SUPPORTING FAMILY LIFE (UK CAMPUSES ONLY)

Overarching Policy
October 2015

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1. **INTRODUCTION**

The purpose of this Supporting Family Life Overarching Policy is to set out employees’ entitlement to and the scope of the following types of family-related leave and payment:
- Maternity Leave
- Paternity Leave
- Adoption Leave
- Parental Leave
- Shared Parental Leave
- Time off to attend antenatal appointments
- Carer’s Leave *(Under Development)*
- Emergency Dependants Leave
- Compassionate Leave

There is a separate Procedure for each of the above types of family-related leave, all linked to this overarching Policy.

2. **KEY PRINCIPLES**

Heriot-Watt University is committed to providing, creating and maintaining a supportive environment which promotes equality across our University community. We recognise that our colleagues have busy and varied lives both at and out of work. We wish to encourage and support colleagues who are, or who wish to become, parents or carers to balance their home and work commitments without detriment and to support career development for everyone who seeks to progress. Therefore, wherever possible, we will enhance the basic statutory entitlement to leave and pay.

This Policy and its linked procedures recognise and incorporate Athena SWAN principles.

The implementation and application of this Policy reflect the Heriot-Watt values of:
- Pursuing Excellence
- Valuing and Respecting Everyone
- Pride and Belonging
- Shaping the Future
- Outward Looking

3. **SCOPE**

This Policy applies to all employees of the University in the UK. Staff not based in the UK should contact Human Resources for advice about their rights in respect of family related leave.

This Policy does not form part of any contract of employment and the University may amend it at any time.

The scope of each type of family-related leave and payment is set out below. Full details and the process for applying for each type of leave can be found in the relevant Procedure contained in the Appendices to this Policy.
## 4. DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependant</td>
<td>The husband, wife, civil partner, partner, child or parent of the employee; or someone who lives in the same household as the employee, e.g. an elderly aunt or grandparent who lives in the household.</td>
</tr>
<tr>
<td>EAP</td>
<td>Enhanced Adoption Pay</td>
</tr>
<tr>
<td>EMP</td>
<td>Enhanced Maternity Pay</td>
</tr>
<tr>
<td>ESPP</td>
<td>Enhanced Shared Parental Pay</td>
</tr>
<tr>
<td>Expected Week of Childbirth</td>
<td>The week, starting on a Sunday, during which your doctor or midwife expects the child to be born, or in adoption cases, the week in which you are notified that you have been matched with a child in adoption.</td>
</tr>
<tr>
<td>KIT Day</td>
<td>“Keeping in Touch” Day – up to 10 days paid time to attend work or training during maternity or adoption leave, without that work bringing the period of your maternity/adoption leave to an end and without losing maternity/adoption pay.</td>
</tr>
<tr>
<td>Mother</td>
<td>In birth cases, the child’s birth mother, in adoption cases, the person with whom the child is, or expected to be, placed, or in surrogacy cases, the parent who has elected to take adoption leave.</td>
</tr>
<tr>
<td>Partner</td>
<td>The father of the child, or the person who is married to, or the civil partner or the partner of the Mother. A ‘partner’ is someone (whether of a different sex or the same sex) with whom the Mother lives in an enduring family relationship, but who is not their parent, grandparent, sister, brother, aunt or uncle.</td>
</tr>
</tbody>
</table>
| Qualifying Relationship | Refers to entitlement to time off to attend antenatal appointments as a partner of the pregnant woman if you are either:  
  - the baby’s father;  
  - the pregnant woman’s spouse, civil partner or cohabiting partner; or  
  - one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child. |
| Qualifying Week      | The 15th week before the Expected Week of Childbirth.                                                                                                                                                   |
| SAP                  | Statutory Adoption Pay                                                                                                                                                                                  |
| SMP                  | Statutory Maternity Pay                                                                                                                                                                                 |
| SPL                  | Shared Parental Leave                                                                                                                                                                                   |
“Share Parental Leave Keeping in Touch” Day – up to 20 days paid time to attend work or training during shared parental leave, without bringing the period of your shared parental leave to an end and without losing shared parental pay.

