

Maternity and Family Friendly Policy



How and where we work
Agile, adaptable, accessible

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1. Policy Statement

Slough Borough council is committed to supporting their employees and have a number of family friendly policies and procedures in place. This policy sets out the statutory rights and responsibilities of employees of the council.

2. Introduction

- 2.1. Mothers, fathers, and partners (including same-sex partners) and adoptive parents all have statutory rights to family leave. In the UK, there are several different types of family leave and some of them overlap.
- 2.2. This Policy explains the rules¹relating to:
 - a) Maternity Leave and pay.
 - b) Adoption Leave and pay.
 - c) Paternity Leave and pay.
 - d) Shared Parental Leave and pay.
 - e) Parental Bereavement Leave and pay.
- 2.3. This Policy applies to all employees who have a contract with Slough Borough Council. This doesn't apply to agency workers or volunteers working in the council.
- 2.4. This Policy does not form part of your contract of employment. We reserve the right to amend this Policy in accordance with legislative changes. If there is any conflict between the terms of this Policy and the statutory rights which it covers, then the statutory rights will prevail.
- 2.5. This policy should be read in conjunction with the Maternity and Family Friendly Procedure/guidance document.

3. Maternity Leave

- 3.1. You are entitled to take up to 52 weeks of time off work when you have a child. This is known as Maternity Leave. This is your statutory right regardless of how long you have worked for us or how many hours you work.
 - 3.2. The rules relating to Maternity Leave separate the time off into an initial period of 26 weeks, which is known as Ordinary Maternity Leave (**OML**), and the following 26 weeks, which is known as Additional Maternity Leave (**AML**).
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4. Telling us about your pregnancy

- 4.1. Once you are aware that you are pregnant, please let your line manager know as soon as possible. This is so that they can review any health and safety implications, start to plan for your absence and, they will arrange for a risk assessment of your work environment to be carried out.
- 4.2. Your manager will need to know your expected week of childbirth (EWC) no later than the 15th week before your EWC (Qualifying Week). Your EWC is the week (beginning on Sunday and ending on Saturday) when your due date falls. Your EWC is used as the basis for several rules relating to maternity rights.

5. Starting Maternity Leave

- 5.1. Maternity Leave cannot usually begin until the 11th week before your EWC (unless your child is born before this date). Maternity Leave will begin the day after you give birth if it hasn't already started before this.
- 5.2. If you want to change the start date for your Maternity Leave, then you should let your line manager know in writing, by amending **Form A: Maternity Notification** at least 28 days before the earliest of the original start date or the new start date (if you are bringing your leave earlier). Your line manager will then write to you with a revised return to work date.
- 5.3. Your Maternity Leave will start automatically if you are off sick for a pregnancy-related reason at any point in the four weeks before your EWC.

6. Maternity Pay:

There are three types of maternity pay:

6.1. Statutory Maternity Pay

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

- Have 26 weeks' continuous service with us by the Qualifying Week
- Earned at least the average amount set by the Government each year in the eight weeks before the Qualifying Week
- Provided us with a copy of your **MATB1** form.
- Gave us at least 28 days' notice of your proposed Maternity Leave start date.

You will receive SMP for up to 39 weeks. This will be paid at 90% of your average weekly earnings for the first six weeks and at the standard SMP rate for the remaining 33 weeks. The standard SMP rate is set by the government. We will pay SMP at 90% of your average weekly earnings for all your Maternity

Leave if your average weekly earnings fall below the standard rate.

We will deduct pension, tax and National Insurance contributions from your SMP in the same way as we do from your regular salary.

6.2. **Maternity Allowance (MA)**

If you do not have 26 weeks' service by the Qualifying Week, then you may still be eligible for Maternity Allowance (MA). MA is administered by the Government rather than the council. The Payroll team will provide you with the SMP1 form on receipt of your completed **Form A: Maternity Notification** and **MATB1** form. We are not involved in the administration of MA. This is your personal responsibility.

