

Rothesay

Parental Leave Policies

2020



Contents

Introduction	2
Maternity	3
1. Leave	
2. Pay	
3. Time off for antenatal care for pregnant women	
4. Work and contact during the Maternity Leave period	
Adoption	4
1. Leave	
2. Pay	
3. Pre-adoption appointments	
Paternity	5
1. Leave	
2. Pay	
3. Treatment of benefits	
Shared Parental Leave	6
1. Leave	
2. Pay	
3. Work and contact during the Shared Parental Leave period	
4. Surrogate parents	
General information	7
1. Treatment of benefits during Maternity, Paternity, Adoption and SPL	
2. Returning to work	
3. Flexible working	
Glossary	8

Introduction

Rothsay is committed to ensuring equality and diversity across the organisation and the purpose of our parental leave policies is to provide an opportunity for employees to integrate the development of a career with family responsibilities.

This document sets out the parental leave provisions to which employees are entitled, both before and after the birth or adoption of their child. These Parental Leave provisions comply with the relevant legislation (including the TURER Act 1993, the Employment Relations Act 1999, the Employment Act 2002, and the Work and Families Act 2006 and consequent regulations) and apply to all eligible employees at Rothsay in the UK.

This document provides a high level summary of our Parental Leave Policies and further details are available to Rothsay employees via our intranet site.

Maternity

1. Leave

Employees are entitled to 52 weeks' statutory maternity leave, irrespective of their length of service. Maternity leave may begin at any time after the start of the 11th week before the week in which the baby is due.

The first 26 weeks is known as "Ordinary Maternity Leave" (OML); the second 26 weeks is known as "Additional Maternity Leave" (AML).

2. Pay

For the first 26 weeks of Maternity Leave (known as "Ordinary Maternity Leave" or OML), employees are entitled to full salary and to accrue discretionary bonuses. Remuneration is inclusive of any Statutory Maternity Pay.

For the next 13 weeks employees may be entitled to Statutory Maternity Pay. To qualify for Statutory Maternity Pay (SMP), employees must have at least 26 weeks' service extending into the 15th week before the week in which the baby is due (the 'qualifying week'). SMP in this period is the lower of either 90% of average earnings or the statutory weekly rate.

The final 13 weeks of maternity leave are unpaid.

3. Time off for antenatal care for pregnant women

Pregnant employees and employees receiving IVF are entitled to take paid time off during normal working hours to receive ante-natal care.

4. Work and contact during the Maternity Leave Period

Whilst on maternity leave, employees can work up to 10 days without losing their right to Maternity Leave or a week's statutory pay, via "keeping in touch" or KIT days. KIT days may be taken at any time during the maternity leave period (excluding the period of compulsory maternity leave).

Adoption

1. Leave

One eligible adoptive parent (of either sex) is entitled to take up to 52 weeks' adoption leave.

Adoption leave may begin on the actual date on which the child is placed or it may start on a predetermined date which falls within the period from 14 days before the child is placed until the expected date of the placement. If adopting a child from abroad, the leave may start on either the date the child enters the UK or a pre-determined date no later than 28 days after the date the child enters the UK. Adoption leave can start on any day of the week.

The right to adoption leave also covers employees fostering a child under the 'Fostering for Adoption' scheme run by local authorities.

2. Pay

For the first 26 weeks of adoption leave (known as "ordinary adoption leave", employees are entitled to full salary and to accrue discretionary bonuses. Remuneration is inclusive of any Statutory Adoption Pay.

For the next 13 weeks employees may be entitled to Statutory Adoption Pay. To qualify for Statutory Adoption Pay (SAP), employees must have at least 26 weeks' service extending into the 15th week before the week in which the baby is due (the 'qualifying week'). SAP in this period is the lower of either 90% of average earnings or the statutory weekly rate.

The final 13 weeks of maternity leave are unpaid.

3. Pre-Adoption appointments

Employees who are adopting will be allowed to take time off to attend adoption appointments. Paid time off will be given to a primary/sole adopter for up to five appointments of up to 6.5 hours each to make contact and bond with the child.

4. Work and contact during the Adoption Leave Period

Whilst on adoption leave, employees can work up to 10 days without losing the right to adoption leave or a week's statutory pay, via "keeping in touch" or KIT days.

Note: employees who take shared parental leave are also entitled to shared parental leave keeping in touch days (known as "SPLIT" days).

Paternity

1. Leave

We provide enhanced Paternity Leave which exceeds the statutory provision.

All employees who are not benefiting from the Company's Maternity or Adoption Leave Policies may take up to four weeks of Paternity Leave.

Eligible employees may commence their Paternity Leave any time during the eight-week period beginning with the child's birth date or in the cases of adoption, the placement date in the UK or the date of entry into the UK for overseas adoptions. Employees are encouraged to take at least some of the leave in blocks of a week.

In the case of adoption, where a child is adopted jointly, either of the adoptive parents may take the four-week period of Paternity Leave.