<table>
<thead>
<tr>
<th>SPLIT</th>
<th>Statutory Paternity Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPP</td>
<td>Statutory Shared Parental Pay</td>
</tr>
</tbody>
</table>

5. ELIGIBILITY AND ENTITLEMENT TO LEAVE

Time off to attend antenatal appointments

Who is eligible and what am I entitled to?

Mothers
If you are pregnant and have advised the University of this you will be entitled to take reasonable paid time off work to attend antenatal appointments as advised by your doctor.

Partners
If you have a “qualifying relationship” with a pregnant woman or the child, you will be eligible to take paid time off to accompany the woman to up to two antenatal appointments in relation to each pregnancy. A “qualifying relationship” means that you are either:

- the baby’s father;
- the pregnant woman's spouse, civil partner or cohabiting partner; or
- one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.

Maternity Leave

Who is eligible?
If you are pregnant you will be eligible to take maternity leave, regardless of the number of hours you work or your length of service.

What am I entitled to?
Up to 26 weeks’ ordinary maternity leave and up to 26 weeks’ additional maternity leave, making a total of 52 weeks. Additional maternity leave begins on the day after ordinary maternity leave ends. You must take at least two weeks’ maternity leave following the birth of your child.

Paternity Leave

Who is eligible?
If you are the biological father of the child or the Mother’s Partner, you will be entitled to take paternity leave, provided you have at least 26 weeks' continuous service with the University at the end of the Qualifying Week or, in the case of adoption, the end of the week in which the Mother is notified of being matched with the child.

To qualify for paternity leave, you must have, or expect to have, responsibility for the upbringing of the child and be making the request to help care for the child or to support the child’s Mother.
Note: If you intend to take a period of shared parental leave, you must take any period of paternity leave before this. Paternity leave cannot be taken after you have taken a period of shared parental leave.

What am I entitled to?
A single block of one or two weeks leave may be taken within eight weeks of the birth or adoption of the child. Paternity leave cannot start prior to the birth.

Adoption Leave

Who is eligible?
If you have been matched with a child for adoption, either jointly¹ or individually, you are entitled to take adoption leave, regardless of the number of hours you work or your length of service.

If you have a child placed with you under a local authority "fostering for adoption" or "concurrent planning" arrangement, or are entering into a surrogacy arrangement under which you will be applying for a parental order, you may also be entitled to adoption leave and pay. Please contact HR for more information.

You will not qualify for adoption leave or pay if you:
- arrange a private adoption
- become a special guardian
- adopt a stepchild

If you are adopting a child from overseas then different rules apply. If this is the case, then you should discuss this with a member of the HR Team.

What am I entitled to?
Up to 26 weeks' ordinary adoption leave and up to 26 weeks' additional adoption leave, making a total of 52 weeks. You may start your adoption leave either from the date of the child's placement (whether this is earlier or later than expected), or from a fixed date which can be up to 14 days before the expected date of placement. Leave can start on any day of the week.

Shared Parental Leave (SPL)

Who is eligible?
If you meet the following criteria you will be entitled to apply for SPL:
(a) you are either a Mother or Partner;
(b) you have at least 26 weeks' continuous employment with the University by the end of the Qualifying Week, and are still employed by the University in the week before the leave is to be taken;
(c) the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Expected Week of Childbirth and their average weekly earnings are at least £30² during 13 of those weeks;
(d) you and the other parent must give the necessary notices and declarations as summarised in the SPL Procedure in Appendix 5 of this Policy;
(e) the Mother must qualify for statutory maternity/adoption leave and/or statutory maternity pay, statutory adoption pay or maternity allowance, and must take at least two weeks of this, and have given her employer notice of the date her maternity or adoption leave will end; and

¹ Only one parent may take adoption leave
² In 2015
(f) you must expect to have the main responsibility for the care of the child (along with the other parent).

**What am I entitled to?**
Parents can share up to 50 weeks of SPL and 37 weeks of pay (more details on pay can be found in Section 6 of this document; “Eligibility and Entitlement to Pay”). To calculate how many weeks of SPL you and your partner are entitled to, you need to deduct any weeks spent by the Mother on maternity or adoption leave (or the weeks in which the Mother has been in receipt of SMP, SAP or maternity allowance if she is not entitled to maternity/adoption leave) from the Mother’s total maternity/adoption leave entitlement of 52 weeks. The remaining weeks may be taken as SPL. SPL must be taken in blocks of at least one week.