6.3. **Occupational Maternity Pay (OMP)**

Occupational Maternity Pay is applicable to employees who have completed at least one year's continuous local government service at the 11th week prior to the expected week of childbirth and intend to return to work. Eligible employees must remain employed by the Council at the beginning of the 11th week prior to the expected week of childbirth.

To retain any occupational payments made after the first six weeks employees must return to work within a local authority for a minimum period of three months. If the employee fails to return to work for the required period, they will have to pay back the additional contractual payment (12 weeks at half pay).

We will deduct pension, tax and National Insurance contributions from your OMP in the same way as we do from your regular salary.

Occupational maternity pay is more generous than SMP. An employee is entitled to OMP if:

- They have at least 12 months continuous Local Government service by the 11th week before EWC
- They are still pregnant 11 weeks before the start of the expected week of childbirth (or has already given birth).
- They provide an original **MATB1** form stating their expected week of childbirth; and

- They give proper notification of their pregnancy on **Form A: Maternity Notification** and completes the Maternity leave request form in Agresso. They will be returning to work after their maternity leave for a minimum period of 3 months. This period will be extended proportionately if the employee gains agreement to return to work on a reduced hour's basis. An individual will have to return to work for longer than three months to keep their occupational maternity pay, if for example, a full-time employee returning on a part-time basis will be required to complete the full pro-rated equivalent of 3 months' full-time service. For example, if hours are reduced by half the period will be extended proportionately if the employee gain agreement to return to work on a reduced hours' basis. They will have to return to work for longer than three months to keep their occupational maternity pay, if for example, they return to work on half time {18.5 hours on a weekly basis}, from full-time, they will have to work for at least 6 months.
- They give their manager at least 8 weeks written notice by completing, **Form C: Request to Change Return to Work Date** if they wish to change their agreed return to work date. The manager reserves the right to agree to an earlier return date.
- OMP is payable for up to 18 weeks after maternity leave starts.
- OMP is treated as earnings and is therefore subject to PAYE and national insurance deductions as appropriate.

For the first 6 weeks, OMP is paid at the equivalent of 90% of the employees' average weekly earnings calculated over a specified period. For the purpose of calculating average weekly earnings, shift allowances and overtime payments are all included.

For weeks 7 – 18 at 50% of average weekly pay plus any entitlement to SMP or Maternity Allowance up to a maximum of full pay.

For weeks 19 – 39 SMP at standard maternity pay rate, {subject to qualifying conditions above} Women who have claimed OMP but who then decide to resign and not return to work for a minimum period of 3 months will be required to repay the OMP (net of their entitlement to SMP).

7. During Maternity Leave

- 7.1. Your line manager will maintain reasonable contact with you during maternity leave. This may be to discuss arrangements for your return to work, changes within the organisation/service area, DBS or qualification expiry dates or simply to update them on important developments at work during their absence.
- 7.2. You will continue to receive benefits due to you under your employment contract while on Maternity Leave. Except for terms relating to pay, all your normal terms and conditions will apply.
- 7.3. Whilst on maternity leave, if you are breastfeeding, the council wishes to support employees with continuing to breastfeed after they return to work and will make every attempt to provide suitable rest and storage facilities. The manager will carry out a Risk Assessment with the employee to assess and agree what arrangements should be put in place.

8. Time off for antenatal appointments

- 8.1. You are entitled to paid time off for antenatal appointments during working hours. We ask for as much notice as possible, and we may want to see confirmation of your pregnancy and an appointment card for all but the initial appointment.
- 8.2. If you have what is known as a 'qualifying relationship' with a pregnant woman or the unborn child, you are entitled to unpaid time off to accompany them to a maximum of two antenatal appointments. This applies to each pregnancy. A 'qualifying relationship' is one where you are one of the following:
 - The child's father.
 - The pregnant woman's spouse.
 - The pregnant woman's partner.
- 8.3. We expect you to give your line manager as much notice as possible. Legally, you are only entitled to 6.5 hours off work for each appointment (which includes travelling and waiting time), but if you need more time, please discuss it with your line manager.

