



Gateway

Central Services

FAMILY FRIENDLY HANDBOOK

This policy applies to:

GCS Staff, Nursery Staff, Kitchen Staff, Cleaning Staff

Version 4

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CHANGE LOG

07/05/2024 – SCHEDULE 14 CARERS LEAVE – NEW FROM 6 APRIL 2024, EMPLOYEES WILL HAVE THE STATUTORY RIGHT TO A WEEK'S UNPAID LEAVE IN ANY 12-MONTH PERIOD IN ORDER TO CARE FOR A DEPENDANT.

24/06/2024 – SCHEDULE 5 PATERNITY POLICY – CHANGES FROM 6 APRIL 2024, EMPLOYEES WILL HAVE GREATER FLEXIBILITY WITH TAKING STATUTORY PATERNITY LEAVE.

02/12/2024 – Schedule 9 Time off for dependants policy – item 2.5 reworded to clarify that this is unpaid

FAMILY LEAVE HANDBOOK

1. Using the Handbook

- 1.1 This Handbook sets out the main policies and procedures that you will need to be aware of if you are planning to take some form of family leave. Any questions you may have with regard to its contents or what you have to do to comply with it should be referred to your Headteacher.
- 1.2 The policies and procedures set out in this handbook apply to employees only. They do **not** form part of the terms of your contract with us, which are provided to you separately.

2. Responsibility for the Family Leave Handbook

- 2.1 The CEO has overall responsibility for this Handbook and for ensuring that its policies and procedures comply with our legal obligations.
- 2.2 The Handbook is reviewed regularly to ensure that its provisions continue to meet our legal obligations and reflect best practice.

3. Personal data

- 3.1 Whenever we process personal data about you in connection with our policies, we will process it in accordance with our Fair Processing Notice (Employee Data). We will only process your personal data if we have a lawful basis for doing so. We will notify you of the purpose or purposes for which we use it. Please see the GDPR Privacy Notice on google drive for further information.

Schedule 1

Time off for antenatal appointments policy

1. About this policy

- 1.1 This policy outlines the statutory right to take time off to attend antenatal appointments.
- 1.2 This policy applies to employees and agency workers. It does not apply to self-employed contractors.
- 1.3 If you are an agency worker, the rights set out in this policy only apply to you once you have worked in the same role with us for at least 12 continuous weeks (which may include more than one assignment). For these purposes we will ignore any breaks due to holiday or other leave to which you are entitled, breaks due to workplace closure at Christmas and during school holidays, breaks due to industrial action, breaks of up to 28 weeks in cases of sickness or jury service, and breaks of up to six weeks for any other reason. We will treat breaks due to pregnancy or childbirth up to 26 weeks after birth, and any statutory maternity, paternity or adoption leave, as time worked.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Time off if you are pregnant

- 2.1 If you are pregnant you may take reasonable paid time off during working hours for antenatal appointments. This may include any relaxation or parenting classes that your doctor, midwife or health visitor has advised you to attend. You should try to give us as much notice as possible of the appointment. Unless it is your first appointment, we may ask to see a certificate confirming your pregnancy and an appointment card.

3. Time off for accompanying a pregnant woman: eligibility

- 3.1 You may take unpaid time off to accompany a pregnant woman to an antenatal appointment if you have a "qualifying relationship" with the woman or the child. This means that either:
 - 3.1.1 you are the baby's father;
 - 3.1.2 you are the pregnant woman's spouse, civil partner or cohabiting partner;
 - 3.1.3 she has undergone assisted conception and at that time you were her wife or civil partner or gave the required legal notices to be treated in law as the second female parent; or
 - 3.1.4 you are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.

4. Time off for accompanying a pregnant woman: how to book time off

- 4.1 Please give us as much notice of the appointment as possible. You must provide us with a signed statement providing the date and time of the appointment and confirming:
 - 4.1.1 that you meet one of the eligibility criteria in paragraph 3;

- 4.1.2 that the purpose of the time off is to accompany the pregnant woman to an antenatal appointment; and
- 4.1.3 that the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse.

5. **Time off for accompanying a pregnant woman: amount of time off**

- 5.1 You may take time off to accompany a pregnant woman to up to two antenatal appointments in relation to each pregnancy.
- 5.2 You must not take more than six and a half hours off for each appointment, including travel and waiting time.
- 5.3 Time off to attend these appointments is unpaid.
- 5.4 Further time off for antenatal appointments is in our absolute discretion.

Schedule 2

Time off for adoption appointments policy

1. About this policy

- 1.1 This policy outlines the statutory right to take time off to attend adoption appointments.
- 1.2 This policy applies to employees and agency workers. It does not apply to self-employed contractors.
- 1.3 If you are an agency worker, the rights set out in this policy only apply to you once you have worked in the same role with us for at least 12 continuous weeks (which may include more than one assignment). For these purposes we will ignore any breaks due to holiday or other leave to which you are entitled, breaks due to workplace closure at Christmas and during school holidays, breaks due to industrial action, breaks of up to 28 weeks in cases of sickness or jury service, and breaks of up to six weeks for any other reason. We will treat breaks due to pregnancy or childbirth up to 26 weeks after birth, and any statutory maternity, paternity or adoption leave, as time worked.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Time off for an adoption appointment

- 2.1 An adoption appointment is an appointment arranged by an adoption agency (or at the agency's request) for you to have contact with a child who is to be placed with you for adoption, or for any other purpose related to the adoption.
- 2.2 You may take time off to attend an adoption appointment once the agency has notified you that a child is to be placed with you for adoption but before the child is actually placed with you.

3. If you are adopting a child with another person

- 3.1 Where you and your partner are adopting a child, you must decide between you who will be treated as the primary adopter and who will be treated as the secondary adopter for the purposes of time off. You must tell us your decision the first time you request time off for an adoption appointment. This will affect how much time you can take off and whether it is paid.
- 3.2 You would usually choose to be the primary adopter if you intend to take adoption leave when the child is placed with you. You would not be able to take paternity leave if you have elected to be the primary adopter.
- 3.3 You would usually choose to be the secondary adopter if you intend to take paternity leave when the child is placed with you, although you may be able to take adoption leave if your partner is not taking it.

4. If you are adopting a child alone

- 4.1 If you are adopting a child alone, you are treated as the primary adopter.

5. **If you are adopting more than one child**

- 5.1 If the agency is placing more than one child with you as part of the same arrangement, this is treated as one adoption and will not increase the number of appointments you can take time off to attend. Any time off under this policy must be taken before the first child is placed with you.

6. **Amount of time off**

- 6.1 If you are adopting on your own or have elected to be the primary adopter, you may take paid time off to attend an adoption appointment on up to five occasions in relation to any particular adoption.
- 6.2 If you are the secondary adopter, you may take unpaid time off to attend an adoption appointment on up to two occasions only.
- 6.3 You must not take more than six and a half hours off for each appointment, including travel and waiting time.

7. **How to book time off**

- 7.1 Please give us as much notice of the appointment as possible. You must provide your manager with a signed statement or an email confirming:
- 7.1.1 The date and time of the appointment.
 - 7.1.2 That the appointment has been arranged or requested by the adoption agency.
 - 7.1.3 Whether you are adopting a child alone or jointly with another person.
 - 7.1.4 If you are adopting with another person, whether you are electing to take paid or unpaid time off.
- 7.2 If you are an agency worker you may have to notify your agency as well. You should check with the agency.
- 7.3 We may sometimes ask you to try and rearrange an appointment where it is reasonable to do so. In exceptional circumstances we reserve the right to refuse a request for a particular appointment but we will not do so without good reason.

Schedule 3

Maternity policy

1. About this policy

- 1.1 This policy outlines the statutory rights and responsibilities of employees who are pregnant or have recently given birth, and sets out the arrangements for pregnancy-related sickness, health and safety, and maternity leave.
- 1.2 Arrangements for time off for antenatal care and to accompany a pregnant woman to antenatal appointments are set out in our Time off for Antenatal Appointments Policy.
- 1.3 In some cases you and your spouse or partner may be eligible to opt into the shared parental leave (**SPL**) scheme which gives you more flexibility to share the leave and pay available in the first year. You will need to give us at least eight weeks notice to opt into SPL, and you must remain on maternity leave until at least two weeks after birth. For information about SPL, see our Shared Parental Leave (Birth) Policy.
- 1.4 This policy only applies to employees and does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Entitlement to maternity leave

- 2.1 All employees are entitled to up to 52 weeks' maternity leave, consisting of 26 weeks' ordinary maternity leave (**OML**) and 26 weeks' additional maternity leave (**AML**).