Mothers cannot start SPL until two weeks after the birth of the child. If Partners intend to take paternity leave, this must be taken before any period of SPL, otherwise it will be lost. The two week period of paternity leave is in addition to any period of SPL.

**Parental Leave**

*Who is eligible?*
You are eligible for parental leave if you have one year’s continuous service and:

1. are a named parent or have acquired formal parental responsibility for a child;  
2. have adopted a child; or  
3. are a named parent or adoptive parent of a child who has been awarded disability living allowance.

A child means an individual under the age of 18.

*What am I entitled to?*
Up to 18 weeks’ unpaid leave can be taken per child (pro rata for part-time employees). If you have twins, you will be entitled to 18 weeks’ leave for each child. Leave must be taken in blocks or multiples of one week. A maximum of four weeks parental leave in any one year can be taken in respect of any individual child. If your child is disabled the leave can be taken in blocks or multiples of one day.

[Carer’s Leave (Under Development)]

[Who is eligible?]

[What am I entitled to?]

**Emergency Dependants Leave**

*Who is eligible?*
You are eligible to apply for Emergency Dependants Leave regardless of your length of service. The leave can only be taken in respect of dependants, which means your husband, wife, civil partner, partner, child or parent. It also includes someone who lives in the same household as you. For example, this could be an elderly aunt or grandparent who lives in the household. It does not include tenants or boarders living in the family home, or someone who lives in the household as an employee, such as a live-in housekeeper.

In cases of illness or injury, or where care arrangements break down, a dependant may also be someone who reasonably relies on you for assistance. This may be where you are the primary carer or the only person who can help in an emergency; for example, an aunt who lives nearby who you look after outside work falls ill...
unexpectedly, or an elderly neighbour living alone who falls and breaks a leg, where you are closest on hand at the time of the fall.

What am I entitled to?
The amount of time off that you are entitled to will vary according to the circumstances of the particular emergency. It may be for a small proportion of the working day or for the whole day. In most cases, the amount of time off will not exceed one or two days. You have the opportunity to make the time up later or to use some of your annual leave. If you have already previously worked in excess of your contracted hours without being paid then it would be reasonable to allow you the time off. Line managers should use discretion and common sense in these situations. If none of the options outlined are possible then the time off to deal with the emergency is unpaid.

Compassionate Leave

Who is eligible?
You are eligible to apply for Compassionate Leave, regardless of your length of service.

What am I entitled to?
This will depend on the particular circumstances of each situation, but the minimum entitlement is usually paid time off to attend the funeral of a family member, close friend or colleague. Compassionate Leave may also apply in other circumstances; for example, if a close family member, friend or former long-standing partner is involved in an accident or is diagnosed with, or is in the final stages of, a terminal illness. The amount of time off will vary according to the circumstances, with the maximum entitlement usually being up to 5 days of paid leave.

6. ELIGIBILITY AND ENTITLEMENT TO PAY

Maternity Pay
If you have been continuously employed by the University for a minimum period of 12 months before the Qualifying Week and have indicated an intention to return to work, you will be entitled to enhanced maternity pay. If you have been continuously employed by the University for more than 26 weeks but less than 12 months before the Qualifying Week, you will be entitled to statutory maternity pay.

Enhanced Maternity Pay
If you have been continuously employed by the University for a minimum period of 12 months as at the Qualifying Week, and have indicated an intention to return to work, you will be entitled to enhanced maternity pay. This will be your choice of:

- Eight weeks leave on full pay\(^3\) and 18 weeks on half pay\(^4\), followed by 13 weeks of SMP only, followed by an additional 13 weeks’ unpaid leave.
- OR
  - 17 weeks leave on full pay followed by 22 weeks on SMP followed by additional 13 weeks unpaid leave.

The University may, at its discretion, extend the period of paid leave in cases of hardship.

The University retains the right to reclaim the whole or part of the non-statutory element of maternity pay if you fail to return to work following maternity leave (or, if you also take SPL, if you fail to return to work following your SPL) and to continue in

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\(^3\) Full pay includes SMP
\(^4\) SMP is paid in addition to half pay
employment for at least three months. For the purpose of this Policy, ‘employment for three months’ is defined as being equivalent to three months at the hours worked prior to maternity leave. Sickness absence would not count toward the three month period.

