

Consolidated O4S Leave Group 1 (Maternity, Adoption, Paternity and Shared Parental) SOP

N.B.

'Employing Board - Means the party which is the Employer in respect of a Doctor or Dentist in Training who is the subject of the relevant Placement agreement'

'Placement Board - Means the party providing a training Placement to the Doctor or Dentist in Training (who is not their employee) under the relevant Placement agreement'

MATERNITY LEAVE

Action	Responsibility of	Standard	Dependant upon
<p>The Placement Board (with exception of NES DDITs ¹) will process leave application forms in line with Employing Board maternity policy.</p> <p>The Placement Board (with exception of NES DDITs) will issue the DDIT and Employing Board with the maternity information pack. Once approved this is passed to payroll for processing.</p> <p>Once the application has been received and signed off, the Placement Board will email the Employing Board to confirm service for the DDIT in order to check that the entitlement is correct. Once confirmed, a letter will be issued to the DDIT and a copy sent to the Employing Board and Payroll to allow eESS to be updated.</p> <p>The Placement Board will add the Maternity leave dates to SSTS roster.</p> <p>If there is a change of placement base from when the DDIT went off on maternity leave. The Placement Board will liaise with HR in the Placement Board where the trainee went off on Maternity leave (If there is a change of placement) to identify with the DDIT an end of Maternity leave date and a physical return date. Once</p>	<p>PB (with the exception of NES DDITs)</p> <p>PB (with the exception of NES DDITs)</p> <p>PB</p> <p>PB</p> <p>PB</p>	<p>Initial response, wherever possible, within 5 working days of receipt of application.</p> <p>Leave and Pay for New Parents Circular.</p>	<p>Notification from Doctor/Dentist in Training of leave.</p> <p>Notification from Doctor/Dentist in Training of leave.</p>

¹ NES DDIT process can be found on last page of document

<p>dates have been confirmed, the new Placement Board will contact the DDiT.</p> <p>The Employing Board will update eESS with the confirmed end dates (ensure reinstated to Payroll).</p>	EB		
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ADOPTION LEAVE

Action	Responsibility of	Standard	Dependant upon
<p>The Placement Board (with exception of NES DDITs) will process leave application forms in line with Employing Board Adoption Leave policy.</p> <p>The Placement Board (with exception of NES DDITs) will issue the DDiT and Employing Board with the Adoption information pack.</p> <p>Return of this information is processed and the eESS system is updated with the detail. The placement board will then pass this information to Payroll for processing.</p> <p>The next rotation to seek further clarity from DDiT on return-to-work date and update the systems (ensure reinstated to payroll) and Employing board accordingly. Placement Board the trainee will be rotating to (with exception of NES DDITs) will seek further clarity from DDiT on return-to-work date and update eESS (ensure reinstated to payroll) and Employing board accordingly.</p>	<p>PB</p> <p>PB</p> <p>PB</p> <p>PB</p>	<p>Employing Board Adoption Leave policy.</p>	

PATERNITY LEAVE

Action	Responsibility of	Standard	Dependant upon
The Placement Board (with exception from NES DDITs) will process leave application forms in line with Employing Board Paternity Leave policy.	PB	Employing Board Paternity policy.	Notification from Doctor/Dentist in Training of leave.
The Placement Board will share Paternity Policy and pay entitlement with trainee after Parental Leave application is processed.	PB		
The Placement Board will update SSTS with the relevant dates.	PB		

SHARED PARENTAL LEAVE

Action	Responsibility of	Standard	Dependant upon
The Placement Board will provide relevant forms in line with Employing Board Shared Parental Leave policy (with exception of NES DDITs).	PB	Employing Board Shared Parental Leave policy.	Notification from Doctor/Dentist in Training of leave.
The Placement Board will process paper application forms and share with Payroll.	PB		
Once forms have been processed, the Placement Board will confirm entitlement.	PB		

NES EMPLOYED DDiTs

Action	Responsibility of	Standard	Dependant upon
<p>If DDiT informs Placement Board of any of the above leave options, the Placement Board is required to direct the DDiT to https://nesdigital.atlassian.net/servicedesk/customer/portal/30</p> <p>NES HR will issue the DDiTs with the Maternity/Adoption/Paternity/Surrogacy/Shared Parental Leave information.</p> <p>NES HR will then process leave application form in line with policy, liaising with placement board and payroll as required (e.g. confirming qualifying period), and updating eESS.</p> <p>TPD informs NES HR of any KIT days worked and NES HR process on SSTS so can be paid.</p> <p>Sick leave on maternity/paternity – if contacted to advise trainee is off sick whilst on maternity/paternity leave please ensure this is handled in accordance with attendance SOP.</p> <p>NES HR to reach out to DDiTs prior to any expected return date to check that this remains the same and update relevant placement board with information.</p> <p>NES HR will ensure Placement Boards and NES deanery are updated with relevant information pertaining to date of maternity.</p>	<p>PB</p> <p>EB</p> <p>EB</p> <p>EB</p> <p>EB</p> <p>EB</p>		<p>Notification from Doctor/Dentist in Training of leave.</p>

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