Family Friendly Policy

Applies to	All employees
Does not apply to	Workers and self-employed contractors
Policy owner	HR Manager
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1. Introduction and scope

This policy covers all types of family-related leave and pay available to employees. It is our most detailed policy - not because we want to make things complicated, but because the law in this area is genuinely complex and it is important that you understand your rights fully.

If anything in this policy differs from your statutory rights, the statutory entitlement will always apply. We will keep this policy up to date as the law changes.

Most rights described in this policy apply to each pregnancy or placement, not to each child. So for example, if you have twins, the leave entitlements are the same as for a single birth.

We use abbreviations throughout. They are explained the first time they are used and are listed in the glossary at section 22.

Please read this policy alongside our Holiday Policy, Flexible Working Policy and Neonatal Care Leave Policy. This policy does not form part of your contract of employment. We reserve the right to amend it.

This policy covers the following:

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2. Maternity leave

You are entitled to up to 52 weeks of maternity leave. This right applies regardless of how long you have worked for us or how many hours you work.

Maternity leave is divided into two periods: the first 26 weeks is known as Ordinary Maternity Leave (OML), and the following 26 weeks is known as Additional Maternity Leave (AML). Your rights differ slightly between the two periods, particularly when it comes to returning to your role - see section 7.

Maternity leave cannot usually begin earlier than the 11th week before your Expected Week of Childbirth (EWC). However, if your baby is born before your chosen start date, your leave will begin automatically on the day of the birth. Your leave will also start automatically if you are off work for a pregnancy-related reason at any point in the four weeks before your EWC.

No one who has just given birth may return to work within the first two weeks after the baby is born. This is a legal requirement known as compulsory maternity leave.

3. Telling us about your pregnancy

Once you know you are pregnant, please tell your line manager as soon as you feel comfortable doing so. The earlier you let us know, the sooner we can carry out a health and safety risk assessment of your work environment and plan for your absence.

No later than the end of your Qualifying Week (the 15th week before your EWC), you must tell us in writing:

- that you are pregnant
- your EWC - the week beginning on Sunday in which your baby is due
- the date you want your maternity leave to start
- the date you intend to start claiming Statutory Maternity Pay (SMP)

We will write to you within 28 days confirming your expected return date, calculated on the assumption that you take your full 52 weeks.

You can change your maternity leave start date by giving us at least 28 days' written notice before whichever is the earlier of the original or new start date. We will respond in writing confirming your revised return date.

Please provide your MATB1 form as soon as you receive it from your midwife. Your midwife will usually give this to you at your first appointment after your 20-week scan. It must be signed by your doctor or midwife and confirm your due date. We will store it in line with our Data Protection Policy.

4. Antenatal appointments

If you are pregnant

You are entitled to paid time off for antenatal appointments during working hours. Please give us as much notice as possible. We may ask to see your appointment card for appointments after the first one.

If you are accompanying a pregnant partner

If you have a qualifying relationship with a pregnant person or unborn child, you are entitled to paid time off to accompany them to up to two antenatal appointments per pregnancy. A qualifying relationship means you are the baby's father, or the pregnant person's spouse or partner.

You are entitled to up to 6.5 hours per appointment, including travel and waiting time. If you need more time, please speak to your line manager. For any appointments beyond the first two, you will need to request holiday or unpaid leave in the usual way.

You must notify your line manager and the HR Manager, in writing, confirming the details of each appointment.

Surrogacy

If you are having a child by surrogacy, you may be entitled to time off for up to two antenatal appointments. Please speak to your line manager for guidance.

5. Statutory maternity pay

You will be eligible for Statutory Maternity Pay (SMP) if you:

- have at least 26 weeks' continuous service with us by your Qualifying Week
- earned at least the lower earnings limit for National Insurance in the eight weeks before your Qualifying Week
- have provided your MATB1 form
- gave us at least 28 days' notice of your intended maternity leave start date

SMP is paid for up to 39 weeks: at 90% of your average weekly earnings for the first six weeks, and at the standard government rate for the remaining 33 weeks. Current rates are available at gov.uk/maternity-pay-leave/pay. If your average weekly earnings are below the standard rate, we will pay 90% throughout.