Statutory Maternity Pay

If you have been continuously employed by the University for less than 12 months as at the Qualifying Week, you may be entitled to statutory maternity pay (SMP). SMP is payable for up to 39 weeks during maternity leave. You are entitled to SMP if:

- you have been continuously employed by the University for at least 26 weeks at the Qualifying Week and you are still employed during that week;
- your average weekly earnings in the eight weeks up to and including the Qualifying Week are not less than the lower earnings limit for national insurance contributions;
- you are still pregnant 11 weeks before the start of the Expected Week of Childbirth (or have already given birth);
- you provide a MAT B1 form stating your Expected Week of Childbirth; and
- you give the University proper notification of your pregnancy in accordance with the rules set out in the Procedures for Applying for Maternity Leave.

For the first six weeks SMP is paid at the higher rate, which is equivalent to 90% of your average weekly earnings calculated over the period of eight weeks up to and including the Qualifying Week. For the purpose of calculating average weekly earnings, shift allowances, overtime payments, bonuses and commission are all included.

The standard rate of SMP is paid for the remaining 33 weeks (or less if you return to work sooner). This is paid at a rate set by the Government for the relevant tax year, or 90% of your average weekly earnings calculated over the period of eight weeks up to and including the Qualifying Week if this is lower than the Government's set weekly rate.

If you become eligible for a Cost of Living Pay Award between the start of the original calculation period and the end of your maternity leave, the higher or standard rate of SMP will be recalculated to take account of your increase in salary, regardless of whether SMP has already been paid. This means that your SMP will be recalculated and increased retrospectively, or that you may qualify for SMP if you did not previously. You will be paid a lump sum to make up any difference between SMP already paid and the amount payable as a result of the pay rise.

SMP is treated as earnings and is therefore subject to PAYE and national insurance deductions. The current weekly rate of SMP can be found at https://www.gov.uk/maternity-pay-leave/pay.

Payment of SMP cannot start prior to the 11th week before your Expected Week of Childbirth. SMP can start from any day of the week in accordance with the date you start your maternity leave.

If you qualify for SMP but leave your job at the University for any reason, you are still entitled to SMP. However, if you start work for a different employer you cannot receive SMP for any week in which you carry out work for the new employer.

If you do not qualify for SMP, you may be eligible for a Government Maternity Allowance – please ask HR for more details.
Heriot-Watt Procedures to support Supporting Family Life Overarching Policy

**Paternity Pay**
If you are eligible to take paternity leave, you are entitled to full contractual pay throughout the Paternity Leave Period.  

**Adoption Pay**
If you have been continuously employed by the University for a minimum period of 12 months before the week when the newly matched child is expected to be placed with you, you will be entitled to enhanced adoption pay. If you have been continuously employed by the University for at least 26 weeks, but for less than 12 months, before the week when the newly matched child is expected to be placed, you will qualify for SAP.

**Enhanced Adoption Pay**
If you have been continuously employed by the University for a minimum period of 12 months as at the date of placement, and have indicated an intention to return to work, you will be entitled to enhanced adoption pay. This will be your choice of:
- Eight weeks leave on full pay and 18 weeks on half pay, followed by 13 weeks of SAP only, followed by additional 13 weeks’ unpaid leave.
- OR
- 17 weeks leave on full pay followed by 22 weeks on SAP followed by additional 13 weeks unpaid leave.

The University retains the right to reclaim the whole or part of the non-statutory element of adoption pay if you fail to return to work following adoption leave (or, if you take SPL, following your SPL) and to continue in employment for at least three months. For the purpose of this Policy, ‘employment for three months’ is defined as being equivalent to three months at the hours worked prior to maternity leave. Sickness absence would not count toward the three month period.

**Statutory Adoption Pay (SAP)**
If you have been continuously employed by the University for less than 12 months as at the date of placement, you may be entitled to SAP. SAP is payable for up to 39 weeks during adoption leave. To qualify for SAP you must:

- have been continuously employed by the University for at least 26 weeks before the beginning of the week you are matched with a child;
- your average weekly earnings in the eight weeks up to and including the date you are matched with a child are above the lower earnings limit for national insurance contributions; and
- give the University proper notification of your pregnancy in accordance with the rules set out in the Procedures for Applying for Adoption Leave [insert link].