3. Notification

- 3.1 Please inform us as soon as possible that you are pregnant. This is important as there may be health and safety considerations.
- 3.2 Before the end of the fifteenth week before the week that you expect to give birth (**Qualifying Week**), or as soon as reasonably practical afterwards, you must tell us:
 - 3.2.1 the week, beginning on a Sunday, in which your doctor or midwife expects you to give birth (**Expected Week of Childbirth**); and
 - 3.2.2 the date on which you would like to start your maternity leave (**Intended Start Date**).
- 3.3 We will write to you within 28 days to tell you the date we will expect you to return to work if you take your full maternity leave entitlement (**Expected Return Date**).
- 3.4 Once you receive a certificate from a doctor or midwife confirming your Expected Week of Childbirth (MATB1), you must provide us with a copy.

4. Starting maternity leave

- 4.1 The earliest you can start maternity leave is 11 weeks before the Expected Week of Childbirth (unless your child is born prematurely before that date).

- 4.2 If you want to change your Intended Start Date please tell us in writing. You should give us as much notice as you can, but wherever possible you must tell us at least 28 days before the original Intended Start Date (or the new start date if you are bringing the date forward). We will then write to you within 28 days to tell you your new expected return date.
- 4.3 Your maternity leave should normally start on the Intended Start Date. However, it may start earlier if you give birth before your Intended Start Date, or if you are absent for a pregnancy-related reason in the last four weeks before your Expected Week of Childbirth. In either of those cases, maternity leave will start on the following day.
- 4.4 Shortly before your maternity leave is due to start we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave. Unless you request otherwise, you will remain on circulation lists for internal news, job vacancies, training and work-related social events.
- 4.5 The law says that we cannot allow you to work during the two weeks following childbirth.

5. **Statutory maternity pay (SMP)**

- 5.1 Statutory maternity pay (SMP) is payable for up to 39 weeks provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. The first six weeks SMP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year.

6. **During maternity leave**

- 6.1 With the exception of terms relating to pay, your terms and conditions of employment remain in force during AML.
- 6.2 If you are a member of the pension scheme, we shall make employer pension contributions during any period of paid AML, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any maternity pay you are receiving, unless you inform the Human Resources Department that you wish to make up any shortfall.

7. **Keeping in touch**

- 7.1 We may make reasonable contact with you from time to time during your maternity leave although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.
- 7.2 You may work (including attending training) on up to ten "keeping-in-touch" days during your maternity leave. This is not compulsory and must be discussed and agreed with your Headteacher.
- 7.3 You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any maternity pay entitlement.

8. **Returning to work**

- 8.1 You must return to work on the Expected Return Date unless you tell us otherwise. If you wish to return to work earlier than the Expected Return Date, you must give us eight weeks' prior

notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the Expected Return Date if you request annual leave or parental leave, which will be at our discretion.

- 8.2 You are normally entitled to return to work in the position you held before starting maternity leave, and on the same terms of employment. However, if you have taken AML and it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.
- 8.3 If you want to change your hours or other working arrangements on return from maternity leave you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.
- 8.4 If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

Schedule 4

Adoption policy

1. About this policy

- 1.1 This policy sets out the arrangements for adoption leave and pay for employees who are:
 - 1.1.1 Adopting a child through a UK adoption agency.
 - 1.1.2 Fostering a child with a view to possible adoption.
 - 1.1.3 Having a child through a surrogate mother.
- 1.2 Arrangements for time off for adoption appointments are set out in our Time off for Adoption Appointments Policy.
- 1.3 In some cases you and your spouse or partner may be eligible to opt into the shared parental leave (**SPL**) scheme which gives you more flexibility to share the leave and pay available in the first year. You will need to give us at least eight weeks notice to opt into SPL, and one of you must take at least two weeks' adoption leave. For information about SPL, see our Shared Parental Leave (Adoption) Policy.
- 1.4 This policy only applies to employees and does not apply to agency workers or self-employed contractors. It does not form part of any employee's contract of employment and we may amend it at any time.

2. Entitlement to adoption leave

- 2.1 In an adoption case or a fostering for adoption case, you are entitled to adoption leave if all the following conditions are met:
 - 2.1.1 You are adopting a child through a UK adoption agency, or you are a local authority foster parent who has been approved as a prospective adopter.
 - 2.1.2 The adoption agency or local authority has given you written notice that it has matched you with a child, and tells you the expected placement date.
 - 2.1.3 You have told the agency or local authority that you agree to the placement.
- 2.2 Adoption leave may be available if you are adopting through an overseas adoption agency. Please contact Human Resources for information on eligibility and process.
- 2.3 In a surrogacy case, you are entitled to adoption leave if all the following conditions are met:
 - 2.3.1 A surrogate mother gives birth to a child, who is biologically the child of either you, or your spouse or partner (or both of you).
 - 2.3.2 You expect to be given parental responsibility under a parental order from the court. The child must live with you and you must apply for the parental order within six months of birth.

2.4 In either case, only one parent can take adoption leave. If your spouse or partner takes adoption leave with their employer, you may be entitled to paternity leave (see our Paternity Leave Policy). In some cases, you may also qualify for shared parental leave (see our Shared Parental Leave (Adoption) Policy).

2.5 The maximum adoption leave entitlement is 52 weeks, consisting of 26 weeks' Ordinary Adoption Leave (**OAL**) and 26 weeks' Additional Adoption Leave (**AAL**).

3. **Notification requirements**

3.1 In an adoption or fostering for adoption case, you must tell us in writing of the expected placement date, and your intended start date for adoption leave. You must give this information not more than seven days after the agency or local authority notifies you in writing that it has matched you with a child, or if that is not reasonably practicable, as soon as you can.

3.2 Once you receive the matching certificate from the agency or local authority, you must provide us with a copy.

3.3 In a surrogacy case, you must tell us in writing of your intention to take adoption leave and give the expected week of childbirth (EWC). The EWC is the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born. You must give this information by the end of the 15th week before the EWC, or if that is not reasonably practicable, as soon as you can. You must also complete a declaration confirming your entitlement. When the child is born you must tell us the date of birth.

3.4 We will write to you within 28 days of receiving your notification, to confirm your expected return date assuming you take your full entitlement to adoption leave.

4. **Starting adoption leave**

4.1 In an adoption or fostering for adoption case, OAL may start on a date of your choosing no more than 14 days before the expected placement date, or on the date of placement itself, but no later.

4.2 If you want to change your intended start date please tell us in writing. You should give as much notice as you can, but wherever possible you must tell us at least 28 days before the original intended start date (or the new start date if you are bringing the date forward). We will write to you within 28 days to tell you your new expected return date.

4.3 In a surrogacy case, OAL will start on the day the child is born, unless you are at work, in which case it will start on the following day. You cannot change the start date.

5. **Statutory adoption pay (SAP)**

5.1 Statutory adoption pay (**SAP**) is payable for up to 39 weeks, provided you have at least 26 weeks' continuous employment with us ending with the **Qualifying Week** (the week in which the adoption agency or local authority notified you of a match, or the 15th week before the EWC) and your average earnings are not less than the lower earnings limit set by the government each tax year. The first six weeks' SAP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year.

6. **During adoption leave**

- 6.1 All the terms and conditions of your employment remain in force during AAL, except for the terms relating to pay.
- 6.2 If you are a member of the pension scheme, we shall make employer pension contributions during any period of paid adoption leave based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any adoption pay you are receiving, unless you inform Human Resources that you wish to make up any shortfall.

