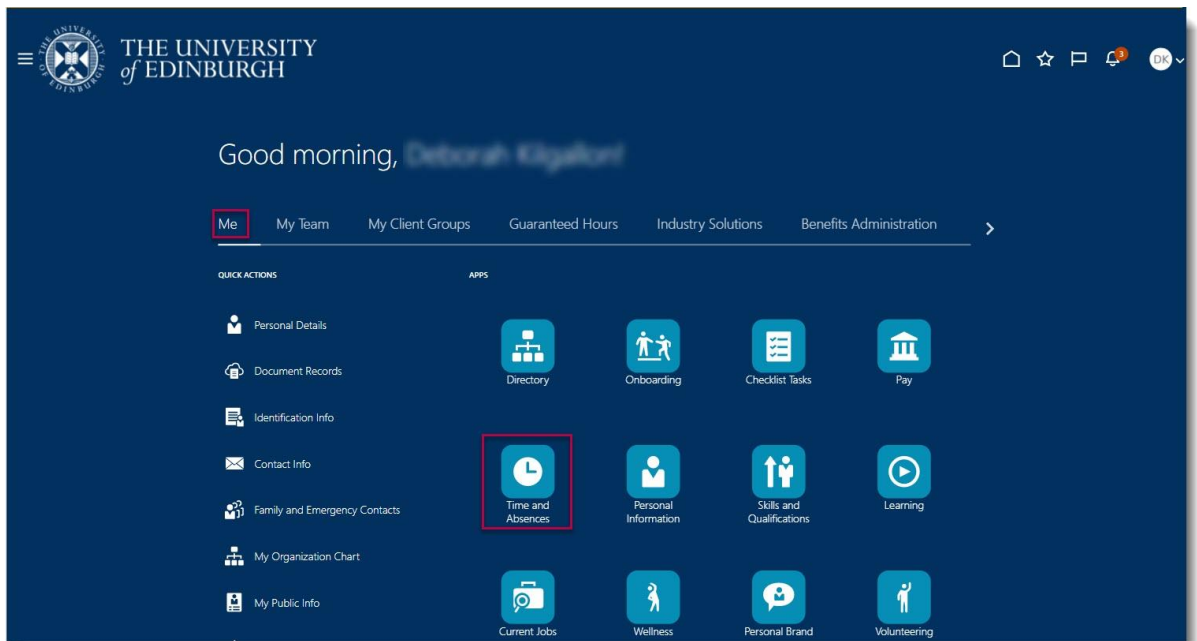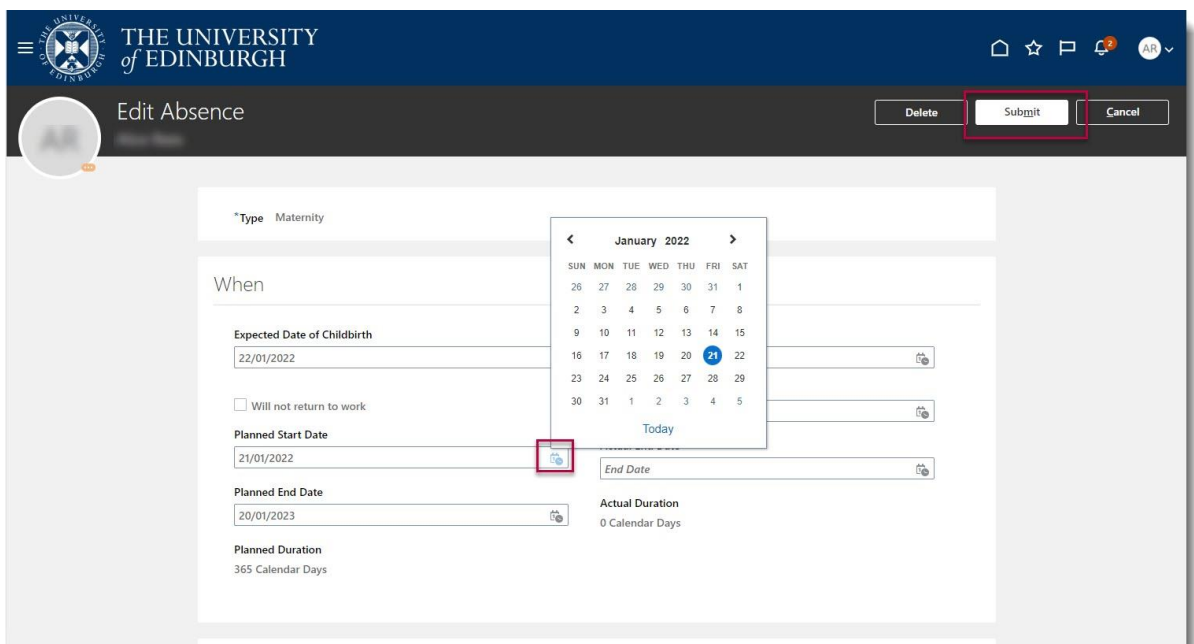

2. Choose **Existing Absences**.

3. Choose the maternity absence record and click the **pencil** icon to edit.

4. In **Edit Absence**, edit the maternity dates and **Submit.**

5. Your Line Manager will receive a notification with the new absence dates and HR Ops will pick up the request and carry out some checks before issuing confirmation of changes in writing.

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How to submit an application for Unpaid Parental Leave