Tax and National Insurance are deducted from SMP in the usual way.

Any entitlement to SMP may be affected if you work for another employer whilst you are receiving SMP. You must therefore inform us if this happens.

If you do not qualify for SMP, you may be entitled to Maternity Allowance (MA), which is a government benefit administered directly. Details are available at gov.uk/maternity-allowance. We have no involvement in this - it is your responsibility to apply.

Enhanced maternity pay

Upon the successful completion of one full year's service, you will be entitled to Enhanced Maternity Pay (EMP), as follows:

• First 12 weeks of Maternity Leave	100% - Full Pay
• Next 14 weeks of Maternity Leave	50% - Half Pay
• Next 13 weeks (or until return to work, if earlier)	SMP
• Final 13 weeks (or until return to work, if earlier)	Unpaid

The above amounts include SMP.

Return to work bonus

Following your return to work under enhanced maternity pay, you will be entitled to a return to work bonus on the following basis:

- 15% of your Annual Gross Basic Pay once returned to work (i.e. taking into account any reasonable request for a reduced working week)
- Payable on completion of 6 months' service after your return to work
- Should you give notice to leave within one year of returning to work, this will need to be repaid to Anstey Horne

6. During maternity leave

Keeping in touch

We may contact you from time to time during your leave - for example, to keep you informed of business developments, discuss your return, or let you know about internal vacancies. If you have a preference as to how you are contacted, or would prefer not to be contacted, please let us know.

KIT days

You may work up to 10 Keeping in Touch (KIT) days during your maternity leave, paid at your normal basic salary day rate. These might be used to attend key meetings, training days, appraisals or to keep a qualification valid. You are never obliged to work KIT days - the decision is entirely yours and will not affect your maternity leave or SMP entitlement.

Your terms and conditions

All your contractual terms and conditions continue throughout maternity leave, with the exception of pay (which is replaced by EMP, SMP or no pay during any unpaid period). This includes benefits such as a private medical cover and life assurance. Your holiday continues to accrue - see section 18.

7. Returning from maternity leave

If you plan to return at the end of your full 52 weeks, you do not need to give us any notice. If you want to return early, you must give at least eight weeks' written notice of your new return date. If you do not give sufficient notice, we may delay your return by up to eight weeks.

If you decide not to return to work after maternity leave, please tell us in writing as soon as possible. You must give the notice required under your contract.

Returning to your role

If you return at the end of OML (the first 26 weeks), you are entitled to return to exactly the same job on the same terms and conditions.

If you return after AML (weeks 27-52), you are also entitled to return to the same job. If this is not reasonably practicable, we will offer you a suitable alternative role on no less favourable terms and conditions.

Health and safety on return

If your role has been identified as posing a risk to your health as a new or breastfeeding mother, we will notify you and take steps to remove those risks. Please speak to your line manager if you have any concerns.

Flexible working

If you wish to change your working pattern on return, please refer to our Flexible Working Policy. We would encourage you to submit any request as early as possible before your return date.

8. Paternity leave and pay

Paternity leave is a day-one right - you do not need a minimum period of service to qualify.

Who can take it

You are eligible for paternity leave if you are the child's father and have or expect to have responsibility for the child's upbringing, or if you are the partner of the child's mother or adopter and expect to have main responsibility for the child's upbringing alongside them.

How much leave

You can take up to two weeks' paternity leave. This can be taken as one week or two weeks, either consecutively or as two separate weeks, but not as individual days. Leave must be taken within 52 weeks of the child's birth or adoption placement.

Notice
Please give us at least 28 days' written notice, or as much notice as you can. Your notice should confirm the EWC or expected date of placement (EDP), that you meet the eligibility criteria, and the start date of each week of leave. You can give two separate notices if you intend to take your weeks at different times.
If you want to change your paternity leave start date, please give 28 days' written notice where possible.

Paternity pay
Statutory Paternity Pay (SPP) is paid at the lower of a fixed weekly rate set by the government or 90% of your average weekly earnings. Tax and National Insurance are deducted in the usual way. Current rates are available at gov.uk.

Enhanced paternity pay
You will immediately, as a Day 1 benefit, be entitled to Enhanced Paternity Pay (EPP) of 2 weeks' leave at your full basic pay.