7. **Keeping in touch**

- 7.1 We may make reasonable contact with you from time to time during your adoption leave although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.
- 7.2 You may work (including attending training) on up to ten "keeping-in-touch" days during your adoption leave. This is not compulsory and must be discussed and agreed with your Headteacher.
- 7.3 You will be paid at your normal basic rate of pay for time spent working on a keeping-in-touch day and this will be inclusive of any adoption pay entitlement.

8. **Returning to work**

- 8.1 You must return to work on the expected return date unless you tell us otherwise. If you wish to return to work early, you must give us at least eight weeks' notice of the date. It is helpful if you give this notice in writing. You may be able to return later than the expected return date if you request annual leave or parental leave, which will be at our discretion.
- 8.2 You are normally entitled to return to work in the position you held before starting adoption leave, on the same terms of employment. However, if you have taken AAL and it is not reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable.
- 8.3 If you want to change your hours or other working arrangements on return from adoption leave you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.
- 8.4 If you decide you do not want to return to work you should give notice of resignation in accordance with your contract.

Schedule 5

Paternity policy

1. About this policy

- 1.1 This policy outlines when an employee may be entitled to paternity leave and paternity pay, and sets out the arrangements for taking it.
- 1.2 This policy only applies to employees and does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment and we may amend it at any time.
- 1.3 You may be entitled to time off to accompany your partner to antenatal appointments or to attend adoption appointments. For more information see the Time Off For Antenatal Appointments Policy or the Time Off For Adoption Appointments Policy.
- 1.4 In some cases you and your partner may be eligible to opt into the shared parental leave (**SPL**) scheme which gives you more flexibility to share the leave and pay available in the first year. This does not affect your right to take two weeks' paternity leave around the time of birth or placement. For information about SPL, see our Shared Parental Leave (Birth) and Shared Parental Leave (Adoption) Policies.

2. Entitlement to paternity leave

- 2.1 Paternity leave is available on the birth of a child if you have been continuously employed by us for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth (the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born) and either:
 - 2.1.1 you are the biological father and will have some responsibility for the child's upbringing; or
 - 2.1.2 you are the partner (that is, spouse, civil partner or cohabiting partner) of the mother, and will have the main responsibility (with the mother) for the child's upbringing; or
 - 2.1.3 the child is born to a surrogate mother where you are, or your partner is, one of the child's biological parents, and you expect to obtain a parental order giving you and your partner legal responsibility for the child.
- 2.2 Paternity leave is available where a child is placed with you for adoption by an adoption agency, if you have been continuously employed by us for at least 26 weeks ending with the week in which the agency notifies you that you have been matched with a child.
- 2.3 In adoption or surrogacy cases you may be entitled to take adoption leave instead (see our Adoption Policy). However, adoption leave may only be taken by one parent. Paternity leave is available to the other parent (of either sex).

3. Taking paternity leave

- 3.1 Paternity leave is a period of one or two weeks' leave, which can be taken as one week, two weeks together or in two separate one week blocks when a child is born or placed with you

for adoption. You can start your leave on the date of birth or placement, or later, provided it is taken within 52 weeks of the birth or placement. (If the baby is premature the period ends 52 weeks after the start of the Expected Week of Childbirth.)

- 3.2 To request to take paternity leave you must provide us with written notice of your entitlement by the end of the 15th week before the Expected Week of Childbirth (or no more than seven days after the adoption agency notified you of being matched with a child), or as soon as you reasonably can, stating:

- 3.2.1 the Expected Week of Childbirth;

- 3.2.2 whether you intend to take one week or two weeks' leave; and

- 3.2.3 when you would like your leave to start.

- 3.3 You are then required to give a minimum of 28 day's written notice of any intended period of leave you wish to take.

- 3.4 You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

4. **Paternity pay**

- 4.1 Statutory paternity pay (**SPP**) is payable during paternity leave provided you have at least 26 weeks' continuous employment ending with the **Qualifying Week** (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match) and your average earnings are not less than the lower earnings limit set by the government each tax year. The rate of SPP is set by the government each tax year.

5. **During paternity leave**

- 5.1 All the usual terms and conditions of your employment remain in force during paternity leave, except for the terms relating to pay.
- 5.2 If you are a member of our pension scheme, we will make employer pension contributions during paternity leave, based on your normal salary, in accordance with the scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving, unless you inform Human Resources that you wish to make up any shortfall.

Schedule 6

Shared parental leave (birth) policy

1. About this policy

- 1.1 This policy outlines the arrangements for shared parental leave and pay in relation to the birth of a child. If you are adopting a child please see the Shared Parental Leave (Adoption) Policy instead.
- 1.2 This policy applies to employees. It does not apply to agency workers or self-employed contractors.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Frequently used terms

- 2.1 The definitions in this paragraph apply in this policy.

Expected week of childbirth (EWC): the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.

Parent: One of two people who will share the main responsibility for the child's upbringing (and who may be either the mother, the father, or the mother's partner if not the father).

Partner: your spouse, civil partner or someone living with you in an enduring family relationship, but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

Qualifying Week: the fifteenth week before the EWC.

3. What is shared parental leave?

- 3.1 Shared parental leave (**SPL**) is a form of leave that gives you and your partner more flexibility in how to share the care of your child in the first year after birth than simply taking maternity and paternity leave. Assuming you are both eligible, you will be able to choose how to split the available leave between you, and can decide to be off work at the same time or at different times. You may be able to take leave in more than one block.

4. Entitlement to SPL

- 4.1 You are entitled to SPL in relation to the birth of a child if:
 - 4.1.1 you are the child's mother, and share the main responsibility for the care of the child with the child's father or with your partner;
 - 4.1.2 you are the child's father and share the main responsibility for the care of the child with the child's mother; or
 - 4.1.3 you are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

4.2 The following conditions must also be fulfilled:

- 4.2.1 you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
- 4.2.2 the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the EWC and had average weekly earnings of at least £30 during 13 of those weeks; and
- 4.2.3 you and the other parent must give the necessary statutory notices and declarations as summarised below, including notice to end any maternity leave, statutory maternity pay (SMP) or maternity allowance (MA) periods.

4.3 The total amount of SPL available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks in which the mother has been in receipt of SMP or MA if she is not entitled to maternity leave).

4.4 If you are the mother you cannot start SPL until after the compulsory maternity leave period, which lasts until two weeks after birth.

4.5 If you are the child's father or the mother's partner, you should consider using your two weeks' paternity leave before taking SPL. Once you start SPL you will lose any untaken paternity leave entitlement. SPL entitlement is additional to your paternity leave entitlement.

5. **Opting in to shared parental leave and pay**

5.1 Not less than eight weeks before the date you intend your SPL to start, you must give us a written opt-in notice giving:

- 5.1.1 your name and the name of the other parent;
- 5.1.2 if you are the child's mother, the start and end dates of your maternity leave;
- 5.1.3 if you are the child's father or the mother's partner, the start and end dates of the mother's maternity leave, or if she is not entitled to maternity leave, the start and end dates of any SMP or MA period;
- 5.1.4 the total SPL available, which is 52 weeks minus the number of weeks' maternity leave, SMP or MA period taken or to be taken;
- 5.1.5 how many weeks of the available SPL will be allocated to you and how many to the other parent (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
- 5.1.6 if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of the SMP or MA period taken or to be taken);
- 5.1.7 how many weeks of available ShPP will be allocated to you and how much to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation);

- 5.1.8 an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave (see paragraph 9 and paragraph 10 for information on taking leave). This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
- 5.1.9 declarations by you and the other parent that you both meet the statutory conditions to enable you to take SPL and ShPP.

6. **Ending your maternity leave**

- 6.1 If you are the child's mother and want to opt into the SPL scheme, you must give us at least eight weeks' written notice to end your maternity leave (a **curtailment notice**) before you can take SPL. The notice must state the date your maternity leave will end. You can give the notice before or after you give birth, but you cannot end your maternity leave until at least two weeks after birth.
- 6.2 You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see paragraph 5) or a written declaration that the other parent has given their employer an opt-in notice and that you have given the necessary declarations in that notice.
- 6.3 The other parent may be eligible to take SPL from their employer before your maternity leave ends, provided you have given the curtailment notice.
- 6.4 The curtailment notice is binding and cannot usually be revoked. You can only revoke a curtailment notice if maternity leave has not yet ended and one of the following applies:
 - 6.4.1 if you realise that neither you nor the other parent are in fact eligible for SPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given;
 - 6.4.2 if you gave the curtailment notice before giving birth, you can revoke it in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later; or
 - 6.4.3 if the other parent has died.
- 6.5 Once you have revoked a curtailment notice you will be unable to opt back into the SPL scheme, unless paragraph 6.4.2 applies.

