

Name of Guidance	Guidance for maternity, paternity and adoption leave
Category	Trainee Support
Authorised by	Business Managers Group
Date Authorised	June 2014
Next Review Date	June 2020
Document Author	Debbie Harrison, Medical Workforce Manager

Version	Date	Author	Notes Reason for Change, what has changed, etc
1	March 2011	Business Managers	New guideline
2	June 2014	Debbie Harrison	Guideline reviewed
3	March 2016	Jill Hanson	Amended in line with new HEE branding guidelines
4	July 2017	Nick Sowerby	Reviewed – with no changes

Related Documents (hyperlinks)

Guidance for Maternity, Paternity and Adoption leave

This guidance applies to both female and male members of staff training within Health Education England, working across Yorkshire & the Humber (HEEYH).

Please be aware that you are required to;

- **Inform your employer** - refer to your current Local Education Provider (LEP) for their maternity, paternity and adoption leave policies.
- **Inform your Training Programme Director (TPD) and HEEYH** - written confirmation of start and end dates will be required. When informing your TPD, please copy in the relevant member of Programme Support staff. (Contacts can be found on the relevant schools page on our [website](#))
- **Update your e-portfolio** – please ensure that any absences are recorded in the relevant section.

Maternity Leave

Please provide an approximate return date on first contact. This date can be amended. Please confirm your return to work date at least 3 months before returning. Please note we require the date you return to the programme/full pay, not the date you will return after annual leave.

Please note that any leave may lead to a change in your CCT date.