

## Maternity, Paternity, Adoption and Shared Parental Leave Guidance for Providers and Apprentices.

As of February 2022

### Intro

This document relates to apprentices who take a break from their apprenticeship due to Maternity, Paternity, Adoption or Shared Parental Leave. It is possible to take this leave and complete the apprenticeship on your return.

### Leave entitlements for an apprentice

For guidance on the leave entitlement of a pregnant apprentice, an apprentice who has recently given birth/adopted or an apprentice whose partner has recently given birth or adopted please see [here](#). This link takes you to ACAS and outlines employment rights, telling your employer you are pregnant and your entitlements.

### Inclusive practice for the Provider/Employer

It is important to support the apprentice returning to work, guidance can be found from ACAS [here](#). Best practice examples include a return-to-work meeting, being flexible while the apprentice adjusts back to working life and creating a supportive environment.

### How to record on FIPS

Providers should record the apprentice status on FIPS using the appropriate Maternity/Paternity Leaving Code. When the apprentice returns from leave, the Provider should restart the apprentice as normal. Any adjustments to the FIPS individual payment plan should be completed by the NTP Contracts team

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