



Family Leave Policy

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1 About this document

1.1 Background

The Company acknowledges its obligations under the Employment Act 2002, the Children & Families Act 2014 and other applicable law, which aims to provide support to working parents. This policy sets out your entitlement to Maternity, Adoption, Shared Parental, Paternity and Parental Leave and Pay.

1.2 Purpose

This document provides guidance to employees on;

- Eligibility for leave
- Notification requirements
- Leave and pay arrangements

1.3 Scope

The guidance in this policy should be followed by all Flood Re employees.

1.4 Audience

This policy is intended for internal use by Flood Re employees.

1.5 Governance

This policy is owned by the Chief Executive Officer. It is reviewed by the Chief Executive Officer at least annually and sent to the Executive Committee for approval. This helps ensure it remains appropriate and relevant. Additional reviews may be performed as required and as detailed in the Documentation Policy.

1.6 Related documents

Document reference	Document name
FR0204	Sickness Absence Policy
FR0002	Documentation Policy
FR0005	Documentation Index and Solvency II Requirements Mapping
FR0193	Maternity Leave Notification Form
	Adoption Leave Notification Form
	Shared Parental Leave Notification Form
	Paternity Leave Notification Form
	Parental Leave Notification Form

2 Maternity Leave

2.1 Eligibility

All female employees are entitled to take maternity leave and, should they so wish, return to work afterwards.

The maternity leave period is split into ordinary maternity leave (OML) and additional maternity leave (AML). Regardless of length of service, all female employees are eligible for 26 weeks' ordinary maternity leave and 26 weeks' additional maternity leave, making 52 weeks in total.

If the mother chooses to return to work early the biological father or mother's husband, partner or civil partner may be entitled to take a period of Shared Parental Leave.

2.2 Minimum Period of Leave

Although employees may choose not to take their full entitlement of maternity leave, at least two weeks' compulsory maternity leave must be taken immediately after the birth.

2.3 Initial Notification of Pregnancy

You should inform your Manager and the Head of HR as early as possible into your pregnancy. This enables your Manager to plan for your absence and the Head of HR to ensure you receive all the relevant information.

In any event, notification of your intention to take maternity leave should be given by the 15th week before the week in which your baby is expected to be born. Notification should include the following information:

- The fact that you are pregnant;
- The week in which your baby is expected to be born (or Expected Week of Confinement EWC); and
- The date that you wish your maternity leave to commence.

A Maternity Leave Notification Form should be completed and forwarded to HR. As soon as you receive your maternity certificate / MATB1 Form from your GP or Midwife you should pass this to HR.

If you fail to give these notifications, you may lose the right to Statutory Maternity Pay and the right to start your maternity leave on the intended day. You may change the date you wish to commence maternity leave providing you give at least 28 days' advance notice.

The Company will respond in writing to your notification to commence maternity leave within 28 days of receiving the Notification Form. This letter will outline the date on which the Company will expect you to return to work if your full entitlement to leave is taken. The Company will expect you to return on this date unless you advise us otherwise. It would be helpful if you are able to confirm during your maternity leave that you will be returning to work as expected.

If you wish to leave the Company at any point leading up to the birth, you should provide the Company with notice of your resignation in accordance with your terms and conditions of

employment. You will not be eligible for payment in lieu of notice if you give birth prior to completing the notice period.

2.4 Starting Maternity Leave

2.4.1 Earliest Starting Date

The earliest date on which you can start your maternity leave is 11 weeks before the week your baby is due (EWC), unless childbirth occurs before this, in which case maternity leave automatically commences on the day your baby is born. If you decide to start leave earlier than this, you will lose your right to return to work following the birth of your baby.

2.4.2 Latest Starting Date

The latest date on which your maternity leave can start is the actual date your baby is born.

Your maternity leave will commence automatically if you are absent from work wholly or partly for pregnancy-related reasons (even for just one day) after the beginning of the 4th week before your EWC. You should notify the Head of HR immediately should this happen, as well as following the normal company sickness absence procedures. Any maternity pay entitlements would begin on the day following the first day you are ill for a pregnancy related illness. Absence for antenatal appointments is not counted for this purpose.

Whilst on maternity leave your Manager or the Head of HR will keep in touch with you. Before starting your leave, it is advisable to agree with your Manager how contact is to be maintained during your maternity leave period and how any relevant information should be passed onto you.