1. From the Home page navigate to **Me** and select the **Time and Absence** app.
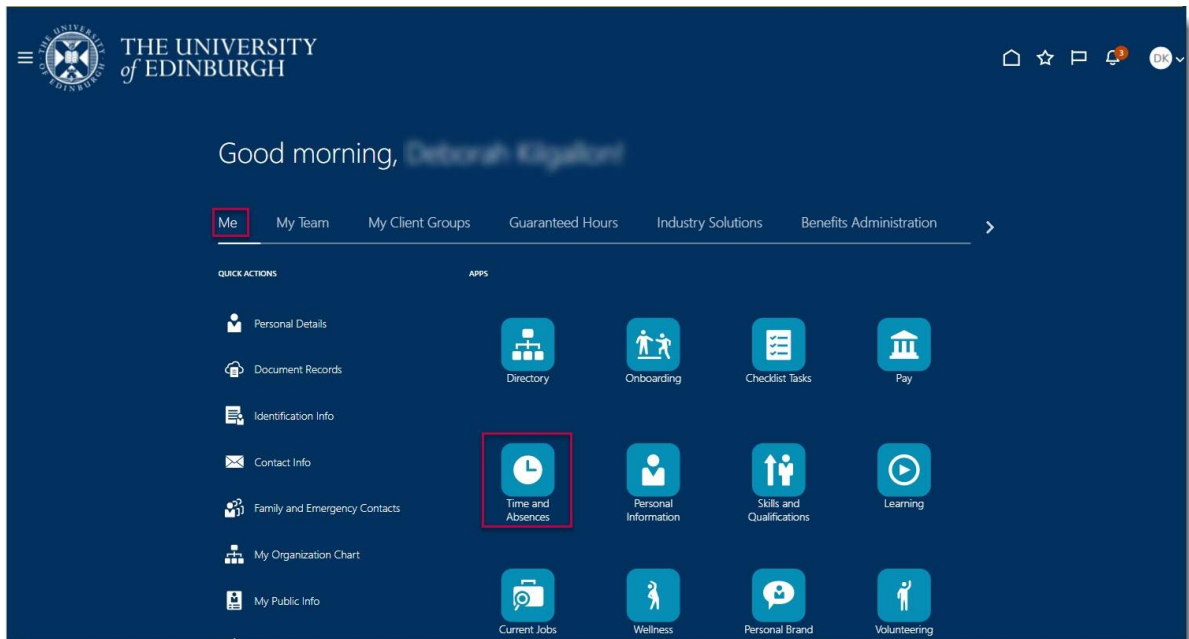
2. Choose **Add Absence.**
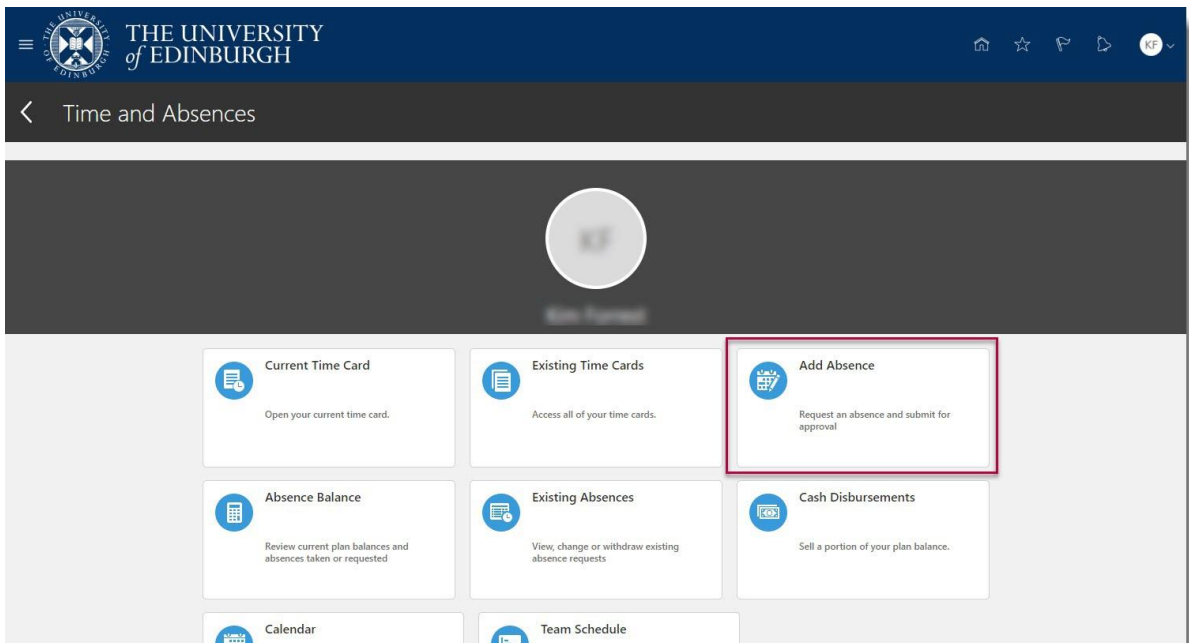
3. Choose the Unpaid **Parental Leave** from the **Type** drop-down menu.

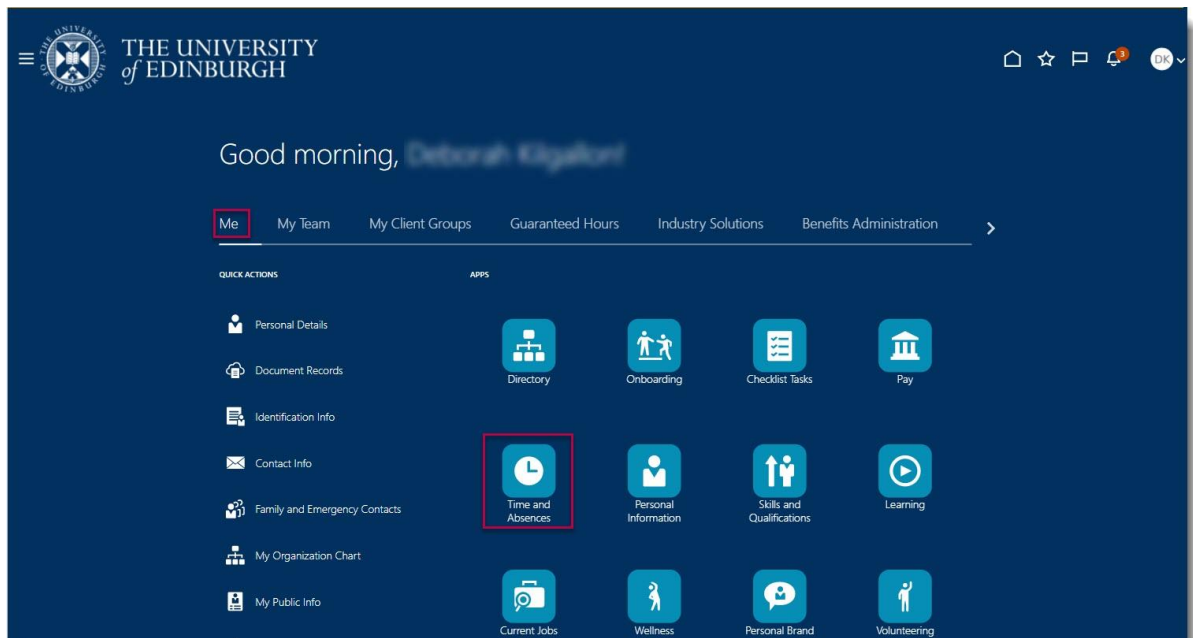4. Enter the **Start Date** and **End Date** by clicking the calendar icon and selecting the relevant dates and enter a **Comment** if required.

