

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

Including Less-than-full-time trainees

Health Education England – Working across Wessex

Author: Deanery Business Manager

Reviewed and updated: October 2019

Groups consulted: Programme Managers

Equality Impact Assessment: Completed

Version: Final

Next review: October 2020

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 England – 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 England – 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 England - 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 England – Wessex PGMDE and your training

- 3.1 To clarify and minimise any impact on your training it is necessary to inform Health Education England – 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 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 or Officer at Health Education England – 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 employers' policies and procedures re informing them within their expected timescales.
- 4.4 For maternity leave it is expected that Health Education England – Wessex will be informed by the trainee no later than 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 England – 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 England – 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 England – Wessex's Responsibilities

- 5.1 The Programme Manager or Officer 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 or Officer will inform future employers on your rotation if planned leave affects them.