2.5 Returning from Maternity Leave

The date you are due to return to work from maternity leave will be after 52 weeks of maternity leave. If you do not want to take your full leave entitlement and wish to bring your return date forward, you are required to provide a minimum of 8 weeks advanced warning of the date you wish to return.

You will return to work, after a period of ordinary maternity leave, to the same role held prior to taking leave.

If you return to work after a period of additional maternity leave and for any reason it is not reasonably practical for you to return to the same role held prior to taking leave, the Company will make every effort to offer you suitable alternative employment. This will be on terms and conditions no less favourable than those enjoyed prior to maternity leave.

If you fall ill at the end of your maternity leave and cannot return to work on the expected date, you should notify your Manager as soon as possible. Normal arrangements for sickness absence will apply from the date you were originally expected to return to work, including any entitlement to company sick pay. However, you will still be deemed to have returned on your expected date of return. If you fail to return to work on the expected day and you do not notify your Manager in accordance with the Sickness Absence Policy, you may lose your right to return to work.

If you are employed on a Fixed Term Contract of Employment, and your maternity leave expires before the end of your contract you will retain the right to return to work for the remainder of your

contract if you so wish. If, however your contract was due to end during the period of your maternity leave then you will not qualify for the right to return to work.

If, during your maternity leave, you decide you do not wish to return to work, you should write to your Manager confirming this. Your normal contractual notice period applies.

2.6 Maternity Pay

2.6.1 Statutory Maternity Pay (SMP)

You will be entitled to Statutory Maternity Pay providing that:

- You have complied with the notification requirements outlined in section 2.3 of this document;
- You have 26 weeks’ continuous service at the beginning of the 15th week before the EWC; and
- Your average earnings are equal to or greater than the lower earnings limit for National Insurance contributions.

SMP is paid as follows:

- First 6 weeks of maternity leave will be paid at the higher rate of SMP (90% of average weekly earnings); then
- Next 33 weeks of maternity leave will be paid at the standard rate of SMP.

2.6.2 Company Maternity Pay (CMP)

The Company operates an enhancement to Statutory Maternity Pay; eligibility for this is dependent on your length of continuous service with the Company.

If you have at least 26 weeks’ continuous service at the beginning of the 15th week before your EWC, you will be entitled to Company Maternity Pay.

CMP is paid as follows:

- First 18 weeks of maternity leave paid at 100% of basic salary (inclusive of SMP);
- Next 21 weeks of maternity leave paid at standard rate of SMP; then
- Further 13 weeks of additional maternity leave will be unpaid.

The following table outlines both the maternity leave entitlements and the maternity pay entitlements available to employees and any service qualifications that apply.

Length of Service	Maternity Leave Entitlement	Maternity Pay Entitlement
Less than 26 weeks service leading into the 15th week before the expected week of baby’s birth	52 weeks (ordinary & additional) maternity leave	Maternity Allowance (claimed direct from the Government) 39 weeks
More than 26 weeks service leading into the 15th week	52 weeks (ordinary & additional) maternity leave	18 weeks leave paid at 100% of Salary (CMP)

before the expected week of baby's birth		+ 21 weeks leave paid at standard rate of SMP + 13 weeks leave unpaid
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2.6.3 Payments

All of the above payments are subject to Income Tax and NI deductions and will be paid to you via the payroll, with the exception of the Maternity Allowance, which is payable direct from the Government.

Your SMP / CMP will start from the first day of your maternity leave.

Standard Rate SMP is paid at a rate set by the Government and reviewed each April. Details are available at www.direct.gov.uk.

The first six weeks of Higher rate SMP is calculated by reference to the gross pay (including all allowances on which National Insurance contributions are paid) you received in the eight weeks leading up to the last pay day prior to the end of the qualifying week.

2.7 During Maternity Leave

2.7.1 General

Your contract of employment continues throughout ordinary and additional maternity leave and all core benefits (excluding remuneration) will continue for the whole maternity period.

2.7.2 Holiday

You will accrue your contractual holiday for the whole period of maternity leave.

Before going on maternity leave, you should agree with your Manager and HR the proportion of your unused annual holiday entitlement you wish to retain until after your maternity leave and the proportion for which you wish to receive payment in lieu.