2. Pay

Employees are entitled to full salary and to accrue discretionary bonuses whilst on Paternity Leave.

3. Treatment of Benefits

During Paternity Leave, all benefits will continue as normal and a full holiday entitlement will continue to accrue.

Shared Parental Leave

1. Leave

Employees who take Maternity or Adoption leave may be able to convert part of their Statutory Maternity/Adoption leave and pay into "Shared Parental Leave" (SPL) and "Shared Parental Pay" (ShPP).

The parents may take time off together if they wish, or may take it in turns to have periods of leave.

2. Pay

ShPP is paid at the flat statutory rate; enhanced payments do not apply.

To be eligible to take SPL, both individuals must have been continuously employed for at least 26 weeks by the end of the 15th week before the expected week of childbirth or in the case of adoption, 26 weeks before the child has been matched.

If parents take SPL, the balance of the untaken SMP/SAP may be converted into ShPP and be shared with the partner. The total period of paid leave will not exceed 39 weeks, whichever parent takes the leave. The mother, or primary adopter must take at least two weeks of SMP or SAP. The maximum amount of ShPP that can be taken is therefore 37 weeks.

3. Work and contact during the shared parental leave

Employees who take SPL are eligible to take 20 SPLIT days each, without this bringing their period of SPL to an end or affecting their ShPP.

SPLIT days may be taken at any time during the period of SPL, subject to the employee and his/her manager agreement.

4. Surrogate parents

Surrogate parents of children due to be born on or after 5 April 2015, and who meet the criteria to apply for a Parental Order, are eligible for statutory adoption leave and pay and SPL and pay if they meet the other qualifying criteria that apply to these forms of leave.

General information

1. Treatment of benefits for maternity, paternity, adoption and SPL

Private medical insurance, pension and holiday accrual (including any public holidays) will continue during the period of leave.

The period of leave will not impact your length of service for the purposes of any contractual benefits. also be included when calculating your length of service for the purposes of any contractual benefits.

2. Returning to work

Employees may exercise the right to return to work at any time during the period of leave, except during maternity leave where they may not return within the first two weeks of the birth of the child. This is referred to as "Compulsory Maternity Leave" (CML).

The employee is entitled to return to his/her original job if he/she has been absent for no more than 26 weeks in total, and to return to a job that is similar and suitable if the absence is longer than 26 weeks.

An employee who wishes to return to work earlier or later than his/her expected return date should make a written request to do so, giving at least eight weeks' notice of the proposed date of return.

Employees not returning to work at the end of their leave are required to give full contractual notice.

3. Flexible Working

Employees who wish to change their working pattern or hours on their return from Maternity/Adoption/Paternity/Shared Parental Leave should apply to do so in accordance with our flexible working policy.

Glossary

Maternity

OML

Ordinary Maternity Leave (the first 26 weeks)

AML

Additional Maternity Leave (the second 26 week period of leave)

CML

Compulsory Maternity Leave (lasts for two weeks from the date of childbirth, and an employee may not work for her employer during this period)

EWC

Expected Week of Confinement (the week in which the baby is expected to be born - as stated on the MATB1 form)

KIT days

Keeping in Touch days (the employee may work for up to ten KIT days without losing her entitlement to SMP)

MA

Maternity Allowance (claimed directly from the Jobcentre Plus by employees with less than 26 weeks' service as at the QW)

MAT B1 form

Form issued by the doctor or midwife and which confirms the EWC - this must not be issued more than 20 weeks before the EWC

MPP

Maternity Pay Period (the 39 week period during which SMP is payable to eligible employees)

Qualifying relationship

A husband or civil partner of the pregnant woman; someone who is of a different sex or the same sex and who lives with the woman in an enduring family relationship but is not a relative of the woman; the father of the expected child; the parent of the expected child under the Human Fertilisation and Embryology Act 2008, or a potential applicant for a Parental Order under the Human Fertilisation and Embryology Act 2008 in respect of the expected child

Qualifying Week (QW)

The 15th week before the expected week of childbirth - employees must have 26 weeks' continuous service by the end of this week to qualify for SMP

SMP

Statutory Maternity Pay (paid to eligible employees for up to 39 consecutive weeks)

11th week before EWC

The earliest date on which an employee can begin her maternity leave and receive Statutory Maternity Pay (SMP)

Glossary continued

Adoption

OAL

Ordinary Adoption Leave (the first 26 week period)

AAL

Additional Adoption Leave (the second 26 week period)

KIT days

Keeping in Touch days (the employee may work for up to ten KIT days without losing her entitlement to SAP)

Matching week

The week (beginning on a Sunday and ending on a Saturday) in which the employee is notified of having been matched with the child

SAP

Statutory Adoption Pay (paid to eligible employees for 39 weeks)

Paternity

OPL

Ordinary Paternity Leave

OSPP

Ordinary Statutory Paternity Pay

Shared Parental Leave

SPL

Shared parental leave

SPLIT days

Shared parental leave keeping in touch days

ShPP

Shared Parental Pay