

28 June 2024

SNCT 24/97**Changes to SNCT Handbook of Conditions of Service – Family Leave**

Dear Colleague

The SNCT has agreed the following changes to the Family Leave section of the SNCT Handbook. The changes reflect the new Paternity Leave (Amendment) Regulations 2024, which came into effect on 6 April 2024.

The revised paragraphs 7.6.6, 7.6.8 and 7.6.9 now read as follows.

7.6.6 Leave can start on any day of the week, but must be taken within 52 weeks of the actual birth or placement date. If the birth is early, leave must be taken within the period from the actual date of the birth up to 52 weeks after the expected week of birth.

7.6.8 An employee who wishes to take OPL must inform the council within 28 days of her/his intention to take paternity leave. In the case of adoption, employees must inform their employers of their intention to take paternity leave within 7 days of the employee being notified by their adoption agency that they have been matched with a child/children, unless this is not reasonably practicable. He/she must state in writing:

- (a) the expected week of childbirth or date of placement for adoption; and
- (b) when they want the leave to start.

7.6.9 Employees can choose to take either two non-consecutive weeks' paternity leave, or a single period of one or two weeks. The first week will be support leave and paid at full pay while the second week will be ordinary paternity leave and SPP will be paid. Where paternity leave is before and during a period of annual leave or school closure period, the paternity leave comes first and the whole period of annual leave and any unpaid leave follows.

Please note that Paragraph 7.6.12 "Only one period of leave is available to employees, irrespective of whether more than one child is placed for adoption or in the case of multiple births" has now been removed and numbering for the two remaining paragraphs has been updated accordingly.

Yours sincerely

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Angela Felvus (Scottish Government Interim Joint Secretary)

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