Family Friendly Section

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Frequently Asked Questions

Do I need to tell my Manager I'm pregnant?

In or before the 15th week before your baby is due i.e. the expected date of birth, or as soon as it is reasonably practicable thereafter if you cannot comply with that time limit (and at least 28 days before you wish to start your leave), you must give Impact written notice of your impending Maternity Leave. However we recommend that you let your Line Manager know that you are pregnant as soon as possible so that we can carry out any appropriate risk assessments.

What pay will I receive when I am off on Maternity Leave?

If you have 1 year's continuous service (or more) by the 11th week before the Expected Week of Childbirth then you are entitled to Occupational Maternity Pay. Occupational Maternity Pay is paid at 90% of your average pay for the first 6 weeks and then 12 weeks at half-pay (this includes Statutory Maternity Pay), then you are eligible for a further 21 weeks Statutory Maternity Pay. If your weekly earnings are less than the Statutory Maternity Pay per week, then 90% of your average weekly earnings will be paid. For the current Statutory Maternity Pay rates please refer to the Direct.gov website.

If you have less than 1 year's continuous service by the 11th week before the Expected Week of Childbirth then you will be entitled to Statutory Maternity Pay providing you meet the criteria for this. The main criteria is that you must have been continuously employed for at least 26 weeks ending with the 15th week before the expected week when the baby is due. This is called the qualifying week and; have had normal weekly earnings for the period of 8 weeks ending with the qualifying week of not less than the lower insurance limit in force at the time for the payment of National Insurance Contributions.

A member of staff who does not qualify for Statutory Maternity Pay may be entitled to Maternity Allowance, for a maximum of 39 weeks provided that she has worked and paid National Insurance contributions in 26 out of the 66 week period before the expected week of childbirth. This is a statutory benefit paid by Social Security/Jobcentre Plus offices and the amount you receive will depend on your earnings.

What do I do if I am ill when I am pregnant?

If you are absent from work whilst pregnant because of illness, you can normally take sick leave under our usual arrangements. However, if the illness is related wholly or partly to your pregnancy and the absence occurs during the 4 weeks before the expected week of childbirth, then your Maternity Leave starts to run automatically from the date your absence commences.

Can I take time off for doctor's appointments, scans etc whilst I am pregnant?

You also have the right, if pregnant, to paid time off to attend for ante-natal care. This includes parent-craft classes etc as well as appointments to see the doctor/midwife, scans etc. In order to exercise this right you must produce evidence of the appointments to your Line Manager. You are requested to bear in mind the requirements of your post when arranging appointments. Although time off will not be refused, your Line Manager has the right to request a change of date/time if your absence will cause undue disruption to the service.

What happens to my Annual Leave whilst I am on Maternity Leave?

You will continue to accrue annual leave as normal whilst you are on Maternity Leave. However you can only carryover the equivalent of one working week into the next leave year. Therefore to ensure you receive all your leave entitlement we suggest that you plan to take some Annual Leave either side of your Maternity Leave.

What pay will I receive when I am off on Paternity Leave?

If you have 26 weeks' or more continuous service at the start of the 15th week before the baby is due you will be entitled to 2 working weeks paid occupational paternity leave at your normal rate of pay e.g. 10 days if you work 5 days per week/32 hours if you work 16 hours per week etc.

If you have less than 26 weeks' continuous service by the start of the 15th week before the baby is due, you will be entitled to 1 working week's paid occupational paternity leave at your normal rate of pay (e.g. 5 days/16 hours etc).

If you choose to take Additional Statutory Paternity Leave and meet the criteria for it to be paid, you will receive Statutory Paternity Pay which is calculated as the lesser of 90% of your pay or the Statutory Paternity Pay limit. For the current Statutory Paternity Pay rates please refer to the Direct.gov website. The length of time you will receive Statutory Paternity Pay will depend on the amount of Statutory Maternity Pay your partner has already claimed.

When should I tell my Manager I need to take Paternity Leave?

Line Managers should be notified in writing of the expected date of birth along with a copy of the mother's certificate of confinement or other suitable medical note, as soon as possible and preferably no later than 6 weeks before the expected date of confinement.

What pay will I receive when I am off on Adoption Leave?

If you have 1 year's continuous service (or more) you will be entitled to Occupational Adoption Pay. Occupational Adoption Pay is paid at 90% of your average pay for the first 6 weeks and then 12 weeks at half-pay (including Statutory Adoption Pay) with the remaining 13 weeks paid at the

Statutory Adoption Pay limit or 90% of your average weekly earnings if this is less.

If you do not have 1 year's continuous service then you may be entitled to Statutory Adoption Pay. This is paid at 90% of average pay for the first 6 weeks and then Statutory Adoption Pay or 90% of average weekly earnings if this is less, for 33 weeks. This is payable if a member of staff has 26 weeks or more continuous employment with Impact leading into the week in which they are notified of being matched with a child for adoption, but have less than 1 year's continuous service at this point.