During your leave you will be paid for any public holidays that fall on a day you would have worked had you not been on maternity leave. You will be paid at your normal rate of pay, subject to deductions of Tax and NI, via the payroll of the month when the public holiday occurs.

2.7.3 Pension Scheme

Whilst on maternity leave, you remain a member of the pension scheme. Usual Pension Contributions will continue from week 1 to 39 of maternity leave. No contributions will be made from week 40 onwards.

2.7.4 Performance, Development & Assessment and Compensation Reviews

Prior to the commencement of your maternity leave, you and your manager should complete a Performance, Development & Assessment review for the performance year up to the point your leave commences. The PDA will be based on your contribution and achievements during the period in the performance year for which you were working. You will be included in the annual Compensation Review in the normal way

If you are in receipt of Company Maternity Pay at the time that any salary increase is awarded your Company Maternity Pay will be increased accordingly. We will recalculate your higher rate SMP entitlement and if this is greater than your entitlement under Company Maternity Pay we will pay you the difference. If an increase is awarded when you are in receipt of statutory pay or nil pay, then this increase will take effect upon your return to work.

If the government increases the rate of Statutory Maternity Pay whilst you are in receipt of this pay, then your Statutory Maternity Pay will be increased accordingly.

Any bonus award will be paid at the same time as payments are made to all other employees, providing that you are on the payroll at the time and have not given or received notice of the termination of your employment.

2.7.5 Keeping in Touch ('KIT') Days

You can agree with the Company to work for up to 10 days during your maternity leave. These days will not end your maternity leave. The Company is not obliged to offer, and you are not obliged to accept such work (which may include training). In addition to any statutory pay, you will be paid your normal rate of pay for the actual hours worked on any agreed 'KIT' days via the next available payroll. Employment legislation will ensure that you will be protected from any kind of detrimental treatment or dismissal whether or not you refuse or accept to work such days.

2.8 Other Information

2.8.1 Time Off for Ante-Natal Care

You are entitled to paid time off for antenatal appointments arranged by your GP, Midwife or Health Visitor. Time off will be given regardless of your length of service or your hours of work. It includes the time needed to travel to your appointment and time for relaxation classes.

You should inform your Manager, providing advance notice, of when and for how long you are likely to be away so that arrangements can be made to cover for your absence.

2.8.2 Premature Birth

If your baby is born early, the qualifying rules are modified as follows:

- Your maternity period will commence on the date of your child's birth regardless of the date you intended to commence your maternity leave. Notification of the actual date of birth along with the expected date of birth should be provided to Human Resources as soon as is reasonably practical.

- The rules regarding the service qualification will not be altered as a result of premature birth. Your service qualification will take into consideration the date of your EWC rather than your date of actual childbirth.
- The period over which your average earnings are calculated is the eight weeks ending with the last pay day before your baby was born.

2.8.3 Miscarriage or Still Birth

In these unfortunate circumstances please speak with the Head of HR.

2.9 Health & Safety

2.9.1 Company Policy

As your employer we wish to ensure that your health and safety is protected, and particularly during the period of your pregnancy. The Head of HR will arrange for a DSE assessment of your workstation to be carried out. You should raise any particular concerns regarding your health and safety with your Manager or the Head of HR as soon as you become aware of them.

2.9.2 Your Working Environment

Your seating position should be comfortable and allow for frequent changes in posture and getting to and from your workstation easily. This becomes increasingly important midway into your pregnancy. Try to ensure that you take regular rest breaks during your day and a full lunch break whenever possible.

If you have any concerns about your ability to do your job due to your pregnancy, or if there are any changes required to your role, working pattern or seating arrangements, you should discuss them with your Manager and the Head of HR immediately.

2.9.3 Working with Display Screen Equipment

There is no evidence that using visual display terminals or any other type of Display Screen Equipment has an adverse effect on pregnancy. However, if for health reasons you are advised by your medical practitioner to avoid using any such equipment, you should inform your Manager immediately so that alternative arrangements may be made.

3 Adoption Leave

3.1 Eligibility

Eligible employees are entitled to take adoption leave and return to work afterwards, should they wish to do so. The criterion is different for UK and overseas adoptions and is outlined in section 3.2 of this policy.

Adoption leave is available to an individual or one-half of a couple who is adopting a child. The other member of the couple may be entitled to Paternity Leave (regardless of their gender).