7. **Ending your partner's maternity leave or pay**

- 7.1 If you are not the mother, but the mother is still on maternity leave or claiming SMP or MA, you will only be able to take SPL once she has either:
 - 7.1.1 returned to work;
 - 7.1.2 given her employer a curtailment notice to end her maternity leave;
 - 7.1.3 given her employer a curtailment notice to end her SMP (if she is entitled to SMP but not maternity leave); or
 - 7.1.4 given the benefits office a curtailment notice to end her MA (if she is not entitled to maternity leave or SMP).

8. **Evidence of entitlement**

8.1 You must also provide on request:

8.1.1 A copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); and

8.1.2 The name and address of the other parent's employer (or a declaration that they have no employer).

9. **Booking your SPL dates**

9.1 Having opted into the SPL system, you must book your leave by giving us a period of leave notice. This may be given at the same time as the opt-in notice or later, provided it is at least eight weeks before the start of SPL.

9.2 The period of leave notice can either give the dates you want to take leave or, if the child has not been born yet, it can state the number of days after birth that you want the leave to start and end. This may be particularly useful if you intend to take paternity leave starting on the date of birth and wish to take SPL straight afterwards.

9.3 Leave must be taken in blocks of at least one week.

9.4 If your period of leave notice gives a single continuous block of SPL you will be entitled to take the leave set out in the notice.

9.5 If your period of leave notice requests split periods of SPL, with periods of work in between, we will consider your request as set out in paragraph 10, below.

9.6 You can give up to three period of leave notices. This may enable you to take up to three separate blocks of SPL (although if you give a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice; see paragraph 11). In exceptional circumstances we may allow you to give more than three period of leave notices but there is no obligation for us to do so.

10. **Procedure for requesting split periods of SPL**

10.1 In general, a period of leave notice should set out a single continuous block of leave. We may be willing to consider a period of leave notice where the SPL is split into shorter periods with periods of work in between. It is best to discuss this with your manager and HR in good time before formally submitting your period of leave notice. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.

10.2 If you want to request split periods of SPL, you must set out the requested pattern of leave in your period of leave notice. We will either agree to the request or start a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, you may:

- 10.2.1 choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or
- 10.2.2 withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case the notice will not be counted and you may submit a new one if you choose).

11. **Changing the dates or cancelling your SPL**

- 11.1 You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.
- 11.2 You can change the start date for a period of leave by notifying us in writing at least eight weeks before the original start date or the new start date, whichever is earlier.
- 11.3 You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date or the new end date, whichever is earlier.
- 11.4 You can combine discontinuous periods of leave into a single continuous period of leave. Since this will involve a change to the start date or end date of a period of leave, see paragraph 11.2 and paragraph 11.3 above which set out how much notice is required.
- 11.5 You can request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between. Since this will involve a change to the start date or end date, see paragraph 11.2 and paragraph 11.3 above which set out how much notice is required for the request. We do not have to grant your request but will consider it as set out in paragraph 10.
- 11.6 A notice to change or cancel a period of leave will count as one of your three period of leave notices, unless:
 - 11.6.1 it is a result of your child being born earlier or later than the EWC;
 - 11.6.2 you are cancelling a request for discontinuous leave within two days of the end of the two-week discussion period under paragraph 10.2.
 - 11.6.3 it is at our request; or
 - 11.6.4 we agree otherwise.

12. **Premature birth**

- 12.1 Where the child is born early (before the beginning of the EWC), you may be able to start SPL in the eight weeks following birth even though you cannot give eight weeks notice. The following rules apply:
 - 12.1.1 If you have given a period of leave notice to start SPL on a set date in the eight weeks following the EWC, but your child is born early, you can move the SPL start date forward by the same number of days, provided you notify us in writing of the change as soon as you can. (If your period of leave notice already contained a start date which was a set number of days after birth, rather than a set date, then no notice of change is necessary.)

- 12.1.2 If your child is born more than eight weeks early and you want to take SPL in the eight weeks following birth, please submit your opt-in notice and your period of leave notice as soon as you can.

13. **Statutory shared parental pay (ShPP)**

- 13.1 You may be able to claim Statutory Shared Parental Pay (ShPP) of up to 39 weeks (less any weeks of SMP or MA claimed by you or your partner) if you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid by employers at a rate set by the government each year.
- 13.2 You should tell us in your period of leave notice(s) whether you intend to claim ShPP during your leave (and if applicable, for what period). If it is not in your period of leave notice you can tell us in writing, at least eight weeks before you want ShPP to start.

14. **Other terms during shared parental leave**

- 14.1 Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.
- 14.2 If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform the Human Resources Department that you wish to make up any shortfall.

15. **Keeping in touch**

- 15.1 We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.
- 15.2 You may ask or be asked to work (including attending training) on up to 20 "keeping-in-touch" days (KIT days) during your SPL. This is in addition to any KIT days that you may have taken during maternity leave. KIT days are not compulsory and must be discussed and agreed with your Headteacher.
- 15.3 You will be paid at your normal basic rate of pay for time spent working on a KIT day and this will be inclusive of any shared parental pay entitlement.

16. **Returning to work**

- 16.1 If you want to end a period of SPL early, you must give us eight weeks' written notice of the new return date. If have already given us three period of leave notices you will not be able to end your SPL early without our agreement.
- 16.2 If you want to extend your SPL, assuming you still have unused SPL entitlement remaining, you must give us a written period of leave notice at least eight weeks before the date you were due to return to work. If you have already given us three period of leave notices you will not be able to extend your SPL without our agreement. You may instead be able to request annual leave or ordinary parental leave (see our Parental Leave Policy), subject to the needs of the business.

- 16.3 You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:
- 16.3.1 if your SPL and any maternity or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
- 16.3.2 if you took SPL consecutively with more than four weeks of ordinary parental leave.
- 16.4 If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.
- 16.5 If you decide you do not want to return to work you should give notice of resignation in accordance with your contract. This will have an impact on your entitlement to company shared parental pay (see paragraph 13).

Schedule 7

Shared parental leave (adoption) policy

1. About this policy

- 1.1 This policy outlines the arrangements for shared parental leave and pay in relation to the adoption of a child. If you or your partner are pregnant or have given birth please see the Shared Parental Leave (Birth) Policy instead.
- 1.2 This policy applies to employees. It does not apply to agency workers or self-employed contractors.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Frequently used terms

- 2.1 The definitions in this paragraph apply in this policy.

Partner: your spouse, civil partner or someone living with you in an enduring family relationship at the time the child is placed for adoption, but not your sibling, child, parent, grandparent, grandchild, aunt, uncle, niece or nephew.

Qualifying Week: the week the adoption agency notifies you that you have been matched with a child for adoption.

3. What is shared parental leave?

- 3.1 Shared parental leave (SPL) is a form of leave that gives you and your partner more flexibility in how to share the care of your child in the first year after birth than simply taking maternity and paternity leave. Assuming you are both eligible, you will be able to choose how to split the available leave between you, and can decide to be off work at the same time or at different times. You may be able to take leave in more than one block.