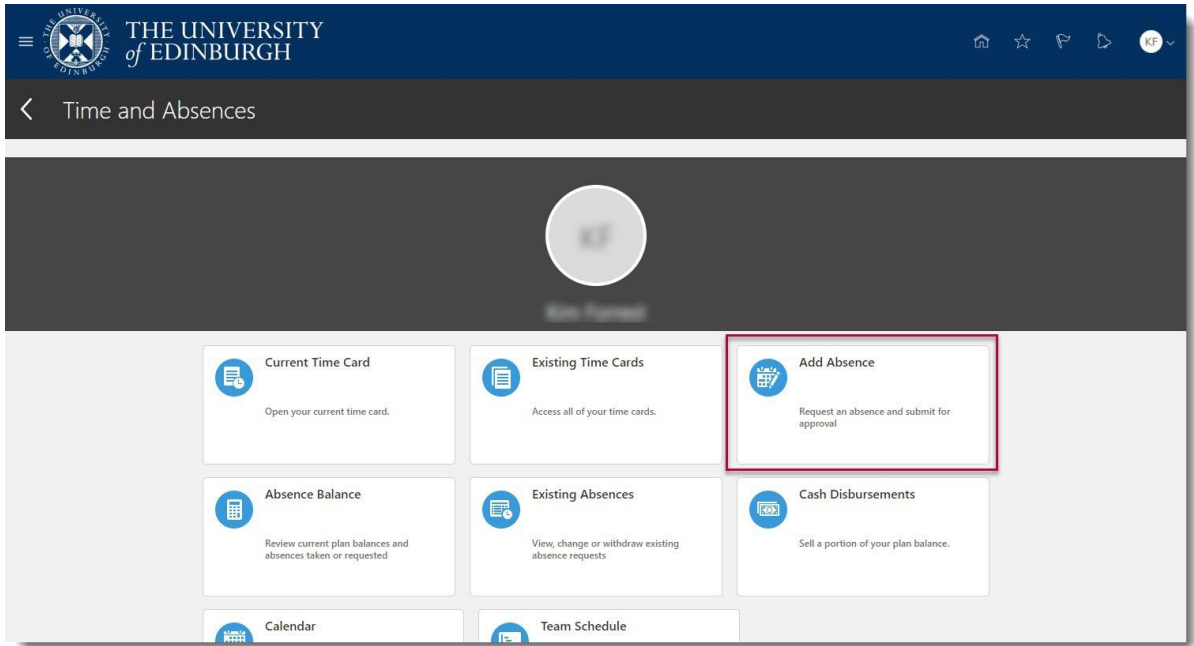5. Click on the **Submit** button to complete the request.

   Your request will then go to your line manager for approval.

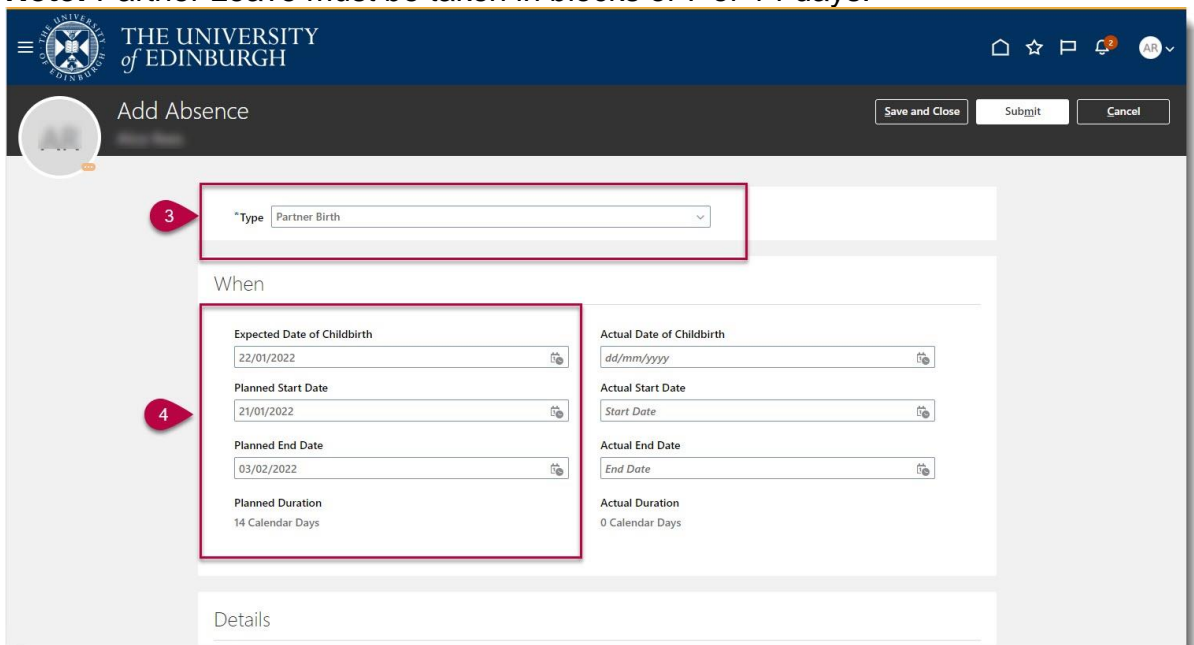## How to submit an application for Partner Leave

1. From the Home page navigate to **Me** and select the **Time and Absence** app.

2. Click on **Add Absence** to create the request.

3. Choose the **Type** Partner Birth or Partner Adoption from the drop-down
4. Enter the planned start and end dates.
   **Note:** Partner Leave must be taken in blocks of 7 or 14 days.

5. Add any **Comments** required and press the **Submit** button.

This submission does not require approval, but your line manager will receive a notification to let them know about your request.
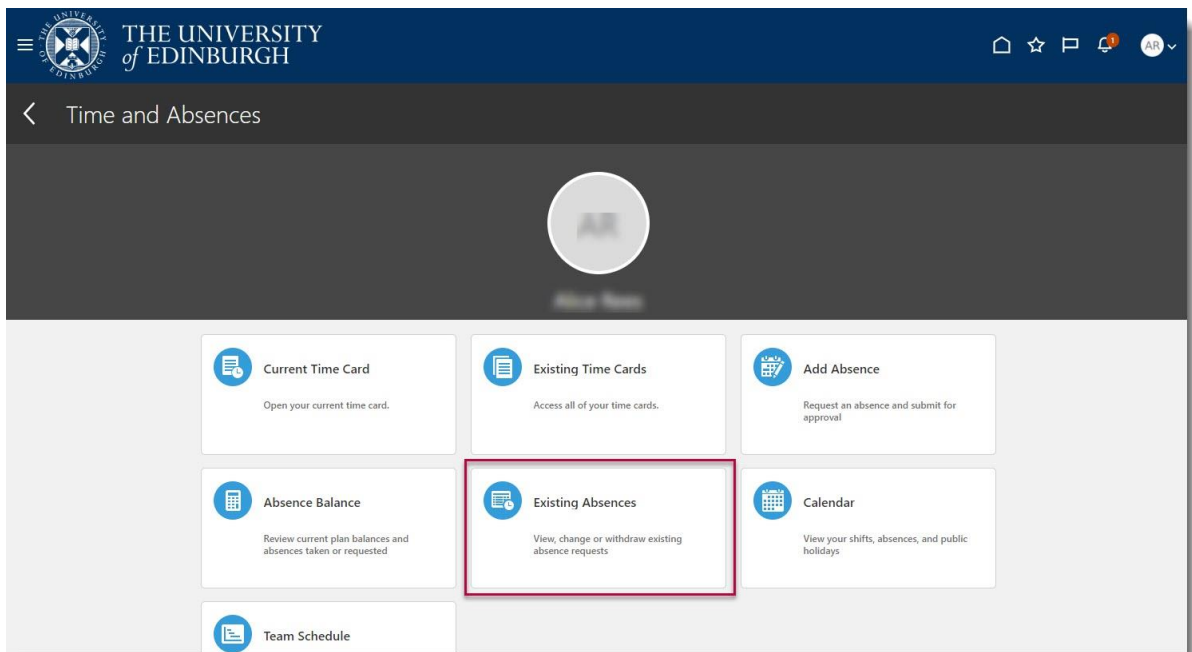
How to submit an application for Adoption and Surrogacy Leave

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 Appendix 1 at the end of this document, as well as the End to End Process User Guide.