- 8.4. To attend any further appointments, you will need to request time off as annual leave or unpaid leave (which will be managed as laid out in our *(Leave Policy and Procedure)*).
- 8.5. You must provide a signed statement showing the date and time of each appointment. It must confirm that:
- You are eligible under the 'qualifying relationship' criteria.
 - The time off is solely to accompany the woman to her appointment.
 - A doctor, midwife or nurse has advised that the woman needs the appointment.

9. Time off for adoption appointments

- 9.1. You are entitled to time off to attend an adoption appointment. This is an appointment arranged by an adoption agency, usually for you to get to know the child who will be placed with you, but sometimes for other reasons related to the adoption.
- 9.2. If more than one child is being placed with you at the same time, then we treat this as one adoption and will not give you time off to attend additional appointments. Time off for this type of appointment must be taken before any child is placed with you.
- 9.3. You may attend up to five appointments per adoption, on paid time off if you are adopting on your own or will be the primary adopter. You may attend up to two appointments, on unpaid leave, if you are the secondary adopter.
- 9.4. You are entitled to take up to 6.5 hours for each appointment. This includes travelling and waiting time. Your line manager will need a signed statement with details of the time and date of the appointment as well as confirmation that:
- The adoption agency has arranged or requested the appointment.
 - You are either adopting the child on your own or jointly with someone else.
 - You are electing to take either paid or unpaid time off work if you are adopting jointly.

9.5. It may be necessary to ask you to rearrange an appointment, and we may refuse a request for a particular day or time in exceptional circumstances. Your line manager will, however, never do this without good reason.

10. Adoption Leave

10.1. You are entitled to take up to 52 weeks off work if you are the primary adopter in an adoption process (**Adoption Leave**). Adoption Leave is split into an initial period of 26 weeks, which is referred to as Ordinary Adoption Leave (**OAL**) and a further period of 26 weeks, which is referred to as Additional Adoption Leave (**AAL**).

10.2. Statutory adoption leave may be taken by an employee when a child, up to the age of 18 years, is placed with them for adoption, provided they meet certain qualifying conditions.

10.3. You will be eligible for Adoption Leave if you are adopting and meet the following requirements:

- You are adopting a child through a UK adoption agency, or you are a local authority foster parent who has been approved as a prospective adopter.
- The adoption agency or local authority has given you written notice that it has matched you with a child and has told you the expected date of placement.
- You have told the agency or local authority that you agree to the placement.

10.4. Adoption Leave is also available in certain surrogacy cases if you meet the following conditions:

- A surrogate mother gives birth to a child who is biologically the child of either you or your spouse or partner (or both of you).
- You expect to be given parental responsibility under a Parental Order from the court. The child must live with you, and you must apply for the Parental Order within six months of birth.

10.5. Only one parent can take Adoption Leave (the **Primary Adopter**). The other parent may be eligible for **Paternity Leave** (see below). In some cases, you may be able to take **Shared Parental Leave** with your partner (see below).

- 10.6. All of your terms and conditions of employment will continue as normal during Adoption Leave, save those that relate to pay.

11. Notification of adoption, surrogacy or fostering to adopt

- 11.1. If you are adopting or fostering for adoption, then you should let your manager know as soon as you receive an expected date of placement (**EDP**) from the local authority. Once you have provided this information to your line manager, you should also let your line manager know when you would like your Adoption Leave to start (**Intended Adoption Leave Start Date**), by completing **Form A: Adoption Notification**. We ask that you provide your line manager with this information within seven days of receiving notification of a match, but we understand that this will not always be possible. Please let your line manager know as soon as possible.
- 11.2. Please provide your line manager with a copy of your matching certificate as soon as you receive it. We will store and process your matching certificate in accordance with our [*Data Protection and Privacy Policy*].
- 11.3. In a surrogacy case, you must inform your line manager in writing of your intention to take Adoption Leave and give the expected week of childbirth (**EWC**) and your Intended Adoption Leave Start Date, by completing **Form A: Adoption Notification**. You must give this information by the end of the 15th week before the EWC, or, if that is not reasonably practicable, as soon as you can. When the child is born, you must tell your line manager the date of birth as Adoption Leave in surrogacy cases usually starts on the day that the child is born.
- 11.4. Once you have provided your line manager with this information, they will write to you and confirm their understanding of your return-to-work date.