All employees are entitled to a maximum of 52 weeks of Adoption Leave. The adoption leave period is split into 26 weeks' ordinary leave (OAL) and 26 weeks' additional leave (AAL). Statutory Adoption Pay and Enhanced Adoption Pay may be available and the entitlement will depend on your length of continuous service with the Company.

Adoption leave and pay is not available for foster carers, adoption via a court order or special guardianships however Parental Leave may be available in these cases. Some surrogate parents will be eligible for Adoption leave.

3.2 Initial Notification of Adoption Leave

You should inform your Manager and the Head of HR as early as possible of your intention to take adoption leave. This enables your Manager to plan for your absence and the Head of HR to ensure you receive all the relevant information.

To qualify for Statutory Adoption Leave when adopting a child in the UK you must have:

- Been matched with a child to be placed with you by a UK adoption agency
- Have notified the agency that you agree to adopt the child and agree the date of the placement
- Notified the company of your intention to take adoption leave no more than seven days after you have received notification of being matched with a child

To qualify for Statutory Adoption Leave when adopting a child from overseas you must have:

- Received official notification from the relevant UK authority of your right to adopt a child from overseas
- Adhered to the 3 stage notification requirement, as set out below:
 - within 28 days of receiving official notification you must inform the Company in writing of the date on which you received official notification, and the date the child is expected to enter the UK
 - you must give the Company at least 28 days' notice of the actual date you intend to begin your adoption leave (this cannot begin before the child has entered the UK)
 - you must confirm and provide evidence of the date the child entered the UK within 28 days of the child's entry date

An Adoption Leave Notification Form should be completed and forwarded to the Head of HR.

You will be required to attach documentary evidence with this Form. Documentary evidence would take the form of a 'matching certificate' which you will receive from the adoption agency or in the case of an overseas adoption a 'notification certificate' issued by the relevant domestic authority and proof the child has entered the UK. If you fail to give these notifications, you may lose the right to Statutory Adoption Pay and the right to start your adoption leave on the intended day.

The Company will respond in writing to your notification to commence adoption leave, within 28 days of receiving the Notification Form. This letter will outline the date on which the Company will expect you to return to work if the full entitlement to leave is taken.

You have the ability to change the date you wish to commence adoption leave, providing you give at least 28 days' notice before the adoption start date or the new adoption start date, whichever is earlier.

If you wish to leave the Company at any point leading up to the placement or at any point during the adoption leave, you should provide the Company with notice of your resignation in accordance with your terms and conditions of employment.

3.3 Starting Adoption Leave

In the case of a UK adoption, you can choose to start your adoption leave:

- The date on which the child is placed with you for adoption or
- From a fixed date, which can be up to 14 days before the expected date of placement but no later than the expected date of placement.

In the case of an overseas adoption, you can choose to start your adoption leave:

- The date on which the child enters the UK or
- From a fixed date no later than 28 days after the date the child enters the UK.

Whilst on adoption leave your Manager or the Head of HR will keep in touch with you. It is advisable to agree with your Manager before starting your leave how contact is to be maintained during your adoption leave period and how any relevant information should be passed onto you.

3.4 Returning from Adoption Leave

The date you are due to return to work from adoption leave will be after 52 weeks of adoption leave. If you do not want to take your full entitlement and wish to bring your return date forward, you are required to provide a minimum of 8 weeks' advance notice of the date you wish to return.

You will return to work, after a period of ordinary adoption leave, to the same role held prior to taking leave.

If you return to work after a period of additional adoption leave and if for any reason it is not reasonably practical for you to return to the same role held prior to taking leave, the Company will make every effort to offer you suitable alternative employment. This will be on terms and conditions no less favourable than those enjoyed prior to adoption leave.

If you fall ill at the end of your adoption leave and cannot return to work on the expected date, you should notify your Manager as soon as possible. Normal arrangements for sickness absence will apply from the date you were originally expected to return to work, including any entitlement to company sick pay. However, you will still be deemed to have returned on your expected date of return. If you fail to return to work on the expected day and you do not notify your Manager in accordance with the Sickness Absence Policy, you may lose your right to return to work.

If you are employed on a Fixed Term Contract of Employment, and your adoption leave expires before the end of your contract you will retain the right to return to work for the remainder of your contract following adoption leave if you so wish. If, however your contract was due to end during the period of your adoption leave then you will not qualify for the right to return to work.