For up to date payment information for Statutory Adoption Pay please visit the Direct.gov website.

Adoption pay/leave is open to male and female staff where you are wholly or mainly responsible for the care of an adoptive child. (Only one partner of a couple, where the couple adopt jointly, has the right to adoption leave).

Where your partner is normally at home and/or has or will have primary responsibility for child care, you will be eligible to take Paternity Leave (whether male or female) rather than Adoption Leave.

When should I tell my Manager I need to take Adoption Leave?

You must inform your Line Manager and the Human Resources Team of your intention to take Adoption Leave within 7 days of being notified by your adoption agency that they have matched you with a child for adoption, unless this is not reasonably practicable.

Am I eligible to take Parental Leave?

To be eligible for Parental Leave you must have 1 year's continuous service and your child must be under 5 years' old or under 18 years old if they have a disability. If your child is adopted then the date of adoption must be less than 5 years ago and they must be under 18 years old.

Will I be paid if I take Parental Leave?

Parental leave is unpaid.

What is Special Leave?

Special leave is a discretionary period of leave up to 1 working week's paid leave (e.g. 5 days/16 hours etc) during any leave year to cover unexpected / emergency family events where there is no time for any other arrangements to be put into place. Special leave is granted at the discretion of the HR Director.

Maternity Leave

There are two types of Maternity Leave: Ordinary and Additional. These are explained below.

Entitlement to Maternity Leave:

All pregnant employees are eligible for Ordinary Maternity Leave, and Additional Maternity Leave as well, irrespective of length of service subject to the below.

The total period of Maternity Leave that can be taken is 52 weeks. This is divided into 26 weeks Ordinary Maternity Leave followed by 26 weeks Additional Maternity Leave. Please note there are different contractual rights attached to each period of leave.

Notifying us of your impending Maternity Leave:

In or before the 15th week before your baby is due i.e. the expected date of birth, or as soon as it is reasonably practicable thereafter if you cannot comply with that time limit (and at least 28 days before you wish to start your leave), you must give Impact:

Written notice of the fact that you are pregnant and of the expected week of childbirth. This will normally be on a maternity certificate (Mat B1), which you will get from your doctor or midwife. This certificate is issued once you reach the 14th week before the week in which the baby is due.

Notice in writing of the date when you intend to begin your leave. This date can be any time up to the birth but may be no earlier than the beginning of the eleventh week before the expected week of childbirth.

If the child is born early i.e. before the date you have notified or before you have notified any date at all then the maternity leave period begins automatically on the date of the birth. You are required to notify Impact that you have given birth as soon as reasonably practicable after the birth.

If you wish to change the date you start Maternity Leave, you will need to provide at least 28 days notice of the change. (If this is not reasonably practicable, you need to tell us as soon as you reasonably can.)

Within 28 days of receiving your notification, you will be sent a letter which will confirm the expected date of your return from Maternity Leave. We assume that this will be 52 weeks. The letter will set out the date we expect you to return to work if you take your full entitlement to maternity leave. (You do not need to take the full entitlement of either Ordinary or Additional Maternity Leave if you do not wish to –you may return to work at anytime during this period, providing there is at least a 2 week period of statutory maternity leave, following the date of the birth. You may choose this date before you start your maternity leave if you wish.) *The 52 weeks Maternity Leave is still divided

into 26 weeks Ordinary Maternity Leave followed by 26 weeks Additional Maternity Leave – this is important as there are different contractual rights attached to each period of leave.

You must give Impact 56 days/8 weeks notice in writing, of your return to work, if you are returning to work earlier than the expiry of the 52 weeks Maternity Leave to which you are entitled. If you do not do this, Impact may postpone your return to the extent necessary to give such notice or until the end of your Maternity Leave period whichever is the earlier. Therefore, if you only wish to take Ordinary Maternity Leave i.e. 26 weeks and not the full 52 weeks you are entitled to, then you must give notice to return as you are in fact returning early.

There must be at least a 2 week period of Statutory Maternity Leave following the date of the birth.

Please note the following:

There is no right to pay during maternity leave; you may be entitled to be paid but your entitlement arises in a different way and is dealt with later.

The right to return to work after Ordinary Maternity Leave is different from the right to return to work after Additional Maternity Leave.

There is no right to sickness pay during a period of maternity leave.

Entitlement to Statutory Maternity Pay:

To be eligible for Statutory Maternity Pay you must:

- Still be pregnant at the eleventh week before the expected week of confinement, or have had the baby at that time and;

- Have been continuously employed for at least 26 weeks ending with the 15th week before the expected week when the baby is due. This is called the qualifying week and;

- Have had normal weekly earnings for the period of 8 weeks ending with the qualifying week of not less than the lower insurance limit in force at the time for the payment of National Insurance Contributions and;

- Have stopped work.

