**Definitions Table of Abbreviations used in Parental Leave Appendix A  
Policy and Procedure**

| **No.** | **Description** | **Definition** | **Duration (if applicable)** | **Length of Service Required (if applicable)** |
| --- | --- | --- | --- | --- |
| **1** | Adoption Leave (AL) | Granted to those with primary caring responsibilities for a newly adopted child/children | Up to 52 weeks | n/a |
| **2** | Average Weekly Earnings (AWE) | Calculated by totalling the gross earnings in the relevant period and dividing by the number of weeks in that period | n/a | n/a |
| **3** | HR Services | The HR team that administers matters relating to parental leave. | n/a | n/a |
| **4** | Expected Week of Childbirth (EWC) | The week beginning on the Sunday in which it is expected the baby will be born | n/a | n/a |
| **5** | Fertility Leave (FL) | Granted to females undergoing treatment for assisted conception, for the purpose of receiving and recovering from Intrauterine Insemination or In Vitro Fertilisation | up to 5 days in any 12 month period (pro rata for part time employees) | n/a |
| **6** | In Vitro Fertilisation (IVF) | Female fertility treatment designed to promote successful pregnancy | n/a | n/a |
| **7** | Intrauterine Insemination (IUI) | Female fertility treatment designed to promote successful pregnancy | n/a | n/a |
| **8** | Keeping in Touch (KIT) | Days during which an employee on ML or AL can, with prior management approval, attend work, undertake training or keep in touch with work developments through other means, without bringing the leave period to an end | 10 days maximum | n/a |
| **9** | Maternity Leave (ML) | Granted to expectant mothers for the purpose of giving birth and caring for a newly born child/children | A compulsory minimum of 2 and a maximum of 52 weeks | n/a |
| **10** | Occupational Adoption Pay (OAP) | A full pay enhancement to SAP and paid to staff on AL | 18 weeks (or 9 weeks full pay and 18 weeks half pay) | n/a |
| **11** | Occupational Maternity Pay (OMP) | An enhancement of SMP up to full pay and paid to staff ML | 18 weeks (or 9 weeks full pay and 18 weeks half pay) | n/a |
| **12** | Occupational Shared Parental Pay (OSPP) | A full pay enhancement to SSPP, paid to staff opting to take ShPL  Conditional upon advanced notice being given and agreement to the patterns of leave requested | 16 weeks maximum (18 weeks minus the 2 week compulsory Ml/AL period) | n/a |
| **13** | Ordinary Parental Leave (OPL) | Granted to staff with parental responsibility for a child under the age of 18 | Up to 18 weeks  May be taken in one block or discontinuously | 1 year |
| **14** | Paternity/Partner’s Leave (PL) | Granted to the partner of someone giving birth to or adopting a child  Must be taken during the 6 month period spanning 3 months prior to the EWC/date of adoption and the subsequent 3 months | Up to 4 weeks (pro rata for part time employees)   May be taken in one block or discontinuously | n/a |
| **15** | Period of Leave Notice (PLN) | The notice issued to an employer by someone specifying the dates on which they wish to take ShPL | n/a | n/a |
| **16** | Sabbatical Leave (SaL) | A period of leave without teaching commitments and available to research active academic staff returning from ML, AL or ShPL | 1 term | 3 years |
| **17** | Shared Parental Leave (ShPL) | The conversion of a mother’s/primary adopter’s entitlement to ML/AL, to be shared by both parents, for the purposes of caring for newly born/adopted children | Up to 50 weeks (for biological mother and partner)  Up to 52 weeks (in cases of adoption) | n/a |
| **18** | Shared Parental Leave in Touch (SPLIT) | Days during which an employee on ShPL can, with prior management approval, attend work, undertake training or keep in touch with work developments through other means, without bringing the leave period to an end  SPLIT days may be taken in addition to KIT days | 20 days maximum | n/a |
| **19** | Statutory Adoption Pay (SAP) | [Paid for the first 6 weeks and is equivalent to 90% of AWE. For the next 33 weeks is equivalent to the lower of 90% of AWE or the published weekly SAP level](https://www.gov.uk/employers-adoption-pay-leave/entitlement) | Up to 39 weeks | 26 weeks service by the week the employee is matched with the adopted child/children |
| **20** | Statutory Maternity Pay (SMP) | [Paid for the first 6 weeks and is equivalent to 90% AWE. For the next 33 weeks is equivalent to the lower of 90% of AWE or the published weekly SMP level, determined by central government   Calculated prior to the deduction of tax and national insurance contributions](https://www.gov.uk/employers-maternity-pay-leave/entitlement) | Up to 39 weeks | 26 weeks service by the 15th week before EWC |
| **21** | Statutory Shared Parental Pay (SSPP) | [Granted to staff opting to take ShPL  Equivalent to the lower of 90% of AWE or the published weekly SSPP level](https://www.gov.uk/shared-parental-leave-and-pay-employer-guide/overview) | up to 37 weeks | 26 weeks service by the EWC or week the employee is matched with the adopted child/children |
| **22** | Surrogacy Leave (SuL) | Unpaid time off for the intended parents in a surrogacy arrangement to attend antenatal appointments | Up to 2 appointments | n/a |