If, during your adoption leave, you decide you do not wish to return to work, you should write to your Manager confirming this. Your normal contractual notice period applies.

3.5 Adoption Pay

There are different eligibility criteria for Statutory Adoption Pay for UK and overseas adoptions.

3.5.1 Statutory Adoption Pay (SAP)

In the case of a UK adoption, you will be entitled to SAP providing that:

- You have worked continuously for the Company for 26 weeks leading into the ‘matching’ week
- You have complied with the notification requirements outlined in section 2.3 of this document.
- Your average earnings are equal to or greater than the lower earnings limit for National Insurance contributions.

In the case of an overseas adoption, you will be entitled to SAP providing that:

- You have worked continuously for the Company for 26 weeks by the later of the week you receive official notification or the start date of your adoption leave
- You have complied with the notification requirements outlined in section 2.3 of this document
- Your average earnings are equal to or greater than the lower earnings limit for National Insurance contributions

SAP is paid as follows:

- First 6 weeks of adoption leave will be paid at the higher rate of SAP (90% of average weekly earnings); then
- Next 33 weeks of adoption leave will be paid at the standard rate of SAP.

3.5.2 Company Adoption Pay (CAP)

The Company operates an enhancement to Statutory Adoption Pay; eligibility for this is dependent on your length of continuous service with the Company.

If you have at least 26 weeks’ service at the points outlined above, you will be entitled to Company Adoption Pay:

CAP is paid as follows:

- First 18 weeks of ordinary adoption leave paid at 100% basic pay (this payment is inclusive of SAP)
- Next 21 weeks ordinary / additional adoption leave paid at standard rate of SAP
- Further 13 weeks of additional adoption leave will be unpaid

The following table outlines both the adoption leave entitlements and the adoption pay entitlements available to employees and any service qualifications that apply.

Length of Service	Adoption Leave Entitlement	Adoption Pay Entitlement
Less than 26 weeks service leading into the week you are notified of having been matched with a child OR in the case of an overseas adoption you have received official notification or by the time your adoption leave is due to begin, whichever is later	52 weeks (ordinary & additional) adoption leave	None – you will be issued with a SAP1 form.
26 weeks or more service at the point outlined above.	52 weeks (ordinary & additional) adoption leave	18 weeks leave paid at 100% of Salary (CAP) 21 weeks leave paid at SAP + 13 weeks leave unpaid

3.5.3 Payments

All of the above payments are subject to Income Tax and national insurance deductions and will be paid to you via the payroll.

Your SAP / CAP will start from the first day of your adoption leave.

Standard Rate SAP is paid at a rate set by the Government and reviewed each April. Details are available at www.direct.gov.uk.

3.6 During Adoption Leave

3.6.1 General

Your contract of employment continues throughout ordinary and additional adoption leave and all core benefits (excluding remuneration) will continue for the whole adoption period.

3.6.2 Holiday

You will accrue your contractual holiday for the whole period of adoption leave.

Before going on adoption leave, you should agree with your Manager and the Head of HR the proportion of your unused annual holiday entitlement you wish to retain until after your adoption leave and the proportion for which you wish to receive payment in lieu.

During your leave, you will be paid for any public holidays that fall on a day you would have worked had you not been on adoption leave. You will be paid at your normal rate of pay, subject to deductions of Tax and NI, via the payroll of the month when the public holiday occurs.

3.6.3 Pension Scheme

Whilst on adoption leave, you remain a member of the pension scheme. Usual Pension Contributions will continue from week 1 to 39 of maternity leave. No contributions will be made from week 40 onwards.

3.6.4 Performance, Development & Assessment Compensation Reviews

Prior to the commencement of your adoption leave, you and your manager should complete a Performance, Development & Assessment review for the performance year up to the point your leave commences. The PDA will be based on your contribution and achievements during the period in the performance year for which you were working. You will be included in the annual Compensation Review in the normal way.

If you are in receipt of Company Adoption Pay at the time that any salary increase is awarded your Company Adoption Pay will be increased accordingly. If an increase is awarded when you are in receipt of statutory pay or nil pay, then this increase will take effect upon your return to work.