During and after paternity leave
All your contractual terms and conditions, apart from pay (which is replaced by EPP or SPP), continue throughout paternity leave. You have the right to return to the same job on the same terms and conditions.

You are also entitled to paternity leave in the event of a stillbirth after 24 weeks of pregnancy, or if your child is born alive but later dies.

9. Adoption leave and pay

If you are adopting, you may be entitled to adoption leave and pay on very similar terms to maternity leave.

Eligibility
You are eligible for adoption leave if you are adopting a child through a UK adoption agency (or through a local authority fostering-for-adoption or concurrent planning scheme), or if you are adopting from overseas with UK government approval. Adoption leave is also available in certain surrogacy cases.

Only one person in a couple can take adoption leave as the primary adopter. The other partner may be eligible for paternity leave or shared parental leave.

Entitlement
The primary adopter is entitled to up to 52 weeks of adoption leave (26 weeks' Ordinary Adoption Leave and 26 weeks' Additional Adoption Leave) on the same basis as maternity leave.

Notification
Please let us know as soon as you receive your Expected Date of Placement (EDP) from your adoption agency.

You should tell us within seven days of being notified of a match, though we understand this will not always be possible. Please provide your matching certificate as soon as you receive it.

In a surrogacy case, you must inform us in writing of your intention to take adoption leave, giving the EWC and your intended leave start date, by the end of the 15th week before the EWC where possible.

Adoption pay
Statutory Adoption Pay (SAP) is paid at the same rate as SMP - 90% of average weekly earnings for the first six weeks, then at the standard government rate for up to 33 weeks. You must have at least 26 weeks' continuous service by the 15th week before the EDP (or EWC in surrogacy cases) to qualify.

Enhanced adoption pay

Upon the successful completion of one full year's service, you will be entitled to Enhanced Adoption Pay (EAP), as follows:

- First 12 weeks of Adoption Leave — 100% - Full Pay
- Next 14 weeks of Adoption Leave — 50% - Half Pay
- Next 13 weeks (or until return to work, if earlier) — SAP
- Final 13 weeks (or until return to work, if earlier) — Unpaid

The above amounts include SAP.

Return to work bonus

Following your return to work under enhanced adoption pay (as primary adopter), you will be entitled to a return to work bonus on the following basis:

- 15% of Annual Gross Basic Pay once returned to work (i.e. taking into account any reasonable request for a reduced working week)
- Payable on completion of 6 months' service after your return to work
- Should you give notice to leave within one year of returning to work, this will need to be repaid to Anstey Horne

Returning from adoption leave

The same return-to-work rules apply as for maternity leave. If you return after OAL you are entitled to your same role. If you return after AAL and your same role is not reasonably practicable, we will offer a suitable alternative on no less favourable terms.

10. Adoption appointments

You are entitled to time off to attend adoption appointments - typically arranged by the adoption agency for you to get to know the child before placement, or for other adoption-related purposes.

- If you are the primary adopter, you may attend up to five appointments on paid leave.
- If you are the secondary adopter, you may attend up to two appointments on paid leave.
- You are entitled to up to 6.5 hours per appointment, including travel and waiting time.
- Time off for adoption appointments must be taken before the child is placed with you.
- If more than one child is being placed at the same time, this is treated as one adoption.

You must notify your line manager and the HR Manager, in writing, confirming the details of each appointment, including whether you are adopting alone or jointly and – if jointly – what leave you are taking, i.e. as primary or secondary adopter.

We may occasionally need to ask you to rearrange an appointment in exceptional circumstances, but will never do so without good reason.

11. Shared parental leave and pay

Shared Parental Leave (ShPL) gives eligible parents the flexibility to share up to 50 weeks of leave and up to 37 weeks of Statutory Shared Parental Pay (ShPP) in the year following birth or placement. It can be taken at the same time or consecutively.

Eligibility

You and your partner may be eligible for ShPL if: one of you is the mother, primary adopter, or person with a parental order following surrogacy; you share the main childcare responsibility; you have worked for us for at least 26 continuous weeks by the end of the Qualifying Week and will remain employed; and the other parent has worked for at least 26 of the 66 weeks before the EWC with average weekly earnings of at least the minimum threshold.