4. Entitlement

- 4.1 You may be entitled to SPL if an adoption agency has placed a child with you and/or your partner for adoption, or where a child is placed with you and/or your partner as foster parents under a "fostering for adoption" or "concurrent planning" scheme. You must intend to share the main responsibility for the care of the child with your partner.
- 4.2 The following conditions must be fulfilled:
 - 4.2.1 you must have at least 26 weeks continuous employment with us by the end of the Qualifying Week, and still be employed by us in the week before the leave is to be taken;
 - 4.2.2 your partner must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the Qualifying Week and had average weekly earnings of at least £30 during 13 of those weeks; and

- 4.2.3 you and your partner must give the necessary statutory notices and declarations as summarised below, including notice to end adoption leave or statutory adoption pay (**SAP**).
- 4.3 Either you or your partner must qualify for statutory adoption leave and/or SAP and must take at least two weeks of adoption leave and/or pay.
- 4.4 If your partner is taking adoption leave and/or claiming SAP, you may be entitled to two weeks' paternity leave and pay (see our Paternity Leave Policy). You should consider using this before taking SPL. Paternity leave is additional to any SPL entitlement you may have, but you will lose any untaken paternity leave entitlement once you start a period of SPL.
- 4.5 The total amount of SPL available is 52 weeks, less the weeks of adoption leave taken by either you or your partner (or the weeks in which your partner has been in receipt of SAP if they were not entitled to adoption leave).
- 5. **Opting in to shared parental leave and pay**
- 5.1 Not less than eight weeks before the date you intend your SPL to start, you must give us a written opt-in notice which includes:
 - 5.1.1 your name and your partner's name;
 - 5.1.2 if you are taking adoption leave, your adoption leave start and end dates;
 - 5.1.3 if you are not taking adoption leave, your partner's adoption leave start and end dates, or if your partner is not entitled to adoption leave, the start and end dates of their SAP;
 - 5.1.4 the total SPL available, which is 52 weeks minus the number of weeks' adoption leave or SAP taken or to be taken by you or your partner;
 - 5.1.5 how many weeks of the available SPL will be allocated to you and how many to your partner (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
 - 5.1.6 if you are claiming statutory shared parental pay (ShPP), the total ShPP available, which is 39 weeks minus the number of weeks of SAP taken or to be taken);
 - 5.1.7 how many weeks of the available ShPP will be allocated to you and how many to your partner (you can change the allocation by giving us a further written notice, and you do not have to use your full allocation);
 - 5.1.8 an indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave (see paragraph 9 and paragraph 10 for information on taking leave). This indication will not be binding at this stage, but please give as much information as you can about your future intentions; and
 - 5.1.9 declarations by you and your partner that you both meet the statutory conditions to enable you to take SPL and ShPP.

6. **Ending your adoption leave**

- 6.1 If you are taking or intend to take adoption leave and want to opt into the SPL scheme, you must give us at least eight weeks' written notice to end your adoption leave (a curtailment notice). The notice must state the date your adoption leave will end. You can give the notice before or after adoption leave starts, but you must take at least two weeks' adoption leave.
- 6.2 You must also give us, at the same time as the curtailment notice, a notice to opt into the SPL scheme (see paragraph 5) or a written declaration that your partner has given their employer an opt-in notice and that you have given the necessary declarations in that notice.
- 6.3 If your partner is eligible to take SPL from their employer they cannot start it until you have given us your curtailment notice.
- 6.4 The curtailment notice is binding on you and cannot usually be revoked. You can only revoke a curtailment notice if your adoption leave has not yet ended and one of the following applies:
 - 6.4.1 if you realise that neither you nor your partner are in fact eligible for SPL or ShPP, in which case you can revoke the curtailment notice in writing up to eight weeks after it was given;
 - 6.4.2 if your partner has died.
- 6.5 Once you have revoked a curtailment notice you will be unable to opt back in to the SPL scheme.

7. **Ending your partner's adoption leave or pay**

- 7.1 If your partner is taking adoption leave or claiming SAP from their employer, you will only be able to take SPL once your partner has either:
 - 7.1.1 returned to work;
 - 7.1.2 given their employer a curtailment notice to end adoption leave; or
 - 7.1.3 given their employer a curtailment notice to end SAP (if they are entitled to SAP but not adoption leave).

8. **Evidence of entitlement**

- 8.1 You must provide on request:
 - 8.1.1 One or more documents from the adoption agency showing the agency's name and address and the expected placement date; and
 - 8.1.2 The name and address of your partner's employer (or a declaration that they have no employer).

9. **Booking your SPL dates**

- 9.1 Having opted into the SPL system, you must book your leave by giving us a period of leave notice. This may be given at the same time as the opt-in notice or later, provided it is at least eight weeks before the start of SPL.

- 9.2 The period of leave notice can either give the dates you want to take SPL or, if the child has not been placed with you yet, it can state the number of days after the placement that you want the SPL to start and end. This may be particularly useful if you intend to take paternity leave starting on the date of placement and wish to take SPL straight afterwards.
- 9.3 Leave must be taken in blocks of at least one week.
- 9.4 If your period of leave notice gives dates for a single continuous block of SPL you will be entitled to take the leave set out in the notice.
- 9.5 If your period of leave notice requests split periods of SPL, with periods of work in between, we will consider your request as set out in paragraph 10, below.
- 9.6 You can give up to three period of leave notices. This may enable you to take up to three separate blocks of SPL (although if you give a notice to vary or cancel a period of leave this will in most cases count as a further period of leave notice; see paragraph 11). In exceptional circumstances we may allow you to give more than three period of leave notices but there is no obligation for us to do so.

10. **Procedure for requesting split periods of SPL**

- 10.1 In general, a period of leave notice should set out a single continuous block of leave. We may be willing to consider a period of leave notice where the SPL is split into shorter periods with periods of work in between. It is best to discuss this with your manager and HR in good time before formally submitting your period of leave notice. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.
- 10.2 If you want to request split periods of SPL, you must set out the requested pattern of leave in your period of leave notice. We will either agree to the request or start a two-week discussion period. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached agreement, you will be entitled to take the full amount of requested SPL as one continuous block, starting on the start date given in your notice (for example, if you requested three separate periods of four weeks each, they will be combined into one 12-week period of leave). Alternatively, you may:
 - 10.2.1 choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period; or
 - 10.2.2 withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted and you may submit a new one if you choose).

11. **Changing the dates or cancelling your SPL**

- 11.1 You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.
- 11.2 You can change the start date for a period of leave by notifying us in writing at least eight weeks before the original start date or the new start date, whichever is earlier.
- 11.3 You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date or the new end date, whichever is earlier.

- 11.4 You can combine discontinuous periods of leave into a single continuous period of leave. Since this will involve a change to the start date or end date of a period of leave, see paragraph 11.2 and paragraph 11.3 above which set out how much notice is required.
- 11.5 You can request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between. Since this will involve a change to the start date or end date, see paragraph 11.2 and paragraph 11.3 above which set out how much notice is required for the request. We do not have to grant your request but will consider it as set out in paragraph 10.
- 11.6 A notice to change or cancel a period of leave will count as one of your three period of leave notices, unless:
- 11.6.1 the variation is a result of the child being placed with you earlier or later than the expected placement date;
 - 11.6.2 you are cancelling a request for discontinuous leave within two days of the end of the two-week discussion period under paragraph 10.2.
 - 11.6.3 the variation is at our request; or
 - 11.6.4 we agree otherwise.

12. **Statutory shared parental pay (ShPP)**

- 12.1 You may be able to claim Statutory Shared Parental Pay (ShPP) of up to 39 weeks (less any weeks of SAP claimed by you or your partner) provided you have at least 26 weeks' continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid at a rate set by the government each year.
- 12.2 You should tell us in your period of leave notice(s) whether you intend to claim ShPP during your leave (and if applicable, for what period). If it is not in your period of leave notice you can tell us in writing, at least eight weeks before you want ShPP to start.

13. **Other terms during shared parental leave**

- 13.1 Your terms and conditions of employment remain in force during SPL, except for the terms relating to pay.
- 13.2 If you are a member of the pension scheme, we will make employer pension contributions during any period of paid SPL, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform the Human Resources Department that you wish to make up any shortfall.

14. **Keeping in touch**

- 14.1 We may make reasonable contact with you from time to time during your SPL although we will keep this to a minimum. This may include contacting you to discuss arrangements for your return to work.

14.2 You may ask or be asked to work (including attending training) on up to 20 "keeping-in-touch" days (KIT days) during your SPL. This is in addition to any KIT days that you may have taken during adoption leave. KIT days are not compulsory and must be discussed and agreed with your Headteacher.