12. Starting Adoption Leave

- 12.1. In an adoption or fostering for adoption case, you can elect to start Adoption Leave at any point from 14 days before the Expected date of Placement (EDP). up to the EDP but not later.

- 12.2. In a surrogacy case, Adoption Leave will begin on the date that the child is born (or the following day if you are at work on the day that the child is born).
- 12.3. In the case of adopting from overseas from the date of the child's entry into the UK or from a pre-determined date up to 28 days after the date of entry.
- 12.4. If there is a change to the date notified in Form A, employees must complete **Form B: Notification of earlier date of birth of child** (in case of surrogacy) or placement of the child (in case of adoption).

13. Statutory Adoption Pay

- 13.1. If you are the Primary Adopter and have at least 26 weeks' continuous service with us by the 15th week before the date of receiving notification of a match, or EWC in a surrogacy case, then you may be eligible for statutory adoption pay (**SAP**). SAP is paid for up to 39 weeks as SMP – see above for details.
- 13.2. We will deduct pension, tax, and National Insurance contributions from your SAP in the same way as we do from your regular salary.

14. Occupational Adoption Pay (OAP)

Occupational Adoption Pay (OAP) is more generous than SAP. An employee is entitled to OAP if they have:

- at least 12 months continuous service with Local Government by the week in which they are notified by the adoption agency that they have been matched with a child.
- return to work for a minimum of 3 months immediately after adoption leave. (This period will be extended proportionately if they return to work on a reduced hour's basis).
- give proper notification of the adoption in accordance with the rules set out above.
- provide a Matching Certificate from the adoption agency.
- give at least 8 weeks written notice if they wish to change their agreed return date by completing **Form C: Request to Change Return to Work Date** available on SBC insite.

OAP is payable for up to 18 weeks after employee ceases work due to adoption. It

may commence any time after 14 days before the date of the placement.

For the first 6 weeks, OAP is paid at the equivalent of 90% of the employee's average weekly earnings calculated over a specified period. For the purpose of calculating average weekly earnings, shift allowances and overtime payments are included.

For weeks 7 – 18 at 50% of weekly pay plus any entitlement to SAP or Adoption Allowance up to a maximum of full pay.

For weeks 19 – 39 at standard SAP rate, (SBC service must meet the qualifying periods).

Employees who have claimed OAP but who do not return to work for a minimum period of 3 months will be required to repay the OAP (net of their entitlement to SAP).

We will deduct pension, tax and National Insurance contributions from your OAP in the same way as we do from your regular salary.

15. Relationship between Maternity Leave and Adoption Leave and Shared Parental Leave

- 15.1. If you are on a period of Maternity Leave or Adoption Leave, then you and your spouse or partner may be eligible to transfer to a period of Shared Parental Leave (see below). This gives you the flexibility to share leave and pay entitlements in the year after birth.
- 15.2. You need to give us eight weeks' notice if you want to end your Maternity Leave or Adoption Leave and move to a period of Shared Parental Leave. You can give your line manager this notice at any time, but if you have given birth, you must stay on Maternity Leave for at least the first two weeks after birth (**Compulsory Maternity Leave**). After this time, you can share the leave with your partner in accordance with the rules set out below.

16. Shared Parental Leave

- 16.1. If you want more flexibility in the first year after your child is born or placed with you, you and your partner may want to consider Shared Parental Leave (**ShPL**) instead of just taking Maternity Leave/Adoption Leave and Paternity Leave.

Provided that you are both eligible, ShPL allows you to split the available leave between you so that you can be off work at the same time or consecutively.

16.2. There is a total of 52 weeks of ShPL available, less any weeks the mother has either been on Maternity Leave (including the compulsory period) or receiving SMP or MA or any weeks when the Primary Adopter has been on Adoption Leave or receiving SAP or MA.