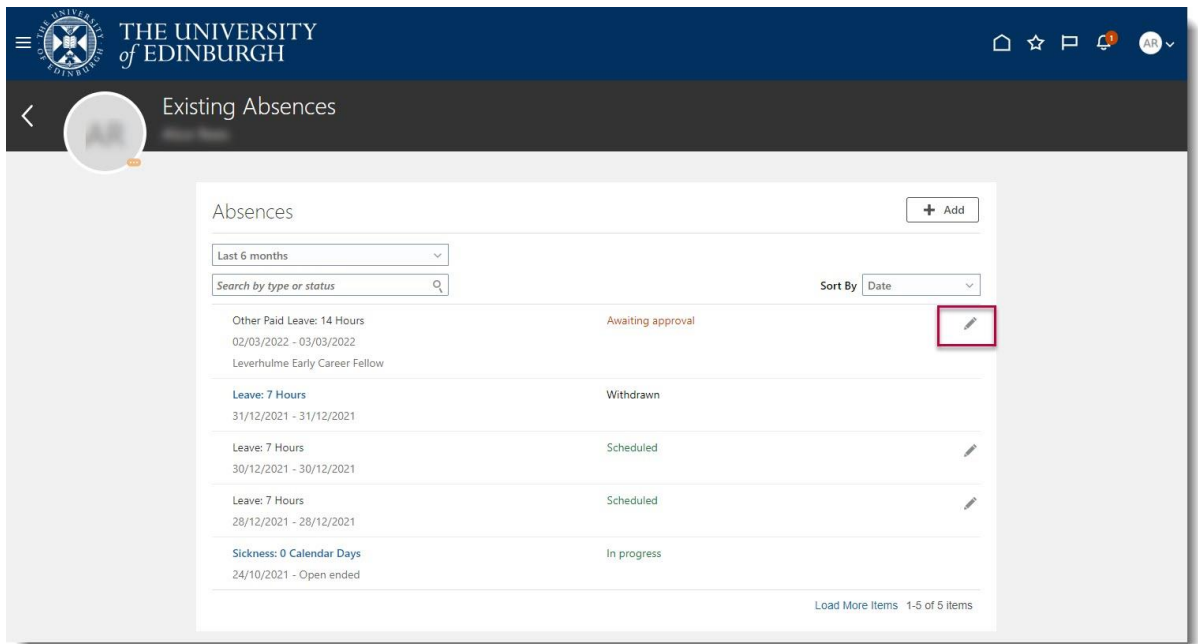1. From the Home page navigate to **Me** and select the **Time and Absence** app.
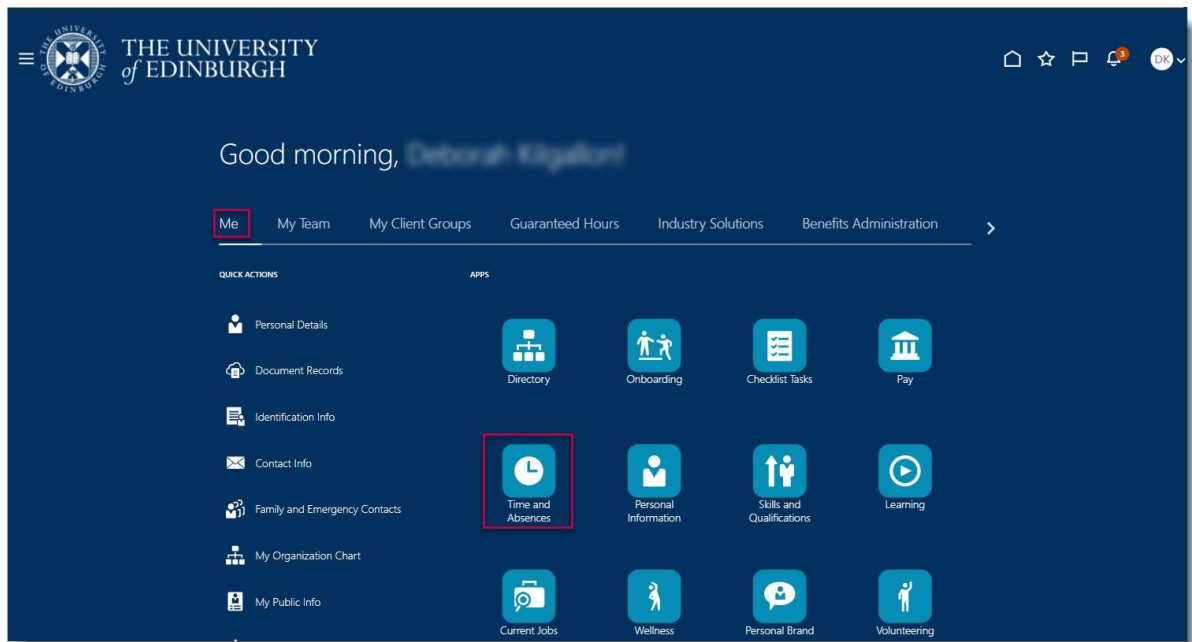
2. Choose **Existing Absences** and look for any planned absences that are scheduled during the proposed maternity leave.
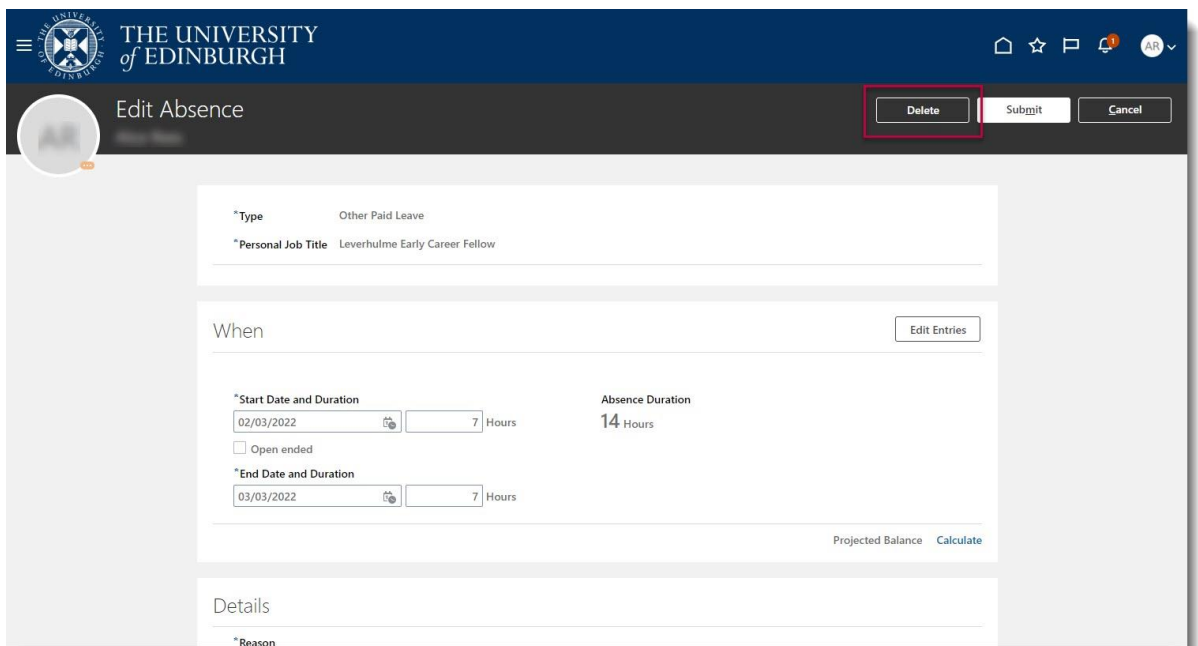