The mother cannot start ShPL until after the compulsory two-week period following birth. Paternity leave must be taken before starting ShPL - once ShPL begins, any unused paternity leave entitlement is lost.

Opting in

To opt into ShPL, the mother or primary adopter must first curtail their maternity or adoption leave by giving at least eight weeks' written notice. This curtailment notice must be given at the same time as the ShPL opt-in notice. Curtailment notices are binding and can only be revoked in limited circumstances - if neither parent is eligible for ShPL, if the notice was given before the birth and is revoked within six weeks of the birth, or if the other parent dies.

What the opt-in notice must include

Your opt-in notice must be given at least eight weeks before the first period of ShPL and must include: both parents' names; the start and end dates of the maternity or adoption leave being curtailed; the total ShPL and ShPP available; how many weeks each parent will take; the pattern of leave requested (as much detail as possible); and signed declarations from both parents confirming eligibility.

Booking leave - period of leave notices

Once opted in, you give a period of leave notice to book your time off. You may give up to three period of leave notices, allowing up to three separate blocks of ShPL with work in between. You are automatically entitled to take your ShPL as one continuous block. Separate blocks are subject to our agreement - if we cannot agree within two weeks of receiving your notice, you may take all the leave as one continuous block from your original start date.

ShPL must be taken in blocks of at least one week. To cancel or change a block, you must give at least eight weeks' written notice before the relevant start date.

During ShPL

All contractual terms and conditions, except pay, continue during ShPL. You may work up to 20 Shared Parental Leave in Touch (SPLIT) days during ShPL - in addition to any KIT days used during maternity leave. SPLIT days are voluntary and paid at a rate agreed with the business.

Returning from ShPL

You must give eight weeks' written notice if you wish to return early. To extend ShPL, submit a new period of leave notice at least eight weeks before your intended return date. You are entitled to return to the same job. If your combined family leave exceeds 26 weeks, or your ShPL follows more than four weeks of ordinary parental leave, we may offer a suitable alternative role if returning to your exact role is not reasonably practicable.

Shared parental pay

ShPP is paid at the government rate, less any SMP or MA already taken. You must have at least 26 weeks' continuous service at the end of the Qualifying Week and earn at least the lower earnings limit. Notify us of your intention to claim ShPP in your period of leave notice.

12. Parental leave

Parental leave is unpaid leave that can be taken to spend time with or care for a child. Each eligible person is entitled to 18 weeks' unpaid parental leave per child, which can be taken at any time up to the child's 18th birthday.

Eligibility
You are eligible if you have or expect to have responsibility for a child. This includes the registered father and anyone with formal parental responsibility. Parental leave is a day-one right - you do not need a minimum period of service.

How it works
You can take up to four weeks per child per year, in blocks of at least one week. You cannot take less than a week at a time, unless the child is disabled.

Give your line manager at least 21 days' written notice. We will always try to accommodate your request but may postpone it if your absence would cause serious disruption. If we postpone, we will tell you why in writing within seven days and give you alternative dates. We cannot postpone parental leave that is to be taken immediately after a birth or adoption, nor can we postpone it beyond six months or beyond the child's 18th birthday.

During and after parental leave
All contractual terms and conditions remain in force throughout parental leave, other than pay. Holiday continues to accrue. You are entitled to return to the same job on the same terms.

13. Bereaved partner's paternity leave

Bereaved Partner's Paternity Leave (BPPL) provides up to 52 weeks of unpaid leave for a partner who becomes the primary carer of a child following the death of the child's primary carer (such as the mother or primary adopter).

Eligibility
You are eligible for BPPL if the child's primary carer has died, and you are the child's father, or are married to or the civil partner or partner of the child's mother or adopter, and you have main responsibility for the child's upbringing. BPPL must generally be taken within 52 weeks of the child's birth, date of placement for adoption, or date of entering the UK.

Notice
If you wish to start BPPL within eight weeks of the bereavement, you may notify us orally or in writing before your first day of leave. Your notice must include the bereavement date, your intended leave start date, and the child's date of birth or placement.

If you wish to start BPPL more than eight weeks after the bereavement, you must give at least one week's written notice before your intended start date. This notice must also include your intended return date, a declaration that the leave is to care for the child, and a declaration of your relationship with the child.