16.3. You or your partner may be eligible for ShPL if:

a) You are:

- the mother and share the main childcare responsibility with the child's father or your partner; or
- the father and share the main childcare responsibility with the child's mother; or
- the mother's partner and share the main childcare responsibility with the mother in place of the father.

b) Either:

- A UK adoption agency places a child with you and/or your partner for adoption, or.
- A child in local authority care is placed with you and/or your partner as foster parents under a "fostering for adoption" or "concurrent planning" scheme, or
- You adopt a child from overseas with UK government approval; or
- You have a child with a surrogate mother and the court has made or is expected to make a Parental Order.

c) You have worked for us for at least 26 continuous weeks by the end of the Qualifying Week and you will still be employed by us before you take ShPL.

d) The other parent has worked at least 26 of the 66 weeks before the EWC – this can be as an employee or self-employed – and had weekly earnings averaging at least £30 during 13 of the weeks; and

e) You and the other parents fulfil the notice and other requirements detailed below.

- 16.4. The child's mother cannot start ShPL until the end of Compulsory Maternity Leave.
- 16.5. ShPL is additional to Paternity Leave (see below). The child's father, or the mother's partner, may consider using their two weeks' Paternity Leave before starting ShPL as once ShPL starts, any Paternity Leave not already taken is lost.

17. Shared Parental Pay

- 17.1. If you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week, you may be able to claim ShPP eligible employees may be entitled up to 37 weeks statutory shared parental leave (remaining weeks from 39 weeks entitlement after two-week compulsory maternity/adoption leave) SShPP while taking ShPL. We will pay this at the rate set annually by the Government, less any SMP, SAP or MA already claimed by either you or your partner. Your average earnings must be not less than the lower earnings limit set each tax year for you to qualify.
- 17.2. When you give us your period of leave notice (or notices), you must notify us that you intend to claim ShPP while you are on ShPL. You can also write to us at least eight weeks before the date you want us to start paying your ShPP if you have not already told us in a period of leave notice.

18. Occupational Shared Parental Pay (OShPP)

- 18.1. Occupational shared parental pay is more generous than SShPP. An employee is entitled to OShPP if they have at least 12 months continuous Local Government service and return to work after Shared Parental Leave.
- 18.2. Weeks 1- 6 are paid at 90% of weekly pay (any entitlement to ShPP or maternity allowance is included in this pay).
- 18.3. Weeks 7 -18 at 50% of weekly pay plus any entitlement to ShPP or maternity allowance, up to a maximum of full pay.
- 18.4. Weeks 19 - 39 SMP at standard ShPP rate.

- 18.5. If the employee claims OShPP but does not return to work for a minimum of 3 months, they will be required to repay the OShPP (net of any entitlement to SShPP). This period will be extended proportionately if you gain agreement to return to work on a reduced hour's basis.
- 18.6. If both parents entitled to OShPP are employed by SBC it is up to the parents how the entitlement inclusive of maternity, paternity and adoption leave per couple is apportioned between them.

19. Annual leave rights and Maternity Leave, Adoption Leave and Shared Parental Leave

- 19.1. If you are due any annual leave before your Maternity Leave, Adoption Leave or Shared Parental Leave begins and/or if your period of annual leave entitlement is likely to span two annual leave years, you should try to take all accrued leave before your leave starts where practical. Where annual leave is taken at the end of the maternity leave period, any unused annual leave or bank holidays may be carried over to next year.

20. Pension contributions during Maternity Leave, Adoption Leave and Shared Parental Leave

- 20.1. During OML or OAL, any paid period of shared Paternity Leave and any further period of paid Maternity Leave or Adoption Leave we shall continue to make any employer contributions that we usually make into the pension scheme, based on what your earnings would have been if you had not been on leave (provided that you continue to make contributions based on the maternity, shared paternity or adoption pay you are receiving). If you wish you can buy back your lost pension for the period of unpaid absence.
- 20.2. On your return from maternity, adoption or Shared parental leave they have the option to make up pension contributions for any period of unpaid leave. However, their request to repay these contributions to avoid a break in pensionable service must be within 30 days of returning to work. Payroll will provide the employee with a Pension Buy Back Form upon their return, which must be completed and returned to payroll within the stipulated 30 days.