If the government increases the rate of Statutory Adoption Pay whilst you are in receipt of this pay, then your Statutory Adoption Pay will be increased accordingly.

Any bonus award will be paid at the same time as payments are made to all other employees, providing that you are on the payroll at the time and have not given or received notice of the termination of your employment.

3.6.5 Keeping in Touch ('KIT') Days

You can agree with the Company to work for up to 10 days during your period of statutory adoption leave. These days will not bring your adoption leave to an end. The Company is not obliged to offer, and you are not obliged to accept, such work (which may include training). In addition to any statutory pay, you will be paid your normal rate of pay for the actual hours worked

on any agreed 'KIT' days via the next available payroll. Employment legislation will ensure that you will be protected from any kind of detrimental treatment or dismissal whether or not you refuse or accept to work such days.

3.6.6 Other Information

If the child's placement ends during the adoption leave period, you will be able to continue adoption leave for up to eight weeks after the end of the placement.

Only one period of leave will be available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

A person is deemed to have been 'matched' with a child for adoption, when the adoption agency decides that the individual would be a suitable adoptive parent (either individually or with another person).

A person is notified of having been matched with a child on the date on which they receive notification of the agency's decision. This is known as the 'matching week'.

The adoption agency will provide the employee with a Notification Certificate, and a copy should be provided with the Notification Form.

The placement of a child for adoption occurs when the child goes to live with the adopter permanently with a view to being formally adopted in the future.

4 Shared Parental Leave

4.1 Eligibility

Both parents need to be eligible to be able to take Shared Parental Leave. The right to take Shared Parental Leave applies to Flood Re employees who meet the following requirements:

- Worked continuously for the Company for 26 weeks by the end of the 15th week before the due date (or the date of matching with an adopted child)
- Still be employed while taking Shared Parental Leave
- The child's mother (or primary adoptive parent) must be eligible for maternity leave or adoption leave.
- Have complied with the notification requirements outlined below and any evidential requirements outlined on Shared Parental Leave Notification form.

For you to be eligible to receive Statutory Shared Parental Pay (ShPP) one of the following must apply:

- You must qualify for Statutory Maternity Pay OR
- You must qualify for Statutory Paternity Pay and have a partner who qualifies for Statutory Maternity Pay, Maternity Allowance or Statutory Adoption Pay

4.2 Notification of Shared Parental Leave

You must inform the Company that you intend to take Shared Parental Leave by completing a Shared Parental Leave Notification Form. Please ensure all of the requested supporting evidence is provided with this form.

You have the right to submit a maximum of three notices of leave. The Company will do its best to agree to the preferred pattern of leave however, where this is not possible and all three notices have been used up the default position is for the full amount of leave requested to be taken in one block. You must give a minimum of 8 weeks' notice before a block of leave begins.

The Company will discuss your request with you and once a decision has been made will respond to you in writing.

4.3 Starting Shared Parental Leave

You and your partner can take up to a maximum of 50 weeks of Shared Parental Leave (SPL) between you. The mother must take a minimum of 2 weeks of compulsory maternity leave following the birth. Up to 50 weeks of leave can then be shared between the parents, in up to 3 blocks (of at least one week) either separately or together at the same time.

For Shared Parental Leave to start, the mother or primary adopter must do one of the following:

- End their maternity or adoption leave and pay by returning to work OR
- Give 'notice of the curtailment' of their maternity or adoption leave

4.4 Returning to Work

You will be entitled to return to the same job following Shared Parental Leave and will be protected from detriment or dismissal as a result of taking Shared Parental Leave.

If you are employed on a Fixed Term Contract of Employment, and your Shared Parental Leave expires before the end of your contract you will retain the right to return to work for the remainder of the contract following your leave if you so wish. If, however your contract was due to end during the period of your Shared Parental Leave then you will not qualify for the right to return to work.

If you do not wish to return to work from Shared Parental Leave, the appropriate notice of resignation outlined in their contract of employment must be given.

4.5 Shared Parental Pay

4.5.1 Statutory Shared Parental Pay (ShPP)

Maternity Pay and Adoption pay is paid from week 1 to 39 of the 52-week leave period. Statutory Shared Parental pay ShPP is paid at the same rates of Statutory Maternity Pay.

If an employee is eligible and they or their partner ends maternity or adoption leave and pay early, they may receive up to a maximum of 37 weeks of Statutory Shared Parental Pay (ShPP) between them.

