

As a clergy office holder you have the same legal rights to parental leave and pay as an employee. You are entitled to claim statutory parental leave if you have a baby or adopt a child.

Talk to your [diocesan office](#) about their policy for parental leave. They will also be able to advise on what you need to do about arranging cover while you are off work. Please refer to your diocesan website and/or clergy handbook or talk to your diocesan HR advisor if you need any further help or guidance.

We will make any claim for statutory parental leave on your behalf but you need to make sure you send the appropriate paperwork to your diocesan office as soon as possible so they can forward it on to us. If we do not receive this paperwork in time it will mean your diocesan office will not be able to claim money back from HMRC and may affect the level of stipend you receive during your leave.

There are 4 different types of statutory parental pay and leave available:

[Statutory Maternity Pay \(SMP\)](#)

39 weeks of SMP is payable to expectant mothers to help them take time off work around the time of birth. You are also entitled to an additional 13 weeks of unpaid leave.

What to do if I'm expecting a baby?

- You will receive a Maternity Certificate (**MAT B1** or equivalent) from your doctor or midwife
- Send us this certificate via your diocesan office with the date when you plan to start your maternity leave and how long you would like your leave to last - you can amend this at a later stage but we do need to know when you are planning to start your leave.

We need your certificate at least **28 days** before the start of your leave in order to set up a claim for SMP.

[Statutory Adoption Pay \(SAP\)](#)

39 weeks of SAP is payable to an individual, or one member of a couple, adopting a child to enable him or her to take time off work around the time the child is placed.

What to do if I'm adopting a child?

- Obtain a **Matching Certificate** (or equivalent) from the adoption agency
- Send us this Certificate via your diocesan office with a note of the date when you plan to start you adoption leave

We need your certificate at least **28 days** before the start of your leave to set up a claim for SAP. We appreciate there is sometimes very little time between the date you are matched and the date a child is placed with you, please send as soon as reasonably possible.

Statutory Paternity Pay (SPP)

SPP is payable to the new father, to enable him to support the mother in the first few weeks after the birth. It is also payable to the second member of a couple adopting a child.

- You can choose to take 1 or 2 (consecutive) weeks.
- It must be taken within 8 weeks of the date the child is born or placed with the adopter
- To make a claim for SPP use one of the following forms:

Form SC3 Becoming a parent

Form SC4 Becoming an adoptive parent

We need your paperwork at least **28 days** before the start of your leave in order to set up your claim.

Shared Parental Pay (ShPP)

ShPP is payable to eligible office holders to enable them to take parental leave in separate blocks, so they can return to work for part of the time and then continue leave at a later date.

It is relatively new and quite complex. Here are some key points to note:

- The mother must take at least 2 weeks maternity leave, the remaining 50 weeks of leave can then be shared between both parents
- Both parents can be off at the same time
- Leave can be taken in a maximum of 3 blocks and must be agreed at least 8 weeks in advance
- It also applies to adoptive parents, where up to 52 weeks can be shared (including 13 weeks of unpaid leave)
- Maternity/Adoption leave may need to end earlier in order to set Shared parental leave and pay

To make a claim provide your funding body with appropriate paperwork

[Shared Parental Leave Form \(for Maternity\)](#)

[Shared Parental Leave Forms \(for Adoption\)](#)

Shared Parental Leave Forms (for Parental Order Surrogacy)

The information above is correct to the best of our knowledge at the time of writing, if any of the information is not clear or is out of date please contact us.

For the latest information please [visit the government's website](#).

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