



Think Business, Think Equality

GLOSSARY

This glossary is part of a suite of resources for small and medium businesses who want to support their staff through pregnancy, maternity and parenthood at work. You can use this alongside our other *Think Business, Think Equality* resources on pregnancy, maternity and parental equality at work to make a positive change in your business.

ADDITIONAL ADOPTION LEAVE:

The second 26 weeks of Adoption Leave.

ADDITIONAL MATERNITY LEAVE:

The second 26 weeks of Maternity Leave, which follows on immediately from Ordinary Maternity Leave.

ADOPTION LEAVE:

A period of 52 weeks leave that employees are entitled to once they have been matched with a child.

COMPULSORY MATERNITY LEAVE:

The two weeks immediately following childbirth are compulsory leave (this increases to four weeks for factory workers).

CONTINUITY OF EMPLOYMENT TEST:

Measures an employee must meet to qualify for Shared Parental Leave.

CONTRACTUAL ADOPTION PAY:

Enhanced Adoption Pay over and above the statutory minimum. The payment amount is set by the employer.

CONTRACTUAL MATERNITY PAY:

Enhanced Maternity Pay over and above the statutory minimum. The payment amount is set by the employer.

EMPLOYMENT AND EARNINGS TEST:

Measures an employee's partner must meet to qualify for Shared Parental Leave.

EXPECTED WEEK OF CHILDBIRTH:

The week in which the baby is due.

MATCHING CERTIFICATE:

A certificate from the adoption agency confirming the staff member has been matched with a child for adoption.

MATCHING WEEK:

The week in which the staff member is notified of having been matched with a child by an adoption agency.

MATERNITY ALLOWANCE:

A state allowance which is paid to a woman if she doesn't qualify for Statutory Maternity Pay. The amount paid depends on individual eligibility.

MATERNITY LEAVE:

The amount of time that a woman is legally allowed to be absent from work in the weeks before and after she has a baby. All pregnant staff are entitled to 52 weeks of Maternity Leave.

ORDINARY ADOPTION LEAVE:

The first 26 weeks of Adoption Leave.

ORDINARY MATERNITY LEAVE:

The first 26 weeks of Maternity Leave, which includes the period of Compulsory Maternity Leave.

PARENTAL LEAVE:

Leave which allows parents take time off work to look after a child. This leave is normally unpaid, and is available for each child up to their 18th birthday.

PATERNITY LEAVE:

A maximum of two weeks leave following the birth of a child or the adoption of a child, taken to support the mother or care for the new child.

QUALIFYING WEEK:

The 15th week before the expected week of childbirth.

SHARED PARENTAL LEAVE:

Leave which allows mothers to end Maternity Leave/Pay early so that one or both parents can take leave in a more flexible way during their child's first year. Parents can take leave at the same time or separately.

SHARED PARENTAL PAY:

Weekly payments for parents on Shared Parental Leave who meet both the Continuity of Employment Test and whose partner meets the Employment and Earnings Test.

STATUTORY ADOPTION PAY:

Weekly payments for people on Adoption Leave set by the Government.

STATUTORY MATERNITY PAY:

Weekly payments for women on Maternity Leave set by the Government.

STATUTORY PATERNITY PAY:

Weekly payments for people on Paternity Leave set by the Government.

Close the Gap works in Scotland on women's labour market participation. We work with policymakers, employers and unions to influence and enable action that will address the causes of women's inequality at work.

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