4.5.2 Company Shared Parental Pay (CShPP)

The Company operates an enhancement to Statutory Shared Parental Leave Pay. You will be entitled to Company Shared Parental Pay (CShPP) rates as follows -

- Weeks 2 to 18 of the full 52 week leave period, Company Shared Parental leave is paid at 100% of basic salary (inclusive of ShPP)
- Next 21 weeks of the 52 week leave period, Shared Parental leave is paid at standard rate of ShPP; then
- During the final 13 weeks of the full 52 week leave period, Shared Parental leave will be unpaid.

All of the above payments are subject to Income Tax and NI deductions and will be paid to you via the payroll.

4.6 General

Your contract of employment continues throughout Shared Parental Leave and all core benefits (excluding remuneration) will continue for the whole leave period.

4.6.1 Holiday

You will accrue your contractual holiday for the whole period of Shared Parental leave.

Before going on leave, you should agree with your Manager and HR the treatment for any unused annual holiday entitlement.

During your leave, you will be paid for any public holidays that fall on a day you would have worked had you not been on Shared Parental leave. You will be paid at your normal rate of pay, subject to deductions of Tax and NI, via the payroll of the month when the public holiday occurs.

4.6.2 Pension Scheme

Whilst on Shared Parental Leave, you remain a member of the pension scheme. Usual Pension Contributions will continue during the paid period of Shared Parental leave only.

4.6.3 Performance, Development & Assessment and Compensation Reviews

Prior to the commencement of your leave, if appropriate, you and your manager should complete a Performance, Development & Assessment review for the performance year up to the point your leave commences. The PDA will be based on your contribution and achievements during the period in the performance year for which you were working. You will be included in the annual Compensation Review in the normal way

If you are in receipt of Company Shared Parental Pay at the time that any salary increase is awarded, your Company Shared Parental Pay will be increased accordingly. If an increase is awarded when you are in receipt of statutory pay or nil pay, then this increase will take effect upon your return to work.

If the government increases the rate of statutory pay whilst you are in receipt of this pay, then your Statutory Shared Parental Pay will be increased accordingly.

Any bonus award will be paid at the same time as payments are made to all other employees, providing that you are on the payroll at the time and have not given or received notice of the termination of your employment.

4.6.4 Shared Parental Leave in touch (SPLIT) Days

You can agree with the Company to work for up to 20 days during your Shared Parental Leave period. These days are in addition to any KIT days available to those on maternity or adoption leave. The Company is not obliged to offer and you are not obliged to accept such work (which may include training). In addition to any statutory pay, you will be paid your normal rate of pay for the actual hours worked on any agreed SPLIT days via the next available payroll. Employment legislation will ensure that you will be protected from any kind of detrimental treatment or dismissal whether or not you refuse or accept to work such days.

5 Paternity Leave

5.1 Eligibility

The right to take Paternity Leave and receive Paternity Pay applies to employees who meet the following requirements:

- The biological father of the baby or the mother's or primary adopter's husband, partner or civil partner.
- Have worked continuously for the Company for 26 complete weeks ending with the week immediately preceding the 14th week before the baby is due, or the end of the week in which the child's adopter is notified of being matched with the child, or the date the child enters the UK for the purposes of adoption.
- Have complied with the notification and any evidential requirements outlined below.

A partner includes someone who lives with the mother of the baby or the primary adopter in an enduring family relationship but is not an immediate relative. A partner may include a female partner in a same sex couple. Where the policy refers to employees as 'father', 'he', 'him' or 'his', this should be taken to include female same-sex partners who qualify. The time taken off must be to either support the mother or primary adopter or for the care of the new baby or child.

5.2 Paternity Leave

Paternity Leave of up to two weeks is available to those employees who are eligible, as detailed above.

A week is based on your usual work pattern. For example, in the case of a part-time employee one week would be equal to the number of days and hours normally worked.

Paternity Leave must be taken in blocks of either one week or two consecutive weeks. Paternity Leave can be taken from the date the child is born or placement is made but must have finished within 56 days of this same date. If the baby is born early leave must finish within 56 days of the date on which the baby is actually born.

In the event of a multiple birth or adoption, only one period of Paternity Leave is available.

You are not entitled to paternity leave before the birth of the baby or before the date the child is placed for adoption.