Varying and returning
You may vary the start date or return date of your BPPL with appropriate written notice. If we receive insufficient notice of a return, we may postpone it to allow proper notice to be given, though not beyond the end of the BPPL eligibility period.

When you return, you are entitled to the same job on the same terms and conditions, unless your BPPL was consecutive with more than four weeks of parental leave or your total statutory leave for that child exceeds 26 weeks, in which case we may offer a suitable alternative role.

14. Parental bereavement leave

We offer two weeks parental bereavement leave, at full basic pay, to any parent who loses a child under the age of 18, including a stillbirth after 24 weeks of pregnancy.

We will be flexible about how you take this leave - it can be taken as one block or as two separate weeks. We understand you may not be in a position to have a detailed conversation when something this devastating happens. Please just let your line manager know - an email or a message is absolutely fine.

15. Neonatal care leave

Neonatal care leave can be taken in addition to maternity, paternity, adoption and shared parental leave, and does not reduce any of those entitlements.

This leave is covered in full in our standalone Neonatal Care Leave Policy. Please refer to that policy for full details of eligibility, entitlement, notice requirements and pay.

16. Carer's leave

If you have a dependant with a long-term care need, you are entitled to take up to one week of unpaid carer's leave in any 12-month period to provide or arrange care for them.

Who is a dependant?

A dependant is your spouse, civil partner, child or parent; someone who lives in the same household as you (other than as a boarder, employee, lodger or tenant); or someone who reasonably relies on you to provide or arrange care.

What counts as a long-term care need?

A dependant has a long-term care need if they have a physical or mental illness or injury that requires or is likely to require care for more than three months, if they have a disability under the Equality Act 2010, or if they require care connected with old age.

How to request it

You do not need to take the week all at once. You can take it in shorter periods, but no period may be shorter than half a day. Each time you take carer's leave, tell us in writing, confirming that you have a dependant with a long-term care need and whether you have taken any carer's leave in the past 12 months. You must give at least twice the notice of the amount of leave you want, or three days' notice if longer.

We will always try to accommodate your request. If we need to postpone it, we will tell you why in writing before the leave is due to start and will arrange for it to be rescheduled within one month of your original start date.

Your contractual terms and conditions remain in force throughout carer's leave, other than pay. Holiday continues to accrue.

17. Emergency time off for dependants

You may take a reasonable amount of unpaid time off work to deal with an unexpected emergency involving a dependant. This covers situations that arise without warning and need your immediate attention - for example, if a dependant is taken ill, injured or involved in an incident, if normal care arrangements break down unexpectedly, or if a dependant dies.

This provision is intended to cover immediate crises - typically a few hours or at most one or two days. It is not intended to cover ongoing or foreseeable care arrangements.

Please contact your line manager as soon as possible if you need to take emergency time off for a dependant, and follow the same procedure as for sickness absence notification.

18. Holiday accrual during family leave

Your full holiday entitlement continues to accrue throughout maternity, paternity, adoption, shared parental, bereaved partner's paternity and parental leave.

If your family leave is likely to span two holiday years, please try to take as much accrued holiday as possible before your leave begins. Any holiday that is not reasonably practicable to take before your leave can be carried over into the following holiday year - this covers your full annual entitlement, not just the statutory minimum.

Carried-over holiday should be taken on your return to work, unless you agree a different arrangement with your line manager and the business. For full details of how holiday interacts with family leave, please refer to our Holiday Policy.

19. Pension contributions during family leave

During any paid period of maternity, adoption or shared parental leave, we will continue to make our normal employer pension contributions, calculated on the basis of your normal salary rather than your reduced pay.

During any unpaid period of family leave, employer contributions will pause. You are not obliged to make employee contributions during this time, but you may choose to do so. If you wish to make up any shortfall in contributions, please contact the HR Manager.

20. Redundancy protections during family leave

If a redundancy situation arises during your pregnancy or while you are on maternity, adoption, shared parental or bereaved partner's paternity leave, we will keep you informed, involve you in any consultation, and invite you to a meeting before any decision is made.