3. In this example the employee has 24 hours of **Other** leave requested for March. To view the absence in more detail, click the **pencil** icon.
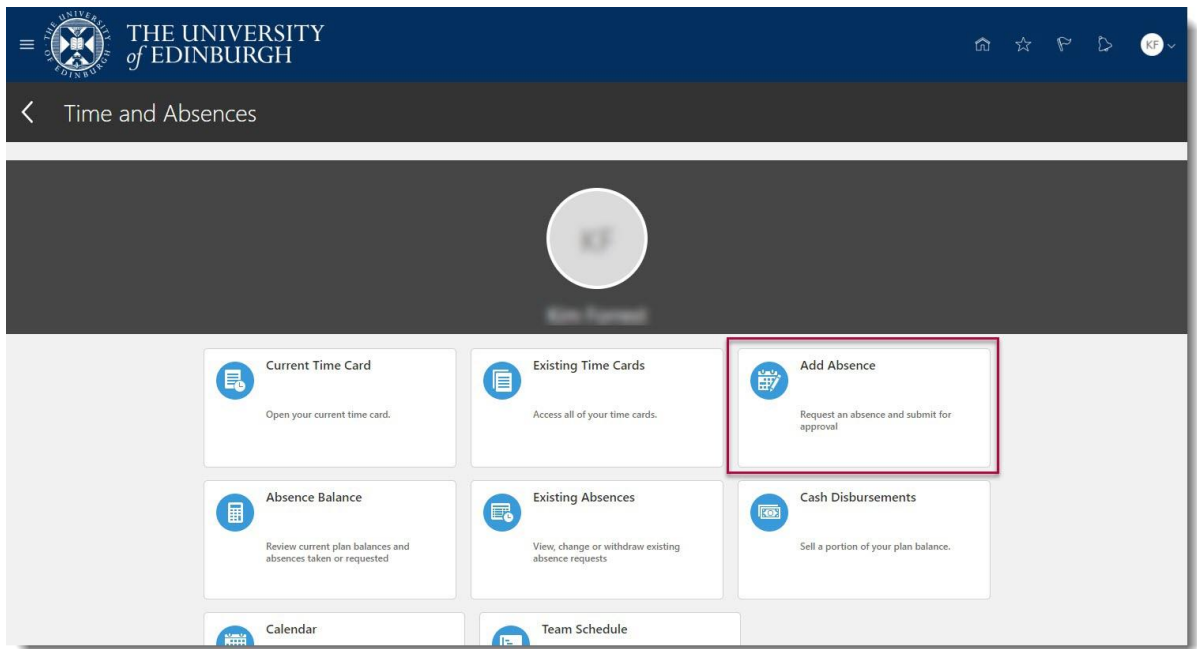
4. Any absences (including annual leave) that are planned at the same time as proposed adoption or surrogacy leave need to be cancelled. Click **Delete** to remove the absence record.

5. You will see the leave status changes to **Withdrawn**. Now the adoption or surrogacy request can be submitted.

6. Go back to **Time and Absences** and click on **Add Absence.**

7. Select **Surrogacy and Adoption** from the **Type** drop-down list.
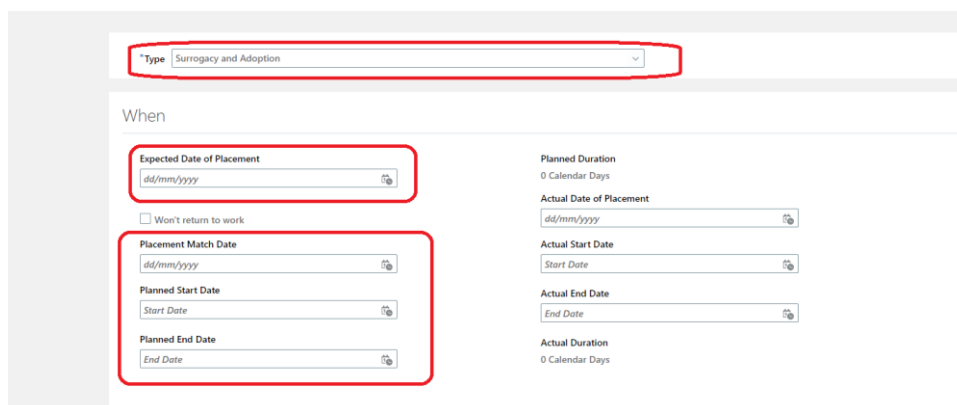
8. Enter the **Expected Date of Placement**.

9. Enter the **Placement Match Date**, **Planned Start Date** and **Planned End Date** for the leave request.

10. Select the **Reason** (pay option) from the drop-down list. Please refer to the policy on which option to select.

11. Upload the MATB1 or evidence that you have been matched with a child to the attachments section and add any appropriate comments.