14.3 You will be paid at your normal basic rate of pay for time spent working on a KIT day and this will be inclusive of any shared parental pay entitlement.

15. **Returning to work**

15.1 If you want to end a period of SPL early, you must give us eight weeks' written notice of the new return date. If you have already given us three period of leave notices you will not be able to end your SPL early without our agreement.

15.2 If you want to extend your SPL, assuming you still have unused SPL entitlement remaining, you must give us a written notice at least eight weeks before the date you were due to return to work. If you have already given us three period of leave notices you will not be able to extend your SPL without our agreement. You may instead be able to request annual leave or ordinary parental leave (see our Parental Leave Policy), subject to the needs of our business.

15.3 You are normally entitled to return to work in the position you held before starting SPL, and on the same terms of employment. However, if it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, but only in the following circumstances:

15.3.1 if your SPL and any adoption or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or

15.3.2 if you took SPL consecutively with more than four weeks of ordinary parental leave.

15.4 If you want to change your hours or other working arrangements on return from SPL you should make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

15.5 If you decide you do not want to return to work you should give notice of resignation in accordance with your contract. This may have an impact on your entitlement to company shared parental pay.

Schedule 8

Parental leave policy

1. About this policy

- 1.1 This policy summarises the statutory right of employees with at least one year's continuous service to take up to 18 weeks' unpaid parental leave in respect of each child.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Entitlement to parental leave

- 2.1 To be eligible for parental leave, you must:
 - 2.1.1 have at least one year's continuous employment with us;
 - 2.1.2 have or expect to have responsibility for a child; and
 - 2.1.3 be taking the leave to spend time with or otherwise care for the child.
- 2.2 You have responsibility for a child if you are the biological or adoptive parent or have legal parental responsibility in some other way, for example under a court order.
- 2.3 Eligible employees are entitled to take up to a total of 18 weeks' parental leave in relation to each child. This is not an annual entitlement.
- 2.4 You must tell us of any parental leave you have taken while working for another employer as this counts towards your 18-week entitlement.

3. Taking parental leave

- 3.1 In most cases, parental leave can only be taken in blocks of a week or a whole number of weeks, and you may not take more than four weeks' parental leave a year in relation to each child. Parental leave can be taken up to the child's 18th birthday.
- 3.2 Special rules apply where your child is disabled, which for these purposes means entitled to a disability living allowance, armed forces independence allowance or personal independence payment. You can take parental leave in respect of that child in blocks of less than one week. However, there is still a limit of four weeks a year for each child and 18 weeks in total for each child.

4. Notification requirements

- 4.1 You must notify your Headteacher of your intention to take parental leave at least 21 days in advance. It would be helpful if you can give this notice in writing. Your notification should include the start and end dates of the requested period of leave.
- 4.2 If you wish to start parental leave immediately on the birth of a child, you must give notice at least 21 days before the expected week of childbirth.

- 4.3 If you wish to start parental leave immediately on having a child placed with you for adoption, you should give notice at least 21 days before the expected week of placement, or if this is not possible, give as much notice as you can.

5. **Evidence of entitlement**

- 5.1 We may ask to see evidence of:

5.1.1 your responsibility or expected responsibility for the child such as birth certificate, adoption or matching certificate, parental responsibility agreement or court order.

5.1.2 the child's date of birth or date of adoption placement.

6. **Our right to postpone parental leave**

- 6.1 Although we will try to accommodate your request for parental leave, we may postpone your requested leave where it would unduly disrupt our business (for example, if it would leave us short-staffed or unable to complete work on time).

- 6.2 We will discuss alternative dates with you and notify you in writing of the reason for postponement and the new start and end dates, within seven days of receiving your request for parental leave.

- 6.3 We cannot postpone parental leave if you have requested it to start immediately on the birth or adoption of a child.

- 6.4 We cannot postpone parental leave for more than six months, or beyond the child's 18th birthday (if sooner).

7. **Terms and conditions during parental leave**

- 7.1 Parental leave is unpaid. You will not be entitled to employer pension contributions in respect of the period of leave.

- 7.2 Your employment contract will remain in force, you will remain bound by your duties of good faith and confidentiality, and any contractual restrictions on accepting gifts and benefits, or working for another business.

Schedule 9

Time off for dependants policy

1. About this policy

- 1.1 The law recognises that there may be occasions when you need to take time off work to deal with unexpected events involving one of your dependants.
- 1.2 This time off for dependants policy gives all employees the right to take a reasonable amount of time off work to deal with certain situations affecting their dependants.
- 1.3 No-one who takes time off in accordance with this policy will be subjected to any detriment.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Reasonable time off

- 2.1 You have a right to take a reasonable amount of time off work when it is necessary to:
 - 2.1.1 provide assistance when a dependant falls ill, gives birth, is injured or assaulted;
 - 2.1.2 make longer-term care arrangements for a dependant who is ill or injured;
 - 2.1.3 take action required in consequence of the death of a dependant;
 - 2.1.4 deal with the unexpected disruption, termination or breakdown of arrangements for the care of a dependant (such as a child-minder falling ill); and/or
 - 2.1.5 deal with an unexpected incident involving your child while a school or another educational establishment is responsible for them.
- 2.2 A **dependant** for the purposes of this policy is:
 - 2.2.1 your spouse, civil partner, parent or child;
 - 2.2.2 a person who lives in the same household as you, but who is not your tenant, lodger, boarder or employee; or
 - 2.2.3 anyone else who reasonably relies on you to provide assistance, make arrangements or take action of the kind referred to in paragraph 2.1.
- 2.3 This policy applies to time off to take action which is necessary because of an immediate or unexpected crisis. This policy does not apply where you need to take planned time off or provide longer-term care for a dependant. If this is the case, you should take advice from the Human Resources Department.
- 2.4 Whether action is considered necessary will depend on the circumstances, including nature of the problem, the closeness of the relationship between you and the dependant, and whether anyone else is available to assist. Action is unlikely to be considered necessary if you knew of a problem in advance but did not try to make alternative care arrangements.

2.5 Reasonable time off in relation to a particular problem will not normally be more than **one day of unpaid leave**. However, we will always consider each set of circumstances on their facts.

2.6 The Headteacher may authorise this leave to be paid at their absolute discretion.

3. **Exercising the right to time off**

3.1 You will only be entitled to time off under this policy if, as soon as is reasonably practicable, you tell the Human Resources Department:

3.1.1 the reason for your absence; and

3.1.2 how long you expect to be away from work. (see paragraph 2.5).

3.2 If you fail to notify us as set out above, you may be subject to disciplinary proceedings under our Disciplinary Procedure for taking unauthorised time off.

3.3 We may in some cases ask you to provide evidence for your reasons for taking the time off, either in advance or on your return to work. Suspected abuse of this policy will be dealt with as a disciplinary issue under our Disciplinary Procedure.

Schedule 10

Compassionate leave policy

1. About this policy

- 1.1 Compassionate leave is designed to help you deal with traumatic personal circumstances such as the death of a close relative or where a close relative has a life-threatening illness or injury.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. When compassionate leave may be available

- 2.1 You may take paid compassionate leave of up to three days per year where a close relative has died, is critically ill with a life-threatening illness, or has suffered a life-threatening injury. For the purposes of this policy, a close relative includes parents, partners, siblings, and children over the age of 18.
- 2.2 Further unpaid compassionate leave may be available under this policy at the Headteacher's absolute discretion.
- 2.3 In the event of the death of a child under the age of 18, including a stillbirth, please see our Parental Bereavement Leave Policy which applies instead of this policy.
- 2.4 We will consider requests for compassionate leave due to other traumatic events or difficult personal circumstances on a case by case basis.
- 2.5 If you are still unable to return to work following compassionate leave you should contact the Human Resources Department. We may at our discretion grant you further unpaid compassionate leave in those circumstances. Alternatively, if you are engaged on 52-week contract, you may be able to take a period of annual leave, subject to your manager's approval.