Right of first refusal on suitable vacancies

The following protections apply to suitable alternative vacancies:

- During pregnancy and for 18 months following your EWC (or your child's actual date of birth if later, where you have informed us of this in writing): maternity leave
- For 18 months from the date of placement for adoption: adoption leave
- During leave and for 18 months from the date of birth or placement (where at least six continuous weeks of ShPL are taken): shared parental leave
- During leave: bereaved partner's paternity leave where less than six weeks is taken
- During leave and for 18 months from the child's birth or date of match for adoption: bereaved partner's paternity leave where six weeks or more is taken

21. Stillbirth, neonatal loss and miscarriage

We recognise that pregnancy loss is devastating and we are committed to supporting you through it.

If you suffer a miscarriage before the end of the 24th week of pregnancy, any time off work is treated as sickness absence under the statutory provisions. We will of course provide appropriate support and will be as flexible as we can.

Enhanced miscarriage pay

We are committed to providing enhanced, compassionate support that goes beyond the statutory minimum. As a day one right within Anstey Horne, if you or your partner experience the loss of a pregnancy before 24 weeks (including: miscarriage, ectopic pregnancy, molar pregnancy and unsuccessful IVF following confirmation of pregnancy) or termination for medical reasons following a diagnosis of fatal or serious foetal abnormality, at any stage, you are eligible for 2 weeks' leave at full basic pay.

This paid leave entitlement applies equally to the employee who physically experiences the loss and their partner/intended partner. It can be taken continuously or flexibly, including part-days if needed. We understand you may not be in a position to have a detailed conversation when something this devastating happens. Please just let your line manager know - an email or a message is absolutely fine.

Employees may also choose to use: sick leave (where medically required), annual leave or flexible working arrangements at this time.

If your baby is stillborn after 24 completed weeks of pregnancy or is born alive at any stage of pregnancy but later dies, you are entitled to your full maternity leave and SMP entitlement. You may also be entitled to parental bereavement leave - see section 14.

In any of these circumstances, please do not hesitate to speak to your line manager or the HR Manager for additional support.

22. Glossary

- **AML** - Additional Maternity Leave: the second 26 weeks of maternity leave (weeks 27-52)
- **BPPL** - Bereaved Partner's Paternity Leave: up to 52 weeks of unpaid leave for a partner who becomes the primary carer following the death of the child's primary carer
- **EAP -** Enhanced Adoption Pay: additional pay entitlement after one full year's service
- **EDP** - Expected Date of Placement: the date on which a child is expected to be placed with adopters
- **EMP -** Enhanced Maternity Pay: additional pay entitlement after one full year's service
- **EPP -** Enhanced Paternity Pay: additional pay entitlement after one full year's service
- **EWC** - Expected Week of Childbirth: the week beginning on Sunday in which the baby is due
- **KIT days** - Keeping in Touch days: up to 10 days' optional paid work during maternity or adoption leave
- **MA** - Maternity Allowance: a government benefit for those who do not qualify for SMP
- **OAL** - Ordinary Adoption Leave: the first 26 weeks of adoption leave
- **OML** - Ordinary Maternity Leave: the first 26 weeks of maternity leave
- **Qualifying Week** - the 15th week before the EWC
- **SAP** - Statutory Adoption Pay

- **ShPL** - Shared Parental Leave: the scheme allowing parents to share up to 50 weeks of leave
- **ShPP** - Statutory Shared Parental Pay
- **SMP** - Statutory Maternity Pay
- **SPLIT days** - Shared Parental Leave in Touch days: up to 20 days' optional paid work during ShPL
- **SPP** - Statutory Paternity Pay

23. Your protection under this policy

No one will be disadvantaged or subjected to any detriment for taking leave, or requesting support or flexibility, under this policy. If you have any concerns, these can be raised under our Grievance or Whistleblowing Policy.

24. Questions and administration

The HR Manager is responsible for the administration of this policy. If you have any questions, please speak to your line manager in the first instance or contact suebailey@ansteyhorne.co.uk.

Related policies: Holiday Policy - Flexible Working Policy - Neonatal Care Leave Policy - Absence Management Policy - Data Protection Policy – Grievance Policy – Whistleblowing Policy

This policy does not form part of any contract of employment. Statutory rights always prevail where they differ from this policy.