12. When you have completed all fields press **Submit**. A notification will be sent to your **Line Manager**.

    Note: Selecting Save and Close will not submit the application, it will save it as a draft.
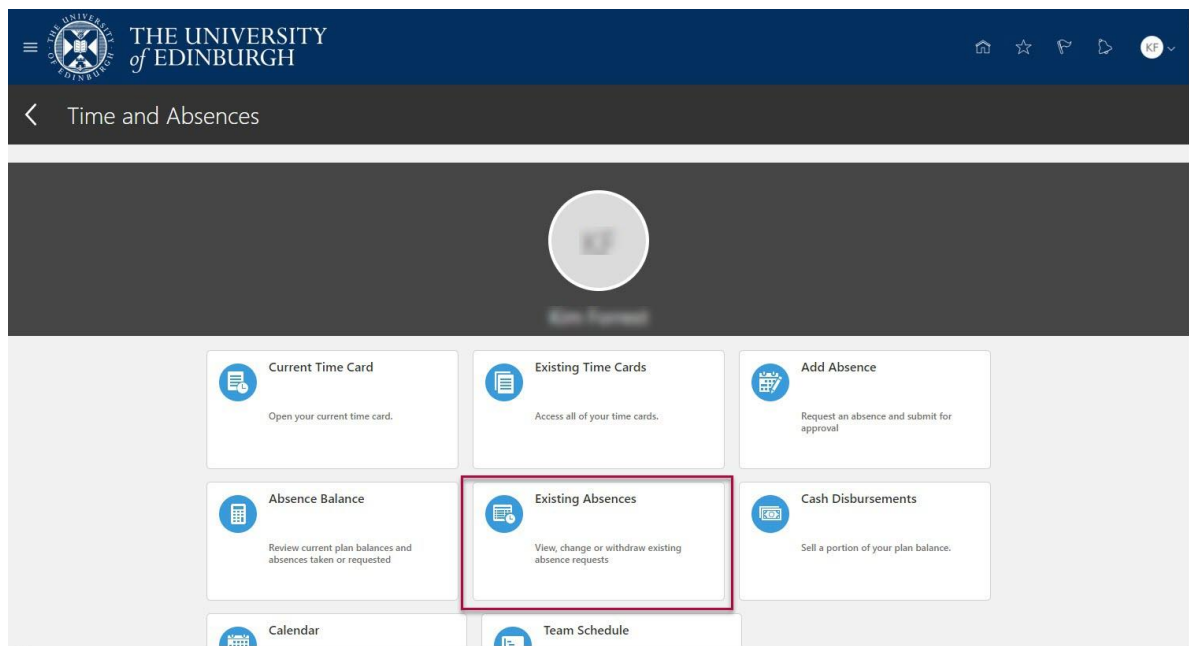
    Following submission HR Ops will pick up the request and carry out some checks before issuing confirmation of arrangements in writing.

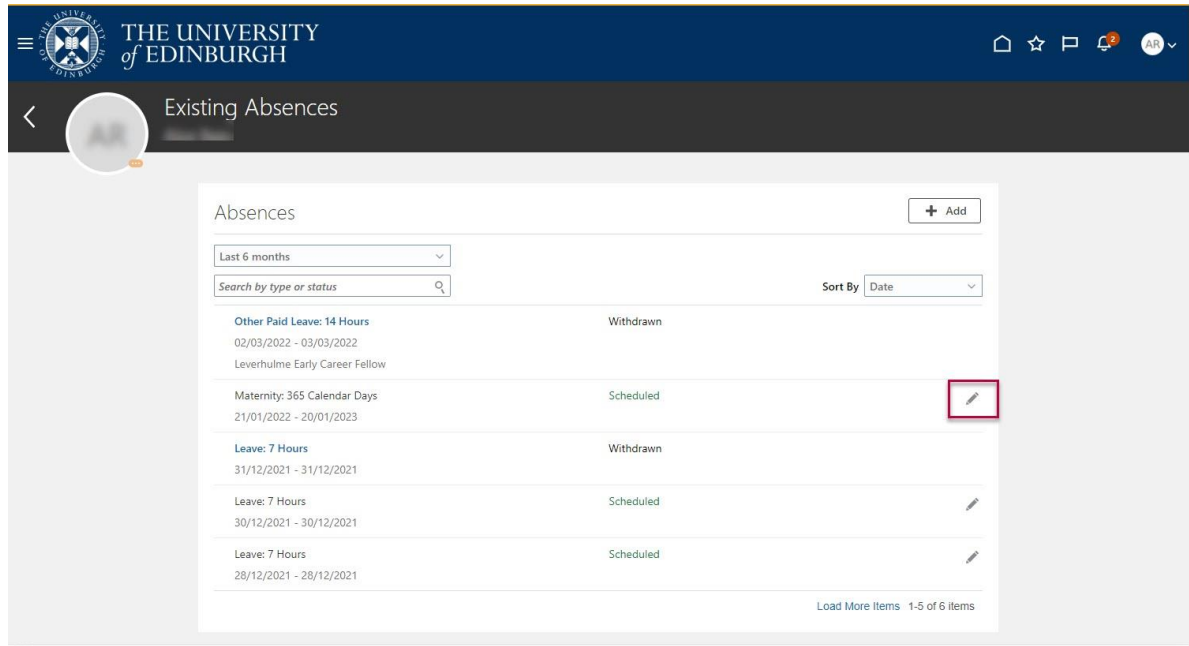## Edit an Absence Date Before the Start Date