For the first six weeks SAP is paid at the higher rate, which is equivalent to 90% of your average weekly earnings calculated over the period of eight weeks up to and including the date you are matched with a child. For the purpose of calculating average weekly earnings, shift allowances, overtime payments, bonuses and commission are all included.

The standard rate of SAP is paid for the remaining 33 weeks (or less if you return to work sooner). This is paid at a rate set by the Government for the relevant tax year, or 90% of your average weekly earnings calculated over the period of eight weeks.

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3 Full pay includes SPP
6 Full pay includes SAP
7 SAP is paid in addition to half pay
up to and including the week that you are matched with a child, if this is lower than the Government’s set weekly rate.

If you become eligible for a Cost of Living Pay Award between the start of the original calculation period and the end of your adoption leave, the higher or standard rate of SAP will be recalculated to take account of your increase in salary, regardless of whether SAP has already been paid. This means that your SAP will be recalculated and increased retrospectively, or that you may qualify for SAP if you did not previously. You will be paid a lump sum to make up any difference between SAP already paid and the amount payable as a result of the pay rise.

SAP is treated as earnings and is therefore subject to PAYE and national insurance deductions. The current weekly rate of SAP can be found at https://www.gov.uk/adoptive-pay-leave/pay.

If you qualify for SAP but leave your job at the University for any reason, you are still entitled to SAP. However, if you start work for a different employer you cannot receive SAP for any week in which you carry out work for the new employer.

If you do not qualify for SAP, you should discuss the situation with a member of the HR Team. You may be able to apply for annual leave or parental leave over the period of adoption.

**Shared Parental Pay**

Provided that you satisfy the conditions noted below, you can share up to 37 weeks of statutory shared parental pay with your partner. You may also be entitled to enhanced shared parental pay – see below for further details.

**Statutory Shared Parental Pay (SSPP)**

Parents can share up to 37 weeks of SSPP. To calculate how many weeks of SSPP you and your partner are entitled to (provided you meet the conditions set out below), you should deduct any weeks of SMP, SAP or maternity allowance claimed by the Mother from the Mother’s total entitlement of 39 weeks. SSPP will stop being payable if you return to work (except where you attend work for a ‘SPLIT’ day, as detailed below). Any SPL in excess of the 37 week SSPP period is unpaid.

You will be entitled to statutory SSPP if you:
- are entitled to SPL;
- have at least 26 weeks’ continuous employment with the University at the end of the Qualifying Week and are still working for the University at the start of the leave period; and
- have provided the right notice and evidence required as set out in this Procedure;
- your average earnings are above the lower earnings limit set by the government each tax year.

The weekly rate of statutory SSPP is the lower of:
- the prescribed rate which is set by the Government for the relevant tax year, or the Earnings-Related Rate if this is lower; and
- 90% of the normal weekly earnings of the employee.

The current weekly rate of SSPP can be found https://www.gov.uk/shared-parental-leave-and-pay/what-youll-get.

Both ESPP and SSPP are treated as earnings and are therefore subject to PAYE and national insurance deductions.
### Enhanced Shared Parental Pay (ESPP)

If you:
- Have been continuously employed by the University for a minimum period of 12 months as at, in birth cases, the Qualifying Week, or in adoption cases, as at the date of placement;
- have provided the right notice and evidence required as set out in this Procedure;
- are eligible for SPL and entitled to SSPP in respect of each week you intend to claim ESPP; and
- have indicated an intention to return to work,

you will be entitled to ESPP. Like SSPP, your entitlement to ESPP will depend on how many weeks of SMP or SAP the Mother has claimed. As a Mother must take two weeks’ maternity or adoption leave prior to SPL commencing, the maximum amount of ESPP available to you is 37 weeks. We have set out below how you can calculate your entitlement to ESPP if you are a Mother or a Partner.

ESPP is 15 weeks’ leave on full pay\(^8\), followed by 22 weeks on SSPP and then an additional 13 weeks’ unpaid leave.