3. Requesting compassionate leave

- 3.1 We recognise that it may not always be possible to request compassionate leave in advance. However, where it is possible, you should make a request to your Headteacher. You should tell them the reasons for your request and the number of days leave you would like to take.
- 3.2 Where it is not possible to request leave in advance you should contact your Headteacher as soon as possible to tell them the reason for your absence and the number of days you expect to be absent. Someone can do this on your behalf if necessary.
- 3.3 In exceptional circumstances we may have to refuse a request for compassionate leave and will give you a written explanation of the reasons. If you are dissatisfied with this decision you may make a complaint under our Grievance Procedure.

Schedule 11

Parental bereavement leave policy

1. About this policy

- 1.1 This policy sets out the arrangements for parental bereavement leave, which is a type of compassionate leave intended to help employees deal with the death of a child under the age of 18 or a stillbirth after at least 24 weeks of pregnancy.
- 1.2 For compassionate leave in other circumstances, please see our Compassionate Leave Policy.
- 1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Entitlement to parental bereavement leave

- 2.1 You may be entitled to parental bereavement leave if your child or a child in your care has died or been stillborn after 24 weeks of pregnancy.
- 2.2 Parental bereavement leave can be one week, two consecutive weeks, or two separate weeks. It can be taken at any time during the first 56 weeks after the child's death.
- 2.3 Further unpaid compassionate leave may be available under our Compassionate Leave Policy at our discretion. Please speak to your manager if you require further time off in addition to parental bereavement leave.

3. Parental bereavement pay

- 3.1 You may qualify for statutory parental bereavement pay (SPBP) during parental bereavement leave if:
 - 3.1.1 you have at least 26 weeks' continuous employment ending on the Saturday before the child died; and
 - 3.1.2 you earn at least the lower earnings limit for class 1 national insurance contributions.
- 3.2 SPBP is only payable in respect of whole weeks of leave, at the same rate as statutory paternity pay. The rate is set by the government each tax year.
- 3.3 All employees are entitled to full pay during the first week of parental bereavement leave, this includes any statutory parental bereavement pay that may be payable for that week.
- 3.4 For salaried employees, full pay is based on your basic pay. For hourly-paid employees, it is based on an average over a two-month period.

4. Leave in the first eight weeks

- 4.1 In the first eight weeks after a child has died, there is no need to give advance notice to take parental bereavement leave. Please notify your Headteacher as soon as you can on the day you want your leave to start, preferably before the time you would normally start work, where possible. Someone can do this on your behalf if necessary.

4.2 If you have already started work, then your parental bereavement leave period will start on the following day. We would usually allow you to take the rest of the day off as compassionate leave.

4.3 You can cancel any planned parental bereavement leave in the first eight weeks by telling us at any time before the leave starts, and no later than the time you would normally start work on the first day of the leave period. You cannot cancel leave once it has started.

5. **Leave after more than eight weeks**

5.1 To take parental bereavement leave more than eight weeks after the child has died, please give your Headteacher at least a week's written notice.

5.2 Parental bereavement leave can be cancelled with a week's written notice, and can be re-booked by giving a week's written notice.

6. **Written confirmation**

6.1 We will ask you to confirm the following information in writing within 28 days of starting any period of parental bereavement leave:

6.1.1 your name;

6.1.2 the date the child died or was stillborn;

6.1.3 the dates of paid or unpaid parental bereavement leave taken; and

6.1.4 your relationship to the child.

Schedule 12

Other absences

1. About this document

- 1.1 This document outlines circumstances in which employees may request leave, and under what circumstances these types of leave may be paid.
- 1.2 With the exception of family related leave and sickness, the Headteacher will ensure that, after taking into account any leave that has been previously authorised, the total amount of leave taken for any particular member of staff in any twelve-month period does not exceed ten days with pay and ten days without pay.
- 1.3 This document does not form part of any employee's contract of employment and we may amend it at any time.

2. Sickness absence

- 2.1 If you are absent due to sickness you may qualify for statutory sick pay or contractual sick pay, subject to the requirements of your contract and the Sickness Policy.

3. Emergencies

- 3.1 If you have to miss work due to an emergency, you must phone the school and explain the situation to your manager. You should return to work later in the day if possible or give an indication of when you will be able to return to work.
- 3.2 If it is a serious family or personal problem and you are going to be absent for more than one day, we will reach an agreement with you about how and when you will keep in touch.
- 3.3 There is no right to be paid for time off for an emergency. Time off for an emergency may be paid at the absolute discretion of the Headteacher.
- 3.4 Emergencies involving a dependent should be dealt with under the Time Off for Dependents Policy. The Headteacher may authorise paid leave at their discretion.

4. Time off for religious and belief observance

- 4.1 There is no right for employees to have time off for religious observance, nor are employees entitled to additional annual leave for such purposes. You may request leave in order to celebrate a religious festival, attend a ceremony or observe a spiritual day. The Headteacher will consider such requests and grant leave where it is reasonably practicable.
- 4.2 If you are on a 52 week contract you should use your annual leave entitlement to request time off for religious observance.
- 4.3 Where several employees request leave at the same time, granting leave will be dependent on the needs of the school and what is fair and reasonable.

5. **Leave for professional duties**

5.1 The Headteacher may, at their absolute discretion, authorise paid leave for the following circumstances:

- 5.1.1 to enable a teacher to attend an activity arranged by an examination board;
- 5.1.2 to enable an employee to attend an examination that is relevant to the employee's professional development;
- 5.1.3 to help an employee to undertake exam revision immediately prior to a relevant examination on the basis of a maximum of a half day's leave for each half-day examination, and a maximum total of five days per academic year;
- 5.1.4 to enable a member of staff to attend an interview for another post;
- 5.1.5 one day's paid leave to enable a member of staff to visit an educational establishment to which he or she is to transfer;
- 5.1.6 a maximum of eighteen days' paid leave in any twelve month period to enable an employee to function as a Justice of the Peace;
- 5.1.7 to enable an employee to serve as a witness in a court.

6. **Jury service**

6.1 Time off for jury service will be unpaid. Please refer to the Time Off for Public Duties Policy.

7. **Reserve force duties**

7.1 In exceptional circumstances - if it is not practicable for training to take place during term holidays – the Headteacher may authorise up to a maximum of ten working days paid leave per annum.

8. **Weddings**

8.1 A maximum of one day's paid leave may be authorised for your own wedding and one day to attend the wedding of a close relative (child, sibling or parent) or close friend.

9. **Graduations**

9.1 One day's paid leave may be authorised to attend your own graduation, and/or one day's paid leave to attend the graduation of your child or partner.

10. **Removals**

10.1 On one occasion, one day's paid leave per year may be authorised, with the possibility of two if it is a long-distance removal, at the discretion of the Headteacher.

11. **Sport and cultural activities**

11.1 Paid leave may be authorised by the Headteacher for you to participate, as an amateur at an advanced level, *where this will be of benefit to you/the school/Trust.*

12. **Political party conference**

- 12.1 The Headteacher may authorise unpaid leave to enable an employee to attend an annual conference of a political party as an official nominee of a local branch of a party.

13. **Official association duties – release from employment duties**

- 13.1 Trust representatives may, from time to time, be released from their teaching duties for short periods without loss of salary to enable them to carry out official Association duties, provided that the release does not interfere with the smooth running of the school and the prior approval of the Headteacher is obtained. A request for such release will not be unreasonably refused.

14. **Inability to get to your normal place of work**

- 14.1 If because of transport difficulties which could not reasonably have been foreseen or overcome (caused, for example, by deep snow or a transport strike), you are unable to get to your normal place of work, you should immediately email/telephone the school's absence line. Leave of absence for the first day will be with pay *provided* the Headteacher is satisfied that reasonable attempts were made to attend for duty. The Headteacher has discretion to determine pay for absences which extend beyond one day where it can be demonstrated that it is clearly impractical for you to attend your normal workplace.

15. **Disability leave**

- 15.1 The Equality Act specifically identifies the provision of leave as a reasonable adjustment where a disabled person needs to be absent from work for 'rehabilitation, assessment or treatment', for a fixed period(s) of time known in advance. This can be termed as disability leave. The usually predictable and fixed nature of disability leave distinguishes it from disability related sickness absence, which is unpredictable and for unknown periods of time, although there may be occasions where disability leave has to be taken at short notice and/or is unpredictable, in which case flexibility should be applied.