21. Redundancy and Maternity Leave, Adoption Leave and Shared Parental Leave

- 21.1. If a redundancy situation occurs during your Maternity Leave, Adoption Leave or Shared Parental Leave, we will let you know about the proposals and involve you in any consultation process. We will invite you to a meeting before any final decision is reached regarding redundancies. Employees on Maternity Leave, Adoption Leave or Shared Parental Leave will be given first refusal on any suitable alternative vacancies that are appropriate to their skills.

22. Paternity Leave

- 22.1. If you have been working for us for 26 weeks by the 15th week before the EWC in maternity or surrogacy cases (or the date of receiving notification of a match in adoption cases) and you are the father of the child or the partner of another person who has or expects to have responsibility for the child's upbringing, then you are eligible to take Paternity Leave. If you are eligible, you can take a maximum of two consecutive weeks of Paternity Leave, which can be taken at any time from the date of the child's birth or adoption placement (or any day in that week) and the 56 days after birth/placement (or due date if the child is born early).
- 22.2. Paternity Leave can either be taken as one week or two consecutive weeks but not separate weeks or odd days.
- 22.3. You must let your manager know if you intend to take Paternity Leave by no later than the 15th week before the EWC or no more than seven days after you are notified of the EDP if you are adopting. You should tell us the start date of the leave to be taken, the EWC or EDP and whether you are taking one week or two weeks of Paternity Leave.
- 22.4. If you want to change the date that your Paternity Leave starts, then please give us 28 days' written notice by completing **Form C: Request to Change Return to Work Date** or, if this is not possible, as much notice as you can.

22.5. You can take Paternity Leave in the event of a stillbirth after 24 weeks of pregnancy or if your child is born alive after 24 weeks of pregnancy but later dies.

22.6. While you are on Paternity Leave, all the terms and conditions not relating to pay in your employment contract will apply. When you return, you will have the right to the same job with the same terms and conditions as you had before your Paternity Leave began.

23. Statutory Paternity Pay

23.1. Provided that in the eight-week period prior to the 15th week before the EWC or EPD (the **Relevant Period**) your earnings were not less than the lower earnings limit set by the Government (see the link below), you will be entitled to receive Statutory Paternity Pay (**SPP**) during Paternity Leave. SPP is paid at a weekly rate set by the Government each year (see the link below for the current figure) or, if your average weekly earnings in the Relevant Period are lower than this, then at 90% of your average weekly earnings in the Relevant Period.

Occupational Paternity Pay (OPP)

Occupational Paternity Pay is more generous than SPP. An employee is entitled to OPP if:

- They have at least 12 months continuous local government service by the 11th week before EWC or in the case of adoption, the week you are notified by the adoption agency that you have been matched with a child.
- Gives at least 28 days written notice of the date they intend to start Paternity Leave
- They provide a copy of the mother's **MATB1** form **and Form A: Paternity Notification** stating her expected week of childbirth at least 28 days prior to the start of paternity leave or in the case of adoption a copy of the Matching Certificate fully completed by the relevant adoption agency.

24. Parental Leave

24.1. Parental Leave can be taken at any time until a child's 18th birthday and comprises 18 weeks' unpaid leave per child.

- 24.2. If you have responsibility for a child, you are entitled to take Parental Leave. Those eligible include the registered father and anyone else with formal parental responsibility for the child.
- 24.3. You must have worked for us for at least a year before you can take Parental Leave, already have – or expect to have – responsibility for a child and intend to use the leave only to care for the child or otherwise spend time with them.
- 24.4. You can take up to four weeks of Parental Leave per child, per year, in blocks of a single week or more. You cannot take less than a week at a time unless the child is disabled.
- 24.5. You need to give your manager 21 days' notice that you intend to take Parental Leave. We will always try to accommodate your request, but we may have to rearrange your dates if your absence would disrupt the organisation by, for example, leaving us short-staffed. If your leave has to be postponed, we will tell you why in writing within seven days of your request and provide you with alternative start and end dates.
- 24.6. We are unable to postpone Parental Leave if you have asked for it to start immediately after a child's birth or adoption. We are also unable to postpone Parental Leave beyond six months or beyond the child's 18th birthday.
- 24.7. Your employment contract and all its terms and conditions remain in force throughout Parental Leave, other than the fact that it is unpaid. Your annual leave entitlement continues to accrue in the normal way.