ESPP pay includes any entitlement to SSPP. Payment of SSPP begins at the same time as ESPP. You will cease to be entitled to ESPP if you cease to meet the eligibility requirements for SSPP or SPL. The University may, at its discretion, extend the period of paid leave in cases of hardship.

**ESPP for Mothers**

If you have received any enhanced maternity pay or enhanced adoption pay and intend to claim ESPP, no combination of payments (i.e. ESPP plus enhanced maternity or adoption pay) will exceed a total of 17 weeks at full pay plus 22 weeks at the statutory rate (on the basis that the Mother has taken two weeks’ compulsory maternity/adoption leave).

**ESPP for Partners**

Your entitlement to ESPP will be reduced by the number of weeks of SMP, SAP, maternity allowance or SSPP that the Mother has taken. To calculate how many weeks of ESPP you are entitled to, you should deduct any weeks of SMP, SAP, maternity allowance or SSP claimed by the Mother from the Mother’s total entitlement of 39 weeks.

**Both parents employed by the University**

Where both parents work for the University, the combined enhanced payments made to both employees (including any enhanced maternity, adoption or shared parental pay) will not exceed a total of 17 weeks at full pay.

**Right to reclaim ESPP**

The University retains the right to reclaim the whole or part of the non-statutory element of shared parental pay if you fail to return to work following the final period of your SPL and to continue in employment for at least three months. For the purpose of this Policy, ‘employment for three months’ is defined as being equivalent to three months at the hours worked prior to SPL (or prior to maternity, adoption or paternity leave if relevant). Sickness absence would not count toward the three month period.

**Parental Leave**

Parental Leave is unpaid.

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\(^8\) Full pay includes SSPP
### Emergency Dependants Leave

Emergency Dependants Leave is usually unpaid; however, you may have the opportunity to make the time up later or to use some of your annual leave. If you have already previously worked in excess of your contracted hours without being paid then it would be reasonable to allow you paid time off.

### Carers Leave

This is currently under development and will be advised in due course.

### Compassionate Leave

Compassionate Leave is usually paid up to a maximum of 5 days.

### TERMS AND CONDITIONS

**Maternity, Paternity, Adoption, Emergency Dependants and Shared Parental Leave**

Your contract of employment will continue in force during any period of maternity, paternity, adoption, emergency dependants or shared parental leave and you are entitled to receive all your contractual benefits, including salary sacrifice schemes, except for salary.

**Parental Leave**

During unpaid parental leave your employment contract will continue for certain purposes and certain contractual benefits and obligations remain in force. Further information can be obtained from the HR Department.

### ANNUAL LEAVE

**Maternity, Adoption and Shared Parental Leave**

You may take outstanding annual leave either before you start your leave, or at the end of your period of leave.

As you will accrue full leave entitlement during your leave, you and your line manager should work together to agree the most appropriate time to take the leave. A combination of taking some annual leave prior to maternity, adoption or shared parental leave and some afterwards may be possible, in agreement with the line manager and according to operational requirements.

### PENSION

**Maternity, Paternity, Adoption and Shared Parental Leave**

Pension contributions will continue to be made during any period when you are receiving enhanced or statutory maternity, paternity, adoption or shared parental pay. Your contributions will be based on actual pay, while University contributions will be based on the salary that you would have received had you not taken maternity, paternity, adoption or shared parental leave. During any unpaid period of maternity, paternity adoption or shared parental leave you and the University will not be required to make any contributions to your pension. However, you may be able to pay in additional contributions – you should speak to the Payroll Department for further information.

**Parental and Emergency Dependants Leave**

Pension contributions will not continue during any period of unpaid parental or emergency dependants leave. However, you may be able to pay in additional contributions – you should speak to the Payroll Department for further information.
10. CHILD CARE VOUCHERS
The University offers child care vouchers as a salary sacrifice scheme for UK employees. For further information and details on how to apply can be found here, or contact the HR Reward & Engagement team at Employee-Reward.Engagement@hw.ac.uk

11. RIGHTS ON AND AFTER RETURN TO WORK

Maternity, Paternity, Adoption, Shared Parental or Parental Leave
You will normally be entitled to return to the job in which you were employed before you took maternity, paternity, adoption, shared parental or parental leave, and on the same terms of employment.