1. From the Home page navigate to **Me** and select the **Time and Absence** app.
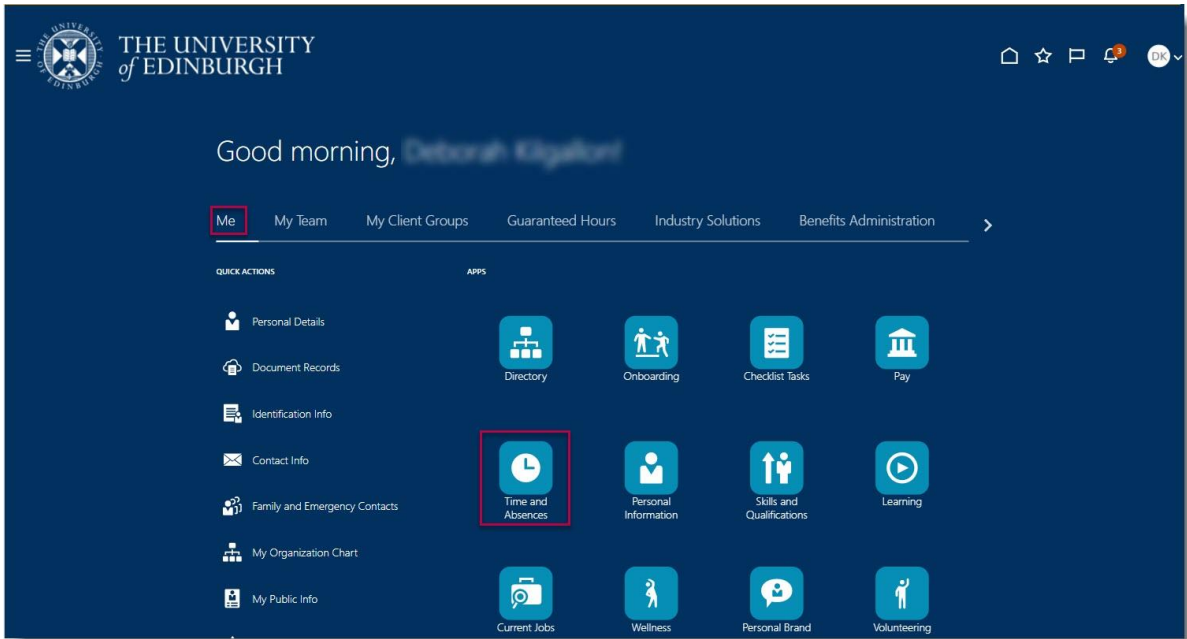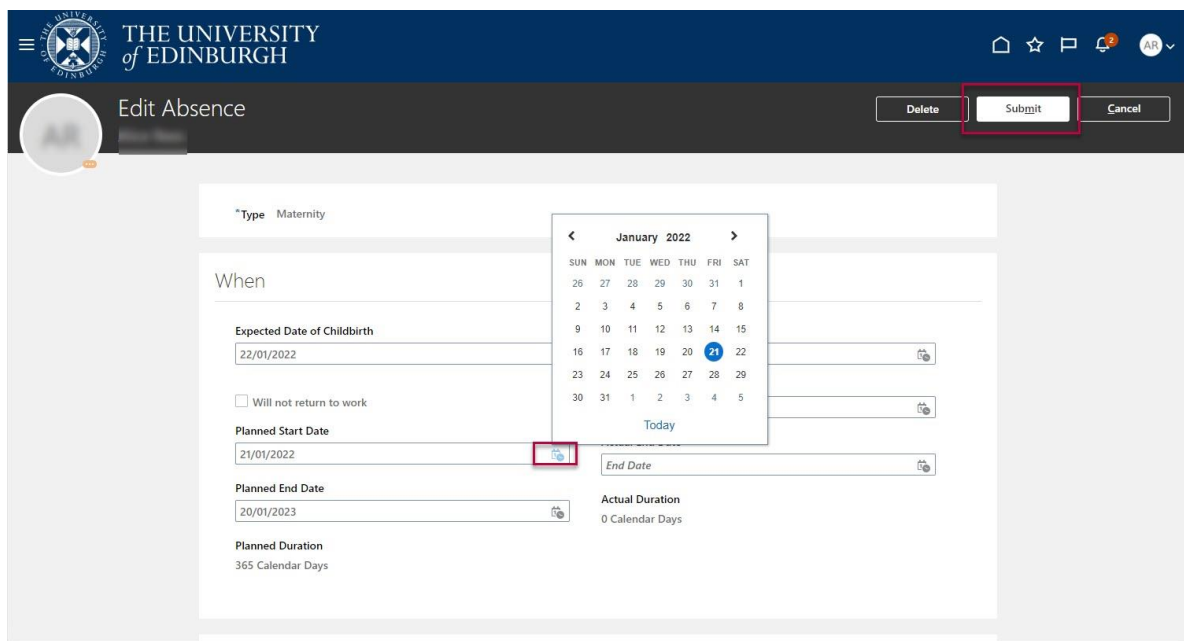
2. Choose **Existing Absence** and locate the absence request.
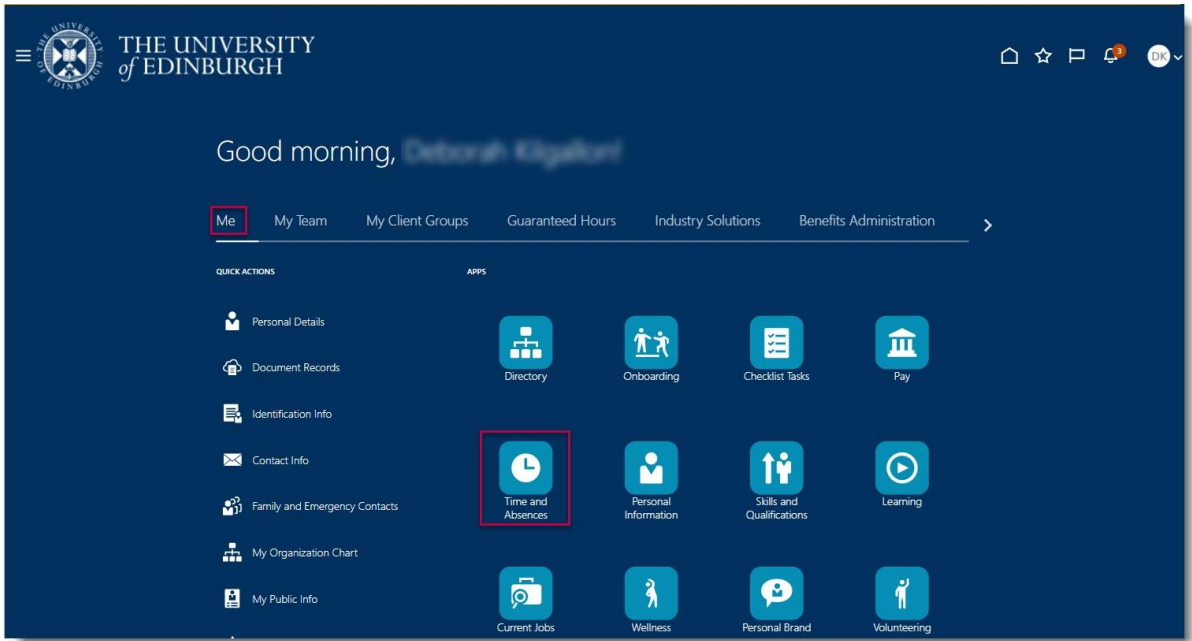

3. Click the **Pencil** icon.

4. Edit the **Dates** as required and then click on **Submit.**
   If the absence was one which required approval by your line manager when
   the initial request was made, the changed submission will also go to them for
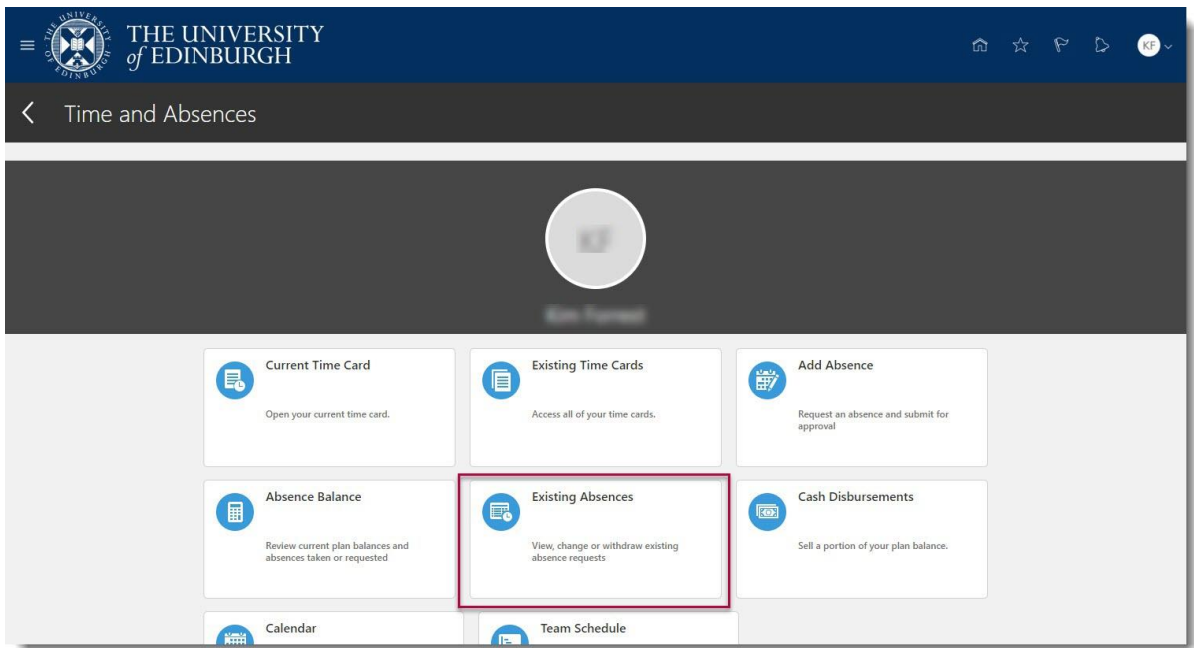   approval.