- Still be employed by Impact immediately before the beginning of the 11th week before the expected week of confinement.

- Not remain at work if certified medically unfit to do so.

For the avoidance of doubt, bank staff are not entitled to receive Statutory Maternity Pay unless they have been continuously employed on one contract for at least 26 weeks and otherwise qualify in accordance with the time limits set out above. Continuous employment means working at least 1 working hour each week.

You must give (at least) 28 days notice of your intention to be absent in order to claim Statutory Maternity Pay.

Payment cannot commence before the 11th week before the expected week of childbirth, unless birth is early.

If you do not qualify for Statutory Maternity Pay (SMP) you may be entitled to maternity allowance (MA), for a maximum of 39 weeks provided that you have worked and paid National Insurance contributions in 26 out of the 66 week period before the expected week of childbirth. This is a statutory benefit paid by Social Security/Jobcentre Plus offices and the amount you receive will depend on your earnings. If you do not qualify for SMP, you will receive notification from us which will explain why we cannot pay you SMP and who you should contact to claim Maternity Allowance. Please contact Human Resources if you have any queries.

Calculation of Maternity Pay:

There are 2 rates of Maternity Pay, Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP). Occupational Maternity Pay is paid under Impact's Maternity Scheme and is in addition to SMP.

Statutory Maternity Pay (SMP) is paid at 90% of average pay for the first 6 weeks and then SMP for 33 weeks. For the current SMP rates please refer to the Direct.gov website.

Occupational Maternity Pay is payable if you have 1 year's continuous service (or more) by the 11th week before the Expected Week of Childbirth. Occupational Maternity Pay is paid at 90% of average pay for the first 6 weeks and then 12 weeks at half-pay (this includes Statutory Maternity Pay), then you are eligible for a further 21 weeks Statutory Maternity Pay. If your weekly earnings are less than Statutory Maternity Pay per week, then 90% of average weekly earnings will be paid.

Keeping in Touch Days:

You will be able to come into work for up to 10 days (which may be either separate days or a single block) without losing your Statutory Maternity Pay or triggering the end of your Maternity Leave. These days are known as "keeping in touch days".

Impact is not obliged to offer these "keeping in touch days", nor are you obliged to agree to do any work offered. For these to work, both Impact and you will have to agree:

- that you will do some work
- the type of work, e.g. attendance at a training course; helping out during a particularly busy period; coming in to attend meetings/keeping up to date with changes
- the amount of remuneration that will be payable in respect of the work done (this can be offset against the SMP paid in respect of the working days against your salary).

In addition to “keeping in touch days”. Impact may maintain reasonable contact with you on maternity leave, for example to discuss your plans for returning to work or to provide an update on developments in the office/project/organisation.

Impact will ensure that no one is unreasonably contacted during Maternity leave, nor forced to attend work should they not wish to do so during their maternity leave.

Terms and Conditions of Employment Whilst on Maternity Leave:

Whilst you are on either Ordinary Maternity Leave (OML) or Additional Maternity Leave (AML - see following section) you are entitled to retain your terms and conditions of service e.g. contract hire car, accrual of annual holiday entitlement etc. If you decide to take up to 52 weeks Maternity Leave, you could potentially be absent for an entire leave year. However, the Association’s rules on annual leave only allow you to carry forward a maximum of 1 working week’s leave (eg 5 days, 16 hours etc), which in theory could mean you lose some or all of your annual leave entitlement. To try to prevent this from happening, please speak to your line manager and contact Human Resources to work out the best way to fit in your holidays before and after your maternity leave. Due to the fact that mobile phones and laptop computers are provided solely for business usage, these should be returned immediately before your departure on Maternity Leave, unless by mutual agreement with your Line Manager you are intending to continue to undertake some work during your period of absence. Failure to do so will result in you incurring some income tax liability. Employees absent on Maternity Leave will be entitled to retain their contract hire vehicle during the period of absence. They will however need to monitor their mileage as if the mileage total falls below 2,500 in any one tax year then an additional tax liability will be incurred.

If you are a member of the Social Housing Pension Scheme, under the scheme’s rules, for the first 26 weeks of your Maternity Leave no contributions are due from either yourself or Impact (as the employer). For the period from 27 to 39 weeks, you are required to pay contributions on any pay you are still receiving from Impact, i.e. SMP. During this period, Impact pays the amount it would pay if you were working normally (based on the pay you would have been receiving), plus any shortfall in your (i.e. the member’s) usual contribution.

For example, if you would have paid £90 per month in employee contributions, but are paying £30 per month as a result of receiving SMP, Impact will need to pay the balance of £60. If you are not receiving any pay from Impact i.e. you are on Maternity Allowance, full contributions are required from Impact i.e. an amount equal to both employee and employer contributions for the period covering weeks 27 to 39. Any shortfall paid by Impact, as described above, should be paid as employer contributions, not member contributions.