However, if it is not reasonably practicable for the University to allow you to do so, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:
- if the maternity, paternity, adoption, parental or shared parental leave you have taken adds up to more than 26 weeks in total; or
- if you took more than four weeks of parental leave.

If you worked full-time prior to your maternity, paternity, adoption or shared parental or parental leave, you may make a request to change your hours or working pattern through the Flexible Working Policy (see the link at Section 15). Requests for part-time work or other flexible working arrangements will be considered both to support where possible, colleagues' balance between home and work lives and the operational requirements of the University’s business; however, there is no automatic right to make changes to your working patterns.

If you would like to consider an alternative working pattern, you should refer to the policy on Flexible Working and apply as soon as possible in advance of your return date, so that there is adequate time for full consideration of the request. It should be noted that under the Flexible Working Policy, a minimum of three months’ notice is required.

12. ABUSE OF RIGHTS
Any abuse of this Policy and the associated procedures is likely to result in disciplinary action being taken in accordance with the University’s Disciplinary Policy.

13. PROCEDURES FORMING PART OF THIS POLICY

For each of the types of leave set out in Section 5 above, there is a supporting Procedure, which sets out details of how to apply, lines of responsibility, how leave is calculated and paid and any other action required. Each Procedure, together with the relevant form to complete to request the leave, is included in the relevant link below and also attached as a supporting Procedure to this Policy.

Click on the link below to take you to the appropriate Procedure.

Applying for Maternity Leave
Applying for Paternity Leave
Applying for Adoption Leave
Applying for Parental Leave
Applying for Shared Parental Leave

Time off for ante-natal appointments

Emergency Dependant’s Leave Policy 2015

Applying for Compassionate Leave

http://www.hw.ac.uk/procedure9 Applying for Carer’s Leave (under development)

14. MONITORING AND EVALUATION

This Policy and related Procedures will be reviewed every three years from the date of implementation, or earlier if legislation dictates. Any amendments will be notified to employees through the normal communication channels and/or e-mail. This Policy and related Procedures will be maintained on the Human Resources Website and Intranet pages.

Records
All records and information obtained in relation to requests for leave and payments under this Policy and the related Procedures will be kept confidential and retained in line with the Data Protection Act 1998 and the University’s Records Retention Policy. General statistics are maintained and reported for equal opportunities monitoring, Athena SWAN and other accrediting bodies, Freedom of Information requests and key performance indicator purposes. Any reports produced using this information will be kept securely and confidentially with personal data removed in accordance with the Data Protection Act 1998 and the University’s Records Retention Policy.

15. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE

The University has a range of policies and procedures relating to other types of leave which are not restricted to parents or carers:

Policies
Leave of Absence Overarching Policy (under development)
http://www.hw.ac.uk/policy1

Working Flexibly Overarching Policy (under development)
http://www.hw.ac.uk/policy2

Flexible Working Policy

Procedures and Guidance
Procedures linked to the Leave of Absence Overarching Policy:
- Sabbaticals (under development)
- Career Breaks (under development)
- Volunteering (under development)
- Public Duties (under development)
- Severe Weather Guidance 2014

Procedures linked to the Working Flexibly Overarching Policy
- Flexible Working Procedures 2015
- Flexible Working Request Form 2015
- Guidance on Flexible Working
Other related policies include:
Nursing Mothers Policy (under development)
Equality & Diversity Policy

Further reference
For information about Athena SWAN Charter and Principles and the University’s Action Plans: www.hw.ac.uk/athenaswan

16. FURTHER HELP AND ADVICE

Please contact Human Resources – for queries regarding this Policy and linked Procedures
Payroll Team – payroll@hw.ac.uk - for queries regarding statutory payments, additional payments and pension scheme contributions during leave.

17. POLICY VERSION AND HISTORY

<table>
<thead>
<tr>
<th>Version No</th>
<th>Date of Approval</th>
<th>Approving Authority</th>
<th>Brief Description of Amendment</th>
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<tr>
<td>V. 1.3 (for approval)</td>
<td>07.12.2015</td>
<td>UE</td>
<td>New Overarching Policy; New Shared Parental Leave Policy: revised, updated and linked procedures on Maternity, Paternity, Adoption, Parental, Emergency Dependant and Compassionate Leave – UK Campuses only</td>
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