

## PARENTAL LEAVE AND PAY

### NEW MOTHERS AND PRIMARY ADOPTIVE PARENTS

#### LEAVE ENTITLEMENT FOR EXPECTANT MOTHERS AND PRIMARY ADOPTIVE PARENTS:

Regardless of length of service, the expectant mother is entitled to 26 weeks' of Ordinary (or Statutory) Maternity Leave (OML), immediately followed by 26 weeks' Additional Maternity Leave (AML).

If you are formally adopting a child, you are entitled to 26 weeks' Ordinary Adoption Leave (OAL), immediately followed by 26 weeks' Additional Adoption Leave (AAL). Only one parent can take adoption leave; it will not be available to both parents, i.e. if a couple jointly adopts a child one may take adoption leave (the primary adopter) and the other parent may be able to take paternity or shared parental leave (the secondary adopter).

Please see pay details below.

If you return during or at the end of your Ordinary Maternity Leave or Ordinary Adoption Leave, you are entitled to return to the same role on the same terms and conditions. If you decide to take some or all of your Additional Maternity Leave or Additional Adoption Leave, then you are entitled to return to the same role or where this is not practical a suitable alternative.

#### CONTRACTUAL PAY FOR NEW MOTHERS AND PRIMARY ADOPTIVE PARENTS:

The Company enhances pay during maternity / adoption leave for the mother or primary adoptive parent to assist with expenses during this exciting period of their lives. Contractual benefits and annual leave continue to accrue and the company pension contribution is increased to take into account the reduction in employee contributions, so as pay decreases during the period of leave, there is no disadvantage to your pension.

[Statutory Maternity Pay](#) (SMP) and [Statutory Adoption Pay](#) (SAP) is paid for up to 39 weeks as outlined below:

Weeks 1 – 6: You will receive 90% of your average weekly earnings (before tax);

Weeks 7 – 39: You will receive SMP/SAP or 90% of your average weekly earnings (whichever is lower).

If you have one years' service at the 15th week before your Expected Week of Childbirth (EWC) we will enhance your maternity pay as follows (the amounts below include any SMP payments you are eligible for).

If you have one years' service at the time of being notified by the adoption agency that you have been matched with a child for adoption we will enhance your SAP as follows (the amounts below include any SAP payments you are eligible for).

Weeks 1 - 12: You will receive enhanced maternity pay equivalent to your basic weekly pay (before tax) or the current weekly SMP/SAP amount if this is higher.

Weeks 13 - 24: You will receive enhanced maternity pay equivalent to half your basic weekly pay (before tax) or the current weekly SMP/SAP amount if this is higher.

Weeks 25 to 39: If you are eligible you will receive SMP/SAP as detailed above.

## **NEW FATHERS, SECONDARY ADOPTIVE PARENTS AND OTHER PARENTS**

### **LEAVE ENTITLEMENT FOR NEW FATHERS, SECONDARY ADOPTIVE PARENTS AND OTHER PARENTS:**

The entitlement to paternity leave is in line with statutory [guidance](#), where there is the statutory right to take up to two consecutive weeks' Paternity Leave for childcare, following the birth or adoption of a child for which the employee has, or expect to have, responsibility.

You are entitled to return to the same job on the same terms and conditions of employment following paternity leave. Up to an additional 50 weeks Shared Parental Leave may also be taken.

### **CONTRACTUAL PAY FOR NEW FATHERS, SECONDARY ADOPTIVE PARENTS AND OTHER PARENTS:**

If you are eligible for Paternity Leave you will also qualify for Statutory Paternity Pay (SPP). This is paid at a weekly rate set by the government (please see [here](#) for the current rate) or 90% of your average weekly earnings (whichever is lower).

We will enhance your SPP so that you receive the equivalent of your basic weekly pay (before tax) or you will receive the current SPP amount if this is higher. Any payment will be inclusive of statutory payments.

All contractual benefits remain in place and annual leave continues to accrue.

## **UNPAID PARENTAL LEAVE OR SHARED PARENTAL LEAVE**

### **LEAVE ENTITLEMENT FOR PARENTAL LEAVE OR SHARED PARENTAL LEAVE:**

[Unpaid Parental Leave](#) and [Shared Parental Leave](#) is managed in accordance with statutory guidelines.

### **CONTRACTUAL PAY FOR THOSE WISHING TO TAKE SHARED PARENTAL LEAVE:**

We enhance Shared Parental Pay in the same way as we do with pay for parents during periods of Maternity and Adoption leave to provide additional financial support to parents spending time at home with their children.

## **ANY REPAYMENT CONDITIONS IF THE PARENT DOES NOT RETURN TO WORK:**

No. If the employees resigns during or immediately following a period of paid leave, the Company does not require them to repay any enhanced pay.