

Guidance on Maternity, Paternity and Adoption Leave for Doctors and Dentists in Training

Including Less-than-full-time trainees

Health Education Wessex/Wessex Deanery

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1.0 Introduction

- 1.1 This guidance applies to all doctors and dentists in training including those trainees on less than full time contracts.

2.0 Rights and Entitlement

- 2.1 It is recognised by Health Education Wessex/PGMDE that the birth or adoption of a child is one of the most important events in the lives of doctors and dentists in training. Health Education Wessex/PGMDE would therefore wish to support doctors and dentists in training during this time.
- 2.2 The management of the processes around your rights and entitlements to maternity, paternity and adoption leave rests with your employer and not with Health Education Wessex.
- 2.3 Further up-to-date information on your rights and entitlements can be obtained from a number of sources including:
- Your employer and their local policies
 - Professional organisations
 - NHS Employers www.nhsemployers.org
 - Your terms and conditions of service

3.0 Health Education Wessex/PGMDE and your training

- 3.1 To clarify and minimise any impact on your training it is necessary to inform Health Education Wessex as early as possible about any planned or anticipated leave in these categories. This will enable advice to be given about future training requirements and timing of ARCP / RITA meetings.
- 3.2 Decisions on CCT date changes cannot be finalised until return to work arrangements are agreed.

4.0 Trainee Responsibility

- 4.1 The trainee must inform, in writing, the appropriate Programme Manager at Health Education Wessex of the planned leave, in the relevant category.
- 4.2 The trainee must inform their Educational Supervisor of leave planned in these categories.

- 4.3 The trainee must abide by their employer's policies and procedures re informing them within their expected timescales.
- 4.4 For maternity leave it is expected that Health Education Wessex will be informed by the 15th week before the expected delivery date about the planned start date for maternity leave.
- 4.5 For paternity leave it is expected that Health Education Wessex will be informed as soon as possible and no later than the date the employer is informed.
- 4.6 For adoption leave Health Education Wessex must be informed as soon as possible, but it is acknowledged that adherence to definite timings may be more difficult.

5.0 Health Education Wessex's Responsibilities

- 5.1 The Programme Manager will inform your Training Programme Director of planned leave and dates to enable decisions re rotations, training requirements etc., to be made.
- 5.2 The Programme Manager will inform future employers on your rotation if planned leave affects them.