Membership of the scheme must be maintained for the first 39 weeks as though you were working normally. Therefore, you will earn the same pension as you would have had you been at work. (NB this does not apply to any AVCs you may pay.)

For the period from 40 to 52 weeks, no contributions are due from either you or Impact, and pension benefits will not accrue. However, you do have the choice, on your return to work, to pay contribution arrears for this period. If arrears are paid, the period will count as normal membership, otherwise there will be a break in your membership.

Entitlement to Additional Maternity Leave:

You are entitled to up to 52 weeks Maternity Leave regardless of length of service or how many hours you work a week. This is still divided into 26 weeks Ordinary Maternity Leave followed by 26 weeks Additional Maternity Leave – this is important as there are different contractual rights attached to each period of leave.

You must be employed at the beginning of the 11th week before your Expected Week of Childbirth.

After the expiry of your Maternity Leave you have the right to return to work on the expected date indicated in the letter confirming your Maternity Leave i.e. which assumes you will take the full 52 weeks, and need not give advance notice before doing so.

If you wish to return to work before the end of your Maternity Leave period, or if you are altering your anticipated return to work date, you must give Impact at least 56 days/8 weeks notice in writing if you wish to do this. If you do not do this, Impact may postpone your return to the extent necessary to give such notice or until the end of your Maternity Leave period whichever is the earlier.

You do not need to take the full entitlement of either Ordinary or Additional Maternity Leave if you do not wish to.

Right to Return to Work after Maternity Leave:

When you return to work after Ordinary Maternity Leave, you have the right to return to exactly the same job and terms and conditions.

When you return to work after Additional Maternity Leave, you also have the right to return to exactly the same job. But if it is not reasonably practicable for you to have that job back, then you have the right to return to a suitable alternative job. The alternative must be suitable in terms of your status, skills, location etc and on terms and conditions not less favourable to you than those which would have been applicable to you had you not been absent

If you are unwell and incapable of returning to work at the end of your Maternity Leave, then the usual sickness procedures will apply.

Redundancies arise in any organisation, and the fact that you are on Maternity Leave would not prevent you from being selected for redundancy were this to arise and be appropriate. However, if such a situation were to arise we would act in accordance with the procedures set out in the Redundancy/Re-deployment Procedures section of the handbook. Your Pregnancy or Maternity Leave cannot be the reason you are selected for redundancy – you should be considered for redundancy in the same way as other colleagues.

If you decide not to return to work and to resign instead, you need to give us the normal notice period that is set out in your contract (outlined in the Notice Periods section of the Handbook)

Time Off for Ante-Natal Care

You also have the right, if pregnant, to paid time off to attend for ante-natal care. This includes parent-craft classes etc as well as appointments to see the doctor/midwife, scans etc. In order to exercise this right you must produce evidence of the appointments to your Line Manager. You are requested to bear in mind the requirements of your post when arranging appointments. Although time off will not be refused, your Line Manager has the right to request a change of date/time if your absence will cause undue disruption to the service. We also permit any member of staff whose partner is pregnant to attend medical screenings with their pregnant partner. Similar evidence must be produced if requested (see section on Paternity Leave.

Health and Safety Whilst Pregnant or on Maternity Leave

You have the right to work that does not involve risk to your health and safety or that of your baby. If you feel that you or your baby are at risk from the work that you do, you should discuss this with your GP or midwife, then bring these concerns to the attention of your Line Manager immediately. Risk assessments will be carried out to identify any risks and the measures to be taken to protect you.

In certain circumstances, the Association has the right to place you on paid maternity suspension if your continued attendance at work would be detrimental to you or your baby's health. Please note this would only be done as a last resort if no other suitable alternative work or working

arrangements/conditions were available. If you are suspended for health and safety reasons, then the Association may have the right to put you on maternity leave 4 weeks before your baby is due.

Under Health and Safety Regulations, a member of staff who is on maternity leave must not work during the 2 weeks beginning with the date of the birth of the baby.

If you are absent from work whilst pregnant because of illness, you can normally take sick leave under our usual arrangements (see the Absence section for further details). However, if the illness is related wholly or partly to your pregnancy and the absence occurs during the 4 weeks before the expected week of childbirth, then the Maternity Leave starts to run automatically from the date your absence commences.

Additional Information Regarding Maternity Leave and Pay

The 12 weeks entitlement to ½ pay (but not the SMP element) is repayable if a member of staff does not return to work following Maternity Leave (whether Ordinary or Additional) for a minimum period of 12 weeks.

