



Maternity, adoption or shared parental leave (MASPL) – procedure for cover arrangements.

Introduction

The School is committed to supporting working parents and fully supports staff to take all forms of paid parental leave (maternity, adoption or shared parental leave) to which they are contractually entitled. Pursuant to this, the School does not wish there to be any actual or perceived budgetary constraint that could inhibit an employee from exercising this right. This policy and procedure is designed to meet these aspirations.

Calculation

Self-funding Divisions

For self-funding divisions such as Extended Education and RCSD that do not receive a budget from the School, MASPL costs and the costs of any required cover are funded by the income they generate and will be charged to the relevant cost centre and recorded on the relevant Non-CSB or CSB2 spreadsheet.

For Institutes or Research Centres, which are considered to be self-funded, the School will always look to appropriate external funding to cover these costs first, whether that be through an endowment, donation or potentially a Research Grant, recognising of course that Staff are contractually entitled to exercise their full entitlement to MASPL leave.

Departments and Divisions

For Departments or Divisions with an establishment CSB1, where a staff member wishes to take the maternity, adoption or shared parental leave (MASPL) specified in their current contract of employment, the cost centre to which they are charged will be provided with a MASPL Budget Adjustment to meet the costs of covering the leave period, unless the Department or Division is funding in house. These funds will be provided at the earliest opportunity and can be tailored to address changes in the period of leave taken to accommodate the flexibility that the leave taker has over the duration of their leave period.

Departments and Professional Services Divisions will have a choice of whether to make use of the MASPL budget or to fund in house. The supplementary MASPL costs will be incurred from a central budget and will be determined in the following ways:

- For academic faculty, LSE Fellows and Education Career Track staff - 1 LSE Fellow (band SB06) per annum (pro rata for part time staff)
- Research contract and Professional Services Staff (PSS) - the additional costs incurred in covering the duties of the staff member taking MASPL

All Statutory Maternity Pay and Shared Parental Pay credits will be recharged to the central fund, unless the Department or Division has opted to fund in house. In the event that there is a cost split, all credits will be shared on a pro rata basis. With regard to research related costs, for Researchers or non-Research, non-CSB staff in Research Centres, if the costs are not able to be charged to an external source of funds, costs will be met from central RIIF funds and credits coded to RIIF to ensure the School continues to have a clear idea of the costs of research.

None of the above will have any impact on the current arrangement for sickness leave funding.

Scope

The procedure is applicable to all employees who take a paid period of parental absence authorised under the relevant MASPL policy.

The procedure also covers budgetary elements relating to all Departments or Divisions from which staff may opt to take a period of MASPL.

Responsibility and contact

The responsibility for the relevant budgetary adjustments and calculation thereof lies within the Financial Planning & Analysis team.

Procedure

Faculty, LSE Fellows, ECT and PSS staff

When a member of staff decides to take MASPL they notify their line manager and HR.

If the Division/Dept wish to use the School MASPL budget:

- For cover for CSB funded PSS, Faculty, LSE Fellows and ECT Staff, the holder of the relevant pay budget (or nominee) will notify their FP&A manager ([link](#)) who will arrange for the supplementary budget and the planned costs to be added to the Adjustments section of their CSB/2 and the person covering will be identified in the Comments column of the CSB/2 as 'MASPL cover – 'name'".
- Please note - when a Division/Dept utilize the School MASPL budget any vacancy savings will be retained by the School.

If the Division/Dept wish to fund the MASPL cover in-house, using CSB funding:

- For cover for CSB funded PSS, Faculty, LSE Fellows and ECT Staff the holder of the relevant pay budget (or nominee) will notify their FP&A manager ([link](#)) who will arrange for the planned costs to be added to their CSB/2 in the Adjustments section, and the person covering will be identified in the Comments column of the CSB/2 as 'MASPL cover – 'name'".
- Please note – Departments and other units which choose to fund the costs of MASPL from their existing budgets will retain any savings accrued.

During the period of MASPL, adjustments will be made to the MASPL Budget Adjustment to reflect the impact of pay changes during the period of leave and the forecast and actual costs of the cover. This will be done by reflecting the correct start and end dates,

In the case where a Fellow is non-CSB funded and will be taking MASPL, the School will allocate a MASPL budget adjustment to the Dept Non-Establishment Teaching project using the fund source 'Core Budget' and FP&A will record this on the CSB/2.

In the case where a post is funded by a research grant the arrangements will be made through the Research Awards Team in the Research and Innovation Division.

Research staff

- The costs and associated adjustments are administered by the Research Awards Team in the Research and Innovation Division.
- The Research Awards Team manage the process for any MASPL issues relating to Researchers on externally funded Research Projects.
- In some cases, external funders will pay for the extra MASPL costs and the back-fill for the researcher. However, most funders have restricted budgets and would not cover the extra MASPL costs as part of the project budget. In these cases, the School would be expected to do so.
- If funds are not available within project funding, the MASPL costs are not charged to the project, but to the Research Centre RIIF budget.
- The RIIF budget should then be reimbursed from the Central School RIIF budget.

Concerns regarding this policy or procedure should be raised with the Director of Human Resources or Director of Finance.

Related documents and resources

[Maternity Leave Policy and Procedure](#)

[Adoption Leave Policy and Procedure](#)

[Shared Parental Leave Policy and Procedure](#)

Review schedule

Review interval	Next review due by	Next review start
2 years	01/12/23	01/09/22

Version history

Version	Date	Approved by	Notes
1	14/09/18	Finance Division	
2	24/11/21	Finance Division, Planning Division	

Links

Reference	Link
Maternity Leave Policy and Procedure	Maternity Leave Policy and Procedure
Adoption Leave Policy and Procedure	Adoption Leave Policy and Procedure
Shared Parental Leave Policy and Procedure	Shared Parental Leave Policy and Procedure

Contacts

Position	Name	Email	Notes
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Communications and Training

Will this document be publicised through Internal Communications?	No
Will training needs arise from this policy	No
If Yes, please give details	