

22 June 2018

**SNCT/18/66**

**Changes to SNCT Handbook of Conditions of Service – Family Leave**

Dear Colleague

The SNCT has agreed the following changes to the Family Leave section of the SNCT Handbook.

The first change clarifies the situation where a period of Ordinary Paternity Leave is taken before and during a period of annual leave.

The revised paragraph 7.6.9 reads as follows.

7.6.9 There can only be one period of leave. Where an employee elects to take 2 weeks' leave, these must be consecutive. Where an employee elects to take only 1 week of leave then this will be taken as a complete week of leave. The first week will be support leave and paid at full pay while the second week will be ordinary paternity leave and SPP will be paid. Where paternity leave is before and during a period of annual leave or school closure period, the paternity leave comes first and the whole period of annual leave and any unpaid leave follows.

The second change relates to Parental Leave and formalises the advice issued by the Joint Secretaries in JS/15/57.

The revised paragraphs 7.7.2 and 7.7.3 read as follows.

7.7.2 Employees are entitled to 18 weeks in total for each child and adopted child.

7.7.3 This leave can be taken up until the child's 18th Birthday.

Holders of the Handbook should remove the previous paragraphs and insert the attached updated versions in their place.

Yours sincerely

Tom Young (Employers' Side)  
Louise Wilson (Teachers' Panel)  
Stephanie Walsh (Scottish Government)

**Joint Secretaries**

**COSLA**  
Verity House  
19 Haymarket Yards  
EDINBURGH  
EH12 5BH  
T: 0131 474 9200  
F: 0131 474 9292  
E: tomy@cosla.gov.uk

**Teachers' Panel**  
46 Moray Place  
Edinburgh  
EH3 6BH  
T: 0131 225 6244  
F: 0131 220 3151  
E: lwilson@eis.org.uk

**Scottish Government Learning Directorate**  
2A South Victoria Quay  
Edinburgh  
EH6 6QQ  
T: 0131 2440230  
F: 0131 244 0957  
E: Stephanie.walsh@scotland.gsi.gov.uk