There is the right for you to request flexible working, which could involve a change in your hours, working pattern, location of your job etc. There is a process that needs to be followed (further details of this can be seen in the Flexible Working section), and there is a requirement for you to demonstrate how your request could fit with the requirements of the Association. Changes may be permanent or temporary dependant on the agreement reached between you and Impact. If you wish to consider flexible working when you return from Maternity Leave, you should discuss this with your Line Manager as soon as possible (even before you go on Maternity Leave), as this provides more time for your request to be considered and potentially accommodated. Impact has a duty to seriously consider your request and must have a good business reason for refusing.

The entitlements (relating to leave and pay) outlined in this scheme will apply if your baby is stillborn, or if you miscarry, after the 24th week of pregnancy. If you have a miscarriage before the start of the 24th week of pregnancy you will not be eligible for Maternity Leave or Pay – our sickness provisions would apply. The Association will do all it can to help you in these circumstances. In addition, there is the confidential staff counselling service which can provide support and you can contact them, your Line Manager or Human Resources if you have any queries or need assistance.

The above is a simplified explanation of the statutory rights you have and the additional contractual rights granted to you.

Summary of Entitlements

Benefit	Amount of Entitlement	Qualifying Conditions
Ordinary	26 weeks unpaid leave	Not linked to length of service.

Maternity Leave	26 weeks paid leave	You must be employed at the beginning of the 11th week before your Expected Week of Childbirth (EWC) You must provide notification of your pregnancy, Expected Week of Childbirth and Leave requested, at least 28* days before you wish to start your leave You must have been continuously employed for at least 26 weeks at the 15h week before the Expected Week of Childbirth You must be employed at the beginning of the 11th week before your Expected Week of Childbirth You must provide notification of your pregnancy, Expected Week of Childbirth and Leave requested, at least 28* days before you wish to start your leave
Additional Maternity Leave	26 weeks unpaid leave to be taken immediately after Ordinary Maternity Leave 13 weeks paid leave and 13 weeks unpaid leave to be taken immediately after Ordinary Maternity Leave	Not linked to length of service. You must be employed at the beginning of the 11th week before your Expected Week of Childbirth (EWC) You must provide notification of your pregnancy, Expected Week of Childbirth and Leave requested, at least 28* days before you wish to start your leave You need a minimum of 26 weeks continuous service by the 15th week before your Expected Week of Childbirth You must be employed at the beginning of the 11th week before your Expected Week of Childbirth (EWC)

Statutory Maternity Pay	39 weeks pay as follows: 6 weeks at 90% of your weekly earnings 33 weeks Statutory Maternity Pay (SMP) (or 90% of your weekly earnings if this is less than SMP) If you do not qualify for SMP you may qualify for Maternity Allowance instead. Refer to the main document for further information.	You need a minimum of 26 weeks service by the 15th week before your Expected Week of Childbirth (EWC) Your earnings in the 8 weeks up to the 15th week before your EWC must be equal to or above the Lower Earnings Limit (i.e. roughly speaking, you should have paid National Insurance on your earnings for those 8 weeks). You must still be pregnant at the 11th week before your Expected Week of Childbirth You must provide notification of your pregnancy, your Expected Week of Childbirth and your Leave requested, at least 28 days before you wish to start your leave NB To qualify for both leave AND pay, you must remain in post until the beginning of the 11th week before your Expected Week of Childbirth
Occupational Maternity Pay	39 weeks pay as follows: 6 weeks at 90% of your weekly earnings 12 weeks at ½ pay (including SMP) 21 weeks at SMP– not exceeding your normal full pay (90% of average weekly earnings).	You need a minimum of 1 Year's continuous service by the 11th week before your Expected Week of Childbirth. The 12 weeks at ½ pay is only payable if you have declared in writing that you are returning to work and you complete at least 12 weeks service on your return. If not, you will have to repay the ½ pay element but not the SMP element. If you are not returning to work, the 12 weeks will be paid at SMP rate (plus the further 13 weeks at SMP). If you are unsure if you are returning or not, you can defer the payment of the 12 weeks at ½ pay until you have decided whether or not you intend to return.

Paternity Leave

There are two types of Paternity Leave Ordinary and Additional. These are explained below.

Ordinary Paternity Leave

Entitlement to Ordinary Paternity Leave

You are entitled to Paternity Leave if your partner is pregnant or is adopting a child, or if you are the biological or adoptive father of the child. (You must have or expect to have responsibility for the upbringing of the child.) This is normally to be taken within 8 weeks of the baby/babies' birth (or in the case of adoption, within 8 weeks of the child's placement), and may be taken consecutively or in single days. Requests should be made via the SelectHR system. Only one period of leave will be available to you even if more than one child is born as a result of the same pregnancy (or if more than 1 child is adopted at any one time).