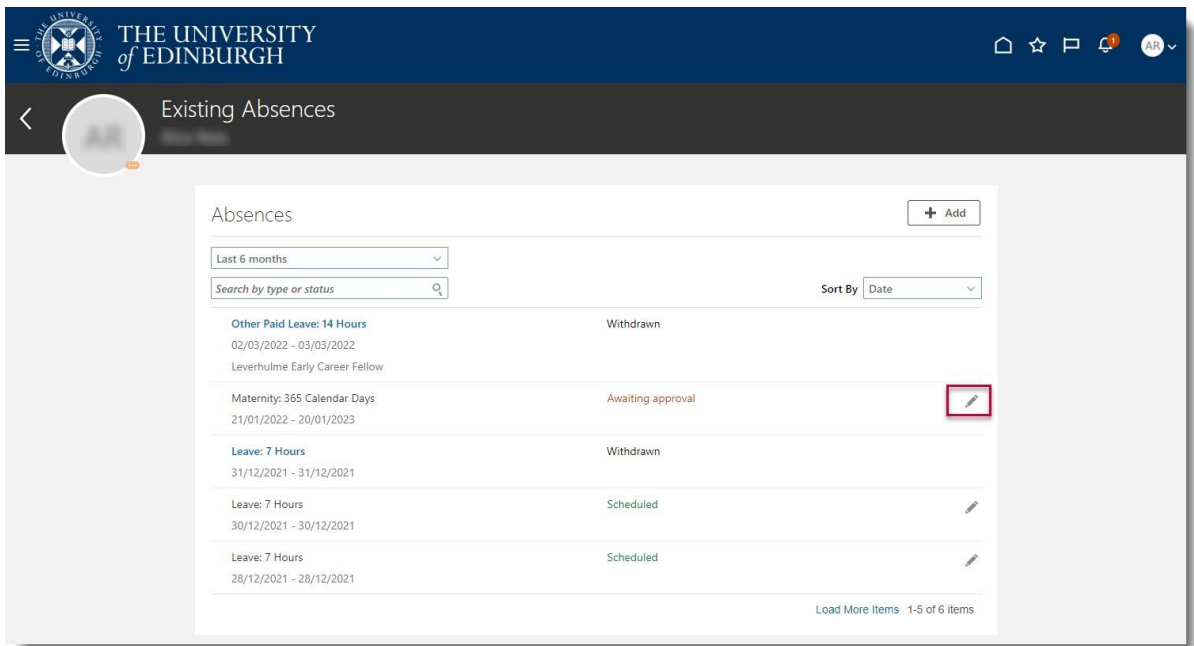# Withdrawing an Absence Request Before the Start Date

1. From the Home page navigate to **Me** and select the **Time and Absence** app.
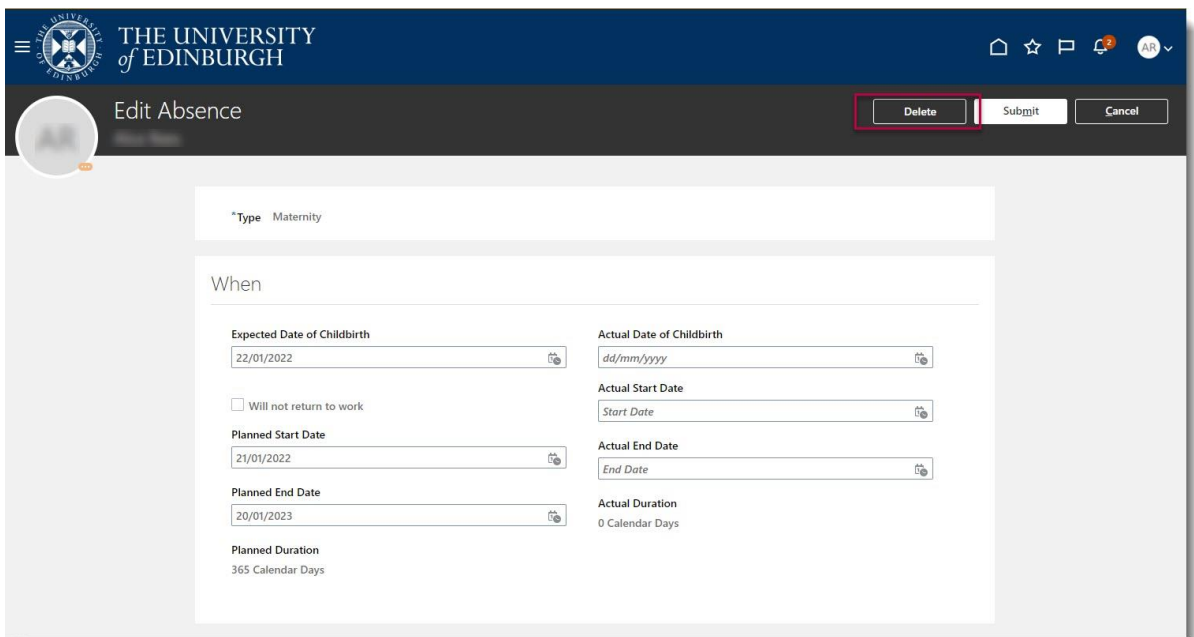
2. Choose **Existing Absences**.

3. Find the absence to delete and click the **pencil** icon.

4. Click **Delete** to remove the absence record.

The absence will be withdrawn.

Appendix 1 – Adoption & Surrogacy Leave Fields in P&M

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 as well as an outline for the timeframe for submission within P&M.

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

Field in P&M	Adoption	Overseas Adoption	Surrogacy
Expected Date of Placement	Expected Date of Placement	Estimated Date of Arrival in the UK	Expected Due Date of Baby
Placement Match Date	Expected Date of Placement? [1]	Official Notification Date	Expected Due Date of Baby
Planned Start Date	Planned Start Date of adoption leave	Planned Start Date of adoption leave	Planned Start Date of surrogacy leave
Planned End Date	Planned End Date of adoption leave	Planned End Date of adoption leave	Planned End Date of surrogacy leave
Reason - Option	Option 1, 2 or 3	Option 1, 2 or 3	Option 1, 2 or 3
Actual date of placement	Date of Placement if different from Expected Date	Actual Date of Arrival in the UK	Actual Birth Date of Baby
Actual start date	Actual start date if different from planned	Actual start date if different from planned	Actual start date if different from planned
Actual end date	Actual end date if different from planned	Actual end date if different from planned	Actual end date if different from planned

| Time Frame for submission within P&M | 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.

The actual date the child arrives in the UK can be input at a later date, within 28 days of the arrival date. | This information should be input and submitted at least 15 weeks before the baby's due date. |