5.3 Notification of Paternity Leave

You must inform the company that you intend to take Paternity Leave by:

- The end of the fifteenth week before the week in which the baby is due, or if this is not possible, as soon as is reasonably practicable.
- Within seven days of being told by the adoption agency of being matched with a child.

The Company will respond within 28 days of receiving the notification form.

Notifications should be made by completing a Paternity Leave Notification Form. This should specify:

- The expected date of the baby's birth / date the child is due to be placed for adoption.
- The amount of leave to be taken.
- When the Paternity Leave is to commence.

If you wish to start your leave on the date of the child's birth, and you are working in the office on that date, the paternity leave would commence on the following day.

You may change the date on which you wish paternity leave to start by giving the Company 28 days' notice of the new paternity leave commencement date.

5.4 Paternity Pay

Statutory Paternity Pay (SPP) rate is set by the Government and reviewed each April. Details are available at www.direct.gov.uk.

The company operates an enhancement to Statutory Paternity Pay. Employees will receive two weeks leave paid at full salary (Company Paternity Pay) which is inclusive of SPP.

You are entitled to the benefit of your normal terms and conditions of employment throughout your Paternity Leave and will be entitled to return to the same job following paternity leave. Employees will be protected from detriment or dismissal as a result of taking paternity leave.

5.5 Time off to attend Antenatal Appointments

You are allowed time off for up to two antenatal appointments. Whilst there is no Statutory right to pay for this time off, the Company will pay you as usual. You may be required to provide evidence of the appointment, including relevant information about the appointment (dates, times etc.).

Any additional time off may need to be taken as either holiday or unpaid leave and should be discussed with your line manager.

6 Parental Leave

6.1 Eligibility

The right to parental leave applies to mothers and fathers and to a person who has obtained formal parental responsibility for a child under the Children Act 1989 or its Scottish equivalent and other applicable legislation.

Each parent may have up to a total of 18 weeks' unpaid leave for each child up to its 18th birthday. Under legislation, employers are free to make enquiries of a previous employer or seek a declaration from the employee about how much parental leave they have taken to date. Only 18 weeks may be taken for each child and when an employee has used the full entitlement, they may not take a further 18 weeks with their new employer.

The leave must be taken in blocks of one week (with the exception of the parents of disabled children, who may be absent from the office in days rather than weeks). One week's leave equates to your normal working week.

The maximum duration of leave in a year, will be four weeks. At least 21 days' notice must be given by an employee wishing to take parental leave. If Parental Leave is to commence immediately on the birth (or adoption) of a child, notice must be given at least 21 days before the start of the expected week of childbirth or expected week of placement.

Parental Leave is for the purposes of looking after a child's welfare i.e. spending time with or caring for a child, looking at new schools or settling children into new childcare arrangements. In the event an employee abuses this procedure by taking Parental Leave for another purpose this will be dealt with as a disciplinary issue.

6.2 Parental Leave Conditions

Parental leave will be granted if the employee meets the following conditions:

- If you have at least one year's continuous service with the Company and;
- You are the parent, named on the birth certificate or have formal parental responsibility of a child who is under 18 years old or
- You have adopted a child, who is under 18 years old

Leave must be taken prior to the child's 18th birthday. After this time, any leave not taken will be forfeited.

If you wish to take parental leave, you must submit a Parental Leave Request form to HR and produce evidence of your responsibility or expected responsibility for the child as well as the age of that child.

6.3 During a Period of Leave

Parental Leave is unpaid leave. You are entitled to the benefit of your normal terms and conditions of employment (excluding remuneration) throughout Parental leave.

Employees will not suffer unlawful treatment and will not be unfairly dismissed for exercising their right to take Parental Leave.

6.4 After a Period of Leave

Where leave is taken for a period of four weeks or less, you will be guaranteed the right to return to the same job held prior to parental leave commencing. If leave exceeds four weeks, you will return to the same job, or if that is not practicable, a similar job which has the same status, terms and conditions as the previous job.

6.5 Postponement of Parental Leave

The Company will acknowledge your request to take leave within seven days of the application. The Company has the right to postpone the leave for up to a maximum of six months from the start date of the requested leave. Leave cannot be postponed when you have given notice to take the leave immediately after the child is born or is placed with you for adoption.