Informing us of your Impending Paternity Leave

You should notify your Line Manager in writing of the expected date of birth along with a copy of the mother's certificate of confinement or other suitable medical note, as soon as possible and preferably no later than 6 weeks before the expected date of confinement. In the case of adoption, you should notify your Line Manager of the matching and expected placement dates as soon as possible, along with a copy of the "matching certificate" from the adoption agency.

Entitlement to Statutory Paternity Pay

If you have 26 weeks' or more continuous service at the start of the 15th week before the baby is due (or in the case of adoption, 26 weeks' continuous service ending with the week in which the child's adopter is notified of being matched with the child), you will be entitled to 2 working weeks' paid paternity leave at your normal rate of pay e.g. 10 days if you work 5 days per week/32 hours if you work 16 hours per week etc.

If you have less than 26 weeks' continuous service by the start of the 15th week before the baby is due (or less than 26 weeks' continuous service ending in the week in which the child's adopter is notified of being matched with the child), you will be entitled to 1 working week's paid paternity leave at your normal rate of pay (e.g. 5 days/16 hours etc).

Attendance at Medical Screenings

We will permit you to attend medical screenings (e.g. scans) with your pregnant partner (as paid time-off). Evidence of the appointments must be shown to your Line Manager. In the case of adoption, you may have paid time to attend the placement meetings along with your partner. Evidence of the appointments must be shown to your Line Manager.

The provision above does not cover attendance at ante-natal/parentcraft classes. If you wish to attend these with your pregnant partner during working hours, you must take either lieu time, annual leave or use the flexible working provision.

Additional Paternity Leave

Additional Paternity Leave allows employees who are eligible to take up to 26 weeks leave to care for their new baby if the child's mother or adopter has returned to work and has stopped claiming any relevant pay, with at least two weeks of unexpired Statutory Pay period remaining.

Leave can be taken at any time from 20 weeks after the child has been born but it must be finished by the child's first birthday. In the case of adoption leave can be taken anytime between 20 weeks and 52 weeks of the child living with you.

Entitlement to Additional Paternity Leave

You must be the father, or be married to or in a civil partnership with the mother of a child due on or after the 3rd April 2011

Your wife, partner or civil partner is pregnant and due to give birth to a child on or after the 3rd April 2011.

You or your partner receive notification that you have been matched with a child for adoption on or after the 3rd April 2011.

Your wife, partner or civil partner is adopting a child from overseas and the child enters Great Britain on or after the 3rd April 2011.

The child's mother is entitled to statutory maternity leave, maternity pay or allowance or statutory adoption leave or pay.

The child's mother must have returned to work with at least 2 weeks of their Statutory Maternity Pay period remaining.

You must have 26 weeks employment prior to the 14th week before the expected due date.

Informing us of your Impending Additional Paternity Leave

To qualify for additional paternity leave and pay you must notify your Line Manager in writing at least 8 weeks before the start of the additional paternity leave. Your letter must include;

- The actual date of birth, placement or adoption.
- The start date and end date of the additional paternity leave and pay.
- Your relationship to the child.
- The purpose of the leave.
- A signed declaration from you that this information is accurate.
- The mother or adopter's name,
- The mother or adopter's address,
- The mother or adopter's National Insurance number
- The mother or adopter's return to work date

- Confirmation from the mother or adopter that you are the father or their partner and that you are the only person exercising Additional Paternity Leave in respect of the child.
- Consent from the mother or adopter to process this information.

Entitlement to Additional Paternity Pay

Additional Statutory Paternity Pay is only payable to you during the period of your partner's 39 week Maternity Allowance, Statutory Maternity or Statutory Adoption Pay period.

Additional Statutory Paternity Pay is calculated as the lesser of 90% of your pay or the Statutory Paternity Pay limit.

You have the right to take unpaid Additional Paternity Leave if you meet the eligibility criteria for leave but not pay. All Additional Paternity Leave taken after the end of the Statutory Maternity Pay, Maternity Allowance or Statutory Adoption Pay period is unpaid.

Keeping in Touch Days

If you wish to take Additional Paternity Leave you will be able to go into work for up to 10 days (which may be either separate days or a single block) without losing your Statutory Paternity Pay or triggering the end of your Additional Paternity Leave. These days are known as "keeping in touch days".

Impact is not obliged to offer these "keeping in touch days", nor are you obliged to agree to do any work offered. For these to work, both Impact and the yourself will have to agree:

- that you will do some work
- the type of work, e.g. attendance at a training course; helping out during a particularly busy period; coming in to attend meetings/keeping up to date with changes
- the amount of remuneration that will be payable in respect of the work done (this can be offset against the SPP paid in respect of the working days against the member of staff's salary).

In addition to "keeping in touch days". Impact may maintain reasonable contact with you on your Additional Paternity Leave, for example to discuss your plans for returning to work or to provide an update on developments in the office/project/organisation.