25. Stillbirth and neonatal loss

- 25.1. In the event of a miscarriage before the end of the 24th week of your pregnancy, according to the statutory provisions, any time off work is treated as sickness absence. We will, of course, provide you with the appropriate support.
- 25.2. In the event that you lose your child after 24 weeks of pregnancy or your child is born alive at any stage of pregnancy but later dies, you are entitled to Maternity Leave. You may also be entitled to SMP and OMP, if you are eligible.

25.3. In the event of a stillbirth or neonatal loss, we will support you in line with our (Managing Sickness Absence Policy and Procedure).

26. Parental Bereavement Leave

26.1. We offer two weeks paid Parental Bereavement Leave for any parent who loses a child aged under 18. This includes a stillbirth after 24 weeks of pregnancy. We will be flexible about how you take this leave (for example, you might want to take it in one block, or as two separate weeks).

26.2. We understand you may not be able to have any detailed discussion if somebody close to you dies, but please tell your *line manager* what has happened. An email will be fine in the interim.

27. Glossary

- AML – Additional maternity leave
- EDP – Expected date of placement in adoption cases
- EWC – Expected week of /childbirth, or the week in which a pregnant woman is due to deliver.
- KIT – Keeping in Touch days.
- MA – Maternity Allowance
- OML – Ordinary maternity leave
- Qualifying Week – the 15th week before the EW
- SAP – Statutory Adoption Pay
- OAP – Occupational Adoption Pay
- ShPL – Shared Parental Leave: The scheme under which a mother can share leave with somebody else (usually the father) by opting out of the Statutory Maternity Leave scheme.
- ShPP – Statutory Shared Parental Pay: A payment similar to SMP but paid to the mother and her partner while they are on ShPL.
- OShPP - Occupational Shared Parental Pay
- SMP – Statutory Maternity Pay: The legal minimum women are entitled to receive while on Maternity Leave
- OMP - Occupational Maternity Pay

- SPLIT – Shared Parental Leave in Touch: The equivalent of KIT, in the ShPL context.
- SPP – Statutory Paternity Pay

28. Useful links and contacts

28.1. The following internal policies are referred to in this Policy and provide additional information:

- a) *Holiday Policy*
- b) *Flexible Working Policy*

28.2. Managing Sickness Absence Policy and Procedure The following links may be useful:

- a) [Maternity pay and leave \(GOV.UK\)](#) – for details of the current rate of SMP, ShPP, SAP and SPP
- b) [How to claim Maternity Allowance \(GOV.UK\)](#).

29. Administration of the Maternity and Family Friendly Policy

29.1. The HR Business Partnering team is responsible for the administration of the Maternity & Family Friendly Policy. Should you have any feedback, please contact them.

Policy Schedule

Policy schedule	Details
Policy owner and lead	HR BP Team
Consultation	Trade Unions DATE Staff Network Groups DATE Corporate / Senior Leadership Team DATE
Corporate Consultative Forum	TBC
Employment & Appeals Committee	DATE
Equality Impact Assessment	DATE
Approving body	Employment & Appeals Committee
Date of approval	DATE
Date of implementation	DATE
This version number	v. 9 - DATE
Last version	v.8 - DATE
Related documents	
Review interval	Three yearly minimum (October 2025) or sooner if required by legislation.

Version

Version	Author	Date	Changes
Drafts V7.1 – 7.3		DATE	
Draft Version 7.4		DATE	
Final V8		DATE	
Draft Version 2 Revised Policy		DATE	