

Family Friendly Policies

Maternity Leave

If you are pregnant, please do speak to us as early as possible so that we can discuss with you any particular health and safety risks which may affect you or the baby and explain your statutory rights. All pregnant employees are entitled to 52 weeks maternity leave and if you meet the qualifying criteria, up to 39 weeks Statutory Maternity Pay (SMP).

Further information regarding employees maternity leave and pay rights can be found online at:

<https://www.gov.uk/maternity-pay-leave>

Adoption Leave

In order to qualify for the right to take Adoption Leave, you must be adopting a child through an approved UK adoption agency. Surrogacy parents may be entitled to adoption leave if they fulfil eligibility requirements. If you are eligible, you are able to take up to 26 weeks' Ordinary Adoption Leave and up to 26 weeks' Additional Adoption Leave, making a total of 52 weeks.

If you wish to take Adoption Leave, please inform [your manager/a director/a partner/us/free text for name/job title] in writing of your request and we can discuss and explain your statutory rights.

Further information regarding employees adoption leave and pay rights can be found online at:

<https://www.gov.uk/adoption-pay-leave>

Paternity Leave

In order to qualify for the right to take Paternity leave, you must meet eligibility criteria. If you wish to take Paternity leave, please let [your manager/a director/a partner/us/free text for name/job title] know and we can discuss and explain your statutory rights.

Further information regarding employees paternity leave and pay rights can be found online at:

<https://www.gov.uk/paternity-pay-leave>

Shared Parental Leave

This policy applies to a parent wishing to share traditional Maternity or Adoption leave. Unpaid Parental Leave remains as does the right to take 52 weeks Maternity or Adoption Leave. Surrogacy parents may be able to take Shared Parental Leave if they fulfil the eligibility requirements.

If you wish to take shared parental leave, please let [your manager/a director/a partner/us/free text for name/job title] know and we can discuss and explain your statutory rights.

Further information regarding employees shared parental leave and pay rights can be found online at:

<https://www.gov.uk/shared-parental-leave-and-pay>

Parental Leave

Unpaid Parental Leave may be taken to look after a child or make arrangements for the good of the child and is subject to employees meeting the eligibility criteria

If you wish to take parental leave, please let [your manager/a director/a partner/us/free text for name/job title] know and we can discuss and explain your statutory rights.

Further information regarding employees parental leave rights can be found online at:

<https://www.gov.uk/parental-leave>

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