Impact will ensure that no one is unreasonably contacted during Additional Paternity Leave, nor forced to attend work should they not wish to do so during their Additional Paternity leave.

Withdrawal from Additional Paternity Leave

Should your circumstances change you may wish to withdraw your request for Additional Paternity Leave and you are required to give the organisation 6 weeks notice. Please do so in writing to your Line Manager stating when you would like to return to work. If you submit your notice to withdraw your request within 6 weeks of the start date of your Additional Paternity Leave in some circumstances where arrangements for cover have already been made we may require you to still undertake the leave.

Adoption Leave

Entitlement to Adoption Leave

Adoption pay/leave is open to male and female staff where you are wholly or mainly responsible for the care of an adoptive child and where, in the case of a couple, the partner is unable to take paid or unpaid leave to adopt a child. (Only one partner of a couple, where the couple adopt jointly, has the right to adoption leave, even if both members of staff work for the association.)

Where your partner is normally at home and/or has or will have primary responsibility for child care, you will be eligible to take Paternity Leave (whether male or female) rather than adoption leave, please refer to the Paternity section of the Handbook.

To qualify for Adoption Leave, you must:

- Be newly* matched with a child for adoption by an approved adoption agency.
- Have 26 weeks continuous employment with Impact leading into the week in which you are notified of being matched with a child for adoption.

* Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, e.g. when a step-parent is adopting a partner's child or children.

Length of Adoption Leave

If eligible, you will be entitled to up to 26 weeks' Ordinary Adoption Leave and 26 weeks' Additional Adoption Leave – a total of up to 52 weeks.

If you have not worked for 26 weeks, you will not be able to take any Adoption Leave. (This is an important difference from the Maternity Leave scheme.)

You can choose to start your Adoption Leave either from the date of the child's placement (whether this is earlier or later than expected) or from a fixed date which can be up to 14 days before the expected date of placement. You must give your Line Manager/Human Resources documentary evidence of the adoption – a "matching certificate"- from your adoption agency. This should include basic information on matching and expected placement dates.

Leave can start on any day of the week.

The length of Adoption Leave does not increase if more than one child is placed for adoption as part of the same arrangement.

If the child's placement ends during the Adoption Leave period, you will be able to continue Adoption Leave for up to 8 weeks after the end of the placement (providing there is up to 8 weeks of the adoption leave still left to run).

In addition, time off with pay will be granted for necessary appointments re the adoption with relevant agencies. Evidence of the appointments must be shown to your Line Manager.

Notifying us of Intention to Take Adoption Leave

You must inform your Line Manager and the Human Resources Team of your intention to take Adoption Leave within 7 days of being notified by your adoption agency that you have been matched with a child for adoption, unless this is not reasonably practicable. You need to tell your Line Manager/HR when the child is expected to be placed with you and when you want your Adoption Leave to start.

You can change your mind about the date on which you want your leave to start providing you inform your Line Manager and HR at least 28 days in advance (unless this is not reasonably practicable).

The Human Resources Team will respond within 28 days to your notification of your leave plans in writing setting out the date on which you are expected to return to work if the full entitlement of Adoption Leave is taken.

Entitlement to Adoption Pay

If you qualify for Adoption Leave you are also entitled to Adoption Pay. There are two types of Adoption Pay – Statutory Adoption Pay and Occupational Adoption Pay. Occupational Adoption Pay is paid under the Association's scheme and is in addition to Statutory Adoption Pay.

Statutory Adoption Pay is paid at 90% of average pay for the first 6 weeks and then Statutory Adoption Pay (SAP) or 90% of average weekly earnings if this is less for 33 weeks if you are eligible. This is payable if you have 26 weeks or more continuous employment with Impact leading into the week in which you are notified of being matched with a child for adoption, but have less than 1 year's continuous service at this point. For up to date payment information for Statutory Adoption Pay please visit the Direct.gov website.

Occupational Adoption Pay is payable if you have 1 year's continuous service (or more) leading into the week in which you are notified of being matched with a child for adoption. Occupational Adoption Pay is paid at 90% of average pay for the first 6 weeks and then 12 weeks at half-pay (including

Statutory Adoption Pay) and then 21 weeks at Statutory Adoption Pay. If your weekly earnings are less than Statutory Adoption Pay, then 90% of average weekly earnings will be paid.

If you do not return to work for at least 20 weeks following the period of Adoption Leave, then the 20 weeks half-pay will be repayable to the association. The Statutory Adoption Pay (or 90% of earnings if weekly earnings are less than Statutory Adoption Pay) will not be repayable.

You must produce evidence of your appointments re the adoption relevant agencies to your Line Manager to be eligible for time off with pay to attend.

Keeping in Touch Days

You will be able to go into work for up to 10 days (which may be either separate days or a single block) without losing your Statutory Adoption Pay or triggering the end of your adoption leave. These days are known as “keeping in touch days”.