- 15.2 Examples of disability leave may include leave for:

15.2.1 assessment for conditions;

15.2.2 training, for example with a guide or hearing dog or in the use of specialist equipment;

15.2.3 medical appointments or specialist check-ups including monitoring of related equipment or treatment;

15.2.4 to allow time for adjustments or adaptations to be made.

- 15.3 Where possible, appointments related to a disability should be made outside of working hours; however, the Trust recognises that scheduling of appointments is sometimes outside of the individual's control. In these cases, paid time off will normally be granted. The Headteacher/ HR Manager may reasonably request to see evidence of the appointment(s) and it is expected employees will work with their line manager to consider how any impact on work can be mitigated with the expectation that regular attendance at work will continue.

16. **Medical and dental appointments and operations**

- 16.1 There is no general right for you to take time off for routine medical or dental appointments. These are expected to be made in your own time; however, the Headteacher has a discretion to allow time off for such appointments (whether paid or unpaid).
- 16.2 Where the medical appointment is required due to a disability, the Trust's obligation to make reasonable adjustments may be triggered. This could require the school/Trust to permit a disabled employee time off for the appointment in circumstances where it would not normally allow such absence. This decision will rest with the Headteacher.
- 16.3 When requiring an operation or a hospital procedure, you are responsible for sharing as much information as possible with the Headteacher/HR Manager regarding the dates and details of time off required, including the reason for the absence, the anticipated duration, the predicted recovery time and any possible changes in capability to undertake your role upon their return.
- 16.4 Time off for plastic/cosmetic surgery would normally be unpaid unless there is a note from the doctor that the surgery is essential to your health or wellbeing.
- 16.5 Paid time off for fertility treatment is at the discretion of the Headteacher.

17. **Career break/sabbatical**

- 17.1 Applications for a career break or sabbatical will be handled in accordance with the Career Break and Sabbatical Policy in the Staff Handbook.

18. **Miscellaneous reasons (special leave)**

- 18.1 There may be other situations where the Headteacher will authorise leave that does not fall into any of the above categories. An employee may request leave in special circumstances and the Headteacher can authorise such leave on an ad hoc basis as special leave (either paid or unpaid). Each case will be considered on its own merits, with due consideration of the circumstances and the precedent this may set for future cases.
- 18.2 The Headteacher will ensure that consistency of treatment is maintained between employees.

Schedule 13

Flexi Working - (Trial 2023 – 2024)

- 1.1 Flexi time is available to both teachers and support staff and offers 2 hours of time away from the workplace during contracted hours/term time during the academic year or during a school holiday for colleagues who are on a 52-week contract.
- 1.2 Please note that:
 - 1.2.1 Time cannot be taken on either the first or last day of any school term or half term, on an INSET Day, on a No Absence Day (NAD) or a Parents' Evening*
 - 1.2.2 Un-used Flexi Time cannot be carried over into the next academic year.
 - 1.2.3 Time can be taken either as one block of 2-hours or two 1-hour blocks.
 - 1.2.4 The request must be discussed with the Line Manager in the first instance so that the impact of absence can be evaluated; department solutions are encouraged where there are cover implications to minimise impact on pupils' learning and to maintain subject specialist input – these arrangements can be detailed on the absence form including the name of the person covering the lesson if known
 - 1.2.5 Requests for flexi time can be made by completing Absence Request form on google drive in the usual way, indicating that the request is for Flexi Time – colleagues **do not** need to record how this time is being used
 - 1.2.6 Requests must be made with as much notice as possible but no later than two weeks ahead of the proposed date of absence.
 - 1.2.7 Each request will be actioned on a case-by-case basis and approval will be solely dependent on whether core work-based activities can be covered. Staff will be advised of the outcome either way.
 - 1.2.8 If there are multiple requests for the same hours, it may be impossible to approve all requests and will be managed on a first come first served basis

*Please note that any missed statutory CPL sessions e.g. Safeguarding must be completed at another time.

Schedule 14

Carer's Leave Policy

1. About this policy

- 1.1 This policy summarises the statutory right of employees who have caring responsibilities for a dependant with a long term care need to apply for one weeks' unpaid Carer's Leave.
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Definitions

- 2.1 A "dependant" for entitlement to Carer's Leave is defined as anyone for whom an employee reasonably has caring responsibility for, and does not have to be a family member. This includes a spouse, civil partner, child, parent, a person who lives in the same household as the employee (other than by reason of them being their employee, tenant, lodger or boarder), or a person who reasonably relies on the employee for care.
- 2.2 Employees will be entitled to leave to give or arrange care for a dependant who has:
 - 2.1.1 a physical or mental illness or injury that means they're expected to need care for more than 3 months;
 - 2.1.2 a disability (as defined in the Equality Act 2010);
 - 2.1.3 elderly care needs.

3. Eligibility for Carer's Leave

- 3.1 To be eligible for Carer's Leave, employees must:
 - 3.1.1 Have a dependant with a long-term care need;
 - 3.1.2 Seek to take the leave to provide or arrange care for that dependant; and
 - 3.1.3 Have not exceeded their entitlement to one week of Carer's Leave during any 12-month rolling period.
- 3.2 There is no qualifying service requirement for this right, therefore employees are able to make an application for Carer's Leave from the first day of employment.

4. Entitlement to Carer's Leave

- 4.1 Employees who meet the eligibility criteria as set out above will be able to take a period of up to one week of unpaid Carer's Leave, in any 12-month rolling period. The entitlement is pro-rated for people who work part-time, so for example if an employee works 3 days per week, their entitlement would be for 3 days.
- 4.2 There is the option for employees to take this leave as full or half days, and as either consecutive or non-consecutive days.

- 4.3 If an employee needs to care for more than one person, they cannot take a week of Carer's Leave for each dependant. They can only take up to one week every 12 months. They can use the leave on more than one dependant.

5. **Evidence of Entitlement**

- 5.1 Employees wishing to take Carer's Leave will not be required to provide evidence in relation to a request for Carer's Leave.

6. **Notification requirements**

- 6.1 You must notify your Headteacher in writing of your intention to take Carer's Leave, prior to taking the leave, specifying:
- 6.1.1 that they are entitled to take Carer's Leave, and
 - 6.1.2 the days on which the Carer's Leave is to be taken.
- 6.2 You are required to provide notice for leave, either by giving a notice period that is double the length of the requested leave, prior to the first day of the proposed leave, or by giving a notice of three full days before the first day (or half day) mentioned in the notice.
- 6.3 The method that results in the earliest notification should be used. For example:
- 6.3.1 If the request is for half a day or a day, the notice period must be at least 3 working days.
 - 6.3.2 If the request is for more than one day, the notice period must be at least twice as long as the requested leave. For example, if the request is for 2 days, the notice period must be at least 4 working days.
- 6.4 The notice period needs to be in full days, even if the request includes half day amounts.
- 6.5 Once the notification has been received your Headteacher will review and confirm if dates are approved.

7. **Our right to postpone carer's leave**

- 7.1 Every effort will be made to meet an employee's request for Carer's Leave, however where it is considered that the operation of the School/department would be unduly disrupted if the employee took Carer's Leave during the period identified in the employee's request, the leave may be postponed. The following will then need to occur:
- 7.1.1 the employee will be allowed to take the leave at another time within one month of the earliest day originally requested by the employee;
 - 7.1.2 the employee will be provide with written notice that the leave will be postponed, stating the reasons for this postponement and the alternative agreed dates on which the leave can be taken; and
 - 7.1.3 this notice must be provided either seven days after the employee gave notice to the Headteacher or before the earliest day requested by the employee, whichever is the earliest of the two.

8. Terms and conditions during carers leave

- 8.1 Carer's leave is unpaid. You will not be entitled to employer pension contributions in respect of the period of leave.
- 8.2 Your employment contract will remain in force, you will remain bound by your duties of good faith and confidentiality, and any contractual restrictions on accepting gifts and benefits, or working for another business.