



# Maternity, adoption or shared parental leave (MASPL) - procedure for cover arrangements

## 1. Introduction and calculation

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.

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. 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.

Department and 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 and Education Career Track staff - up to 1 LSE Fellow (band SB06) per annum (pro rata for part time staff)
- Research contract and PS staff - the additional costs incurred in covering the duties of the staff member taking MASPL

All SMP and ShPP 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. Research costs will be met from central RIIF funds and credits coded to RIIF to ensure we continue to have a clear idea of the costs of research.

All of the above will not have any impact on the current arrangement for sickness leave funding.

## 2. 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.

### 3. Responsibility and contact

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

### 4. Procedure

Faculty, ECT and PSS staff

- When a member of staff decides to take MASPL they notify their line manager and HR
- The holder of the relevant pay budget (or nominee) will notify their FP&A manager ([link](#)) who will arrange for the supplementary budget to be added to their CSB/1 and the planned costs added to their CSB/2
- In the case of a research grant the arrangements will be made through the Research Division post award team.
- During the period of MASP Leave, adjustments will be made to the MASPL Budget Adjustment to reflect the impact of pay changes during the period of leave.
- Departments and other units which chose to fund the costs of MASPL from their existing budgets will retain any savings accrued

### 5. Research staff

- The costs and associated adjustments are administered by the post-award team in the Research Division.

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

## Review schedule

Review interval	Next review due by	Next review start
2 year	Sept 2020	June 2020

## Version history

Version	Date	Approved by	Notes
1	14/09/2018	Finance Division	

## Links

Reference	Link
Maternity Leave Policy and Procedure	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/matPol.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/matPol.pdf</a>
Adoption Leave Policy and Procedure	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/adoPol.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/adoPol.pdf</a>
Shared Parental Leave Policy and Procedure	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/shaParLea.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/shaParLea.pdf</a>

## Contacts

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## Communications and Training

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