Impact is not obliged to offer these “keeping in touch days”, nor are you obliged to agree to do any work offered. For these to work, both Impact and you will have to agree:

- that you will do some work
- the type of work, e.g. attendance at a training course; helping out during a particularly busy period; coming in to attend meetings/keeping up to date with changes.
- the amount of remuneration that will be payable in respect of the work done (this can be offset against the SAP paid in respect of the working days against your salary).

In addition to “keeping in touch days”. Impact may maintain reasonable contact with you on Adoption Leave, for example to discuss your plans for returning to work or to provide an update on developments in the office/project/organisation.

Additional Information Regarding Adoption Leave and Pay

Adoption Leave will not be classed as sick leave or a break in service.

Eligibility to return to work with regards to the right to return to the same job and postponement of the return to work is as outlined in the Maternity Provision section of the Handbook.

As with Maternity Leave, if you are made redundant during Adoption Leave, you will be entitled to be offered any suitable alternative job that is available.

If you are a member of the Social Housing Pension Scheme, under the scheme’s rules, for the first 26 weeks of your Adoption Leave no contributions are due from either yourself or Impact (as the employer). For the period from 27 to 39 weeks, you are required to pay contributions on any pay you are still

receiving from Impact, i.e. Statutory Adoption Pay). During this period, Impact pays the amount it would pay if you were working normally (based on the pay you would have been receiving), plus any shortfall in your (i.e. the member's) usual contribution.

For example, if you would have paid £90 per month in employee contributions, but are paying £30 per month as a result of receiving Statutory Adoption Pay, Impact will need to pay the balance of £60. If you are not receiving any pay from Impact, full contributions are required from Impact i.e. an amount equal to both employee and employer contributions. Any shortfall paid by Impact, as described above, should be paid as employer contributions, not member contributions.

Membership of the scheme must be maintained for the first 39 weeks as though you were working normally. Therefore, you will earn the same pension as you would have had you been at work. (NB this does not apply to any AVCs you may pay.)

For the period from 40 to 52 weeks, no contributions are due from either you or Impact, and pension benefits will not accrue. However, you do have the choice, on your return to work, to pay contribution arrears for this period. If you choose to do so, Impact must also pay its share. If arrears are paid, the period will count as normal membership, otherwise there will be a break in your membership.

Parental Leave

Eligibility for Parental Leave

To be eligible for Parental Leave you must have 1 year's qualifying service. You can be male or female to apply for the scheme and Parental Leave applies to adopted children too.

You are entitled to 13 working weeks' unpaid leave per child up to the child's 5th birthday, or in cases of adoption, 5 years from the date of the placement (or the child's 18th birthday, if that is sooner). Parents of disabled children are entitled to 18 weeks' parental leave up to the child's 18th birthday (providing they have the qualifying length of service). If both parents are employed by the Association, then both are entitled to parental leave.

Taking Parental Leave

The greatest amount of Parental Leave which can be taken in any 1 year is 4 working weeks. A year is a 12 month period from when you become entitled to take parental leave either when the child is born or when you have completed a year's service whichever is later.

The minimum amount of Parental Leave to be taken at any one time is 1 working week. Even if you only take off part of your normal working week, 1 full working week will be deducted from your entitlement. Please note,

however, that if this is the case, pay will only be deducted by the actual number of days/hours taken, not by a full working week.

As with other types of leave, Parental Leave must be recorded via SelectHR and submitted to your Line Manager for approval.

Special Leave

You can be granted up to 1 working week's discretionary paid special leave (e.g. 5 days/16 hours etc) during any leave year to cover unexpected / emergency family events.

The events prompting the need for special leave will normally be due to some issue which prohibits the opportunities for any other arrangements to be put into place.

As with any unexpected absence from work you must notify your Line Manager within 1 hour of your starting time on the first day of absence that you will not be attending work and inform them of the circumstances and the anticipated duration of the absence.

Special leave is not a facility that can be used to extend annual or other leave or indeed to substitute annual leave.

Only the Human Resource Director (and in his absence the Chief Executive or Senior HR Officer), have the authority to authorise Special Leave. A decision on whether special leave is appropriate can be taken after the emergency absence has occurred if required. Line Managers need to confirm with the Human Resource Director, that special leave is agreed, prior to any commitments being made to staff that they will be entitled to special leave.

Any other circumstances or needs in excess of the above are at the discretion of the Human Resources Director or the Chief Executive.

Emergency Leave for Dependants

In addition to the above provisions for Special Leave you have a statutory right to unpaid time off work to deal with emergencies involving a 'dependant' – this could be your husband, wife, partner, child, parent, or anyone living in your household as a member of the family. A dependant may also be anyone who reasonably relies on you for help in an emergency, for example an elderly neighbour living alone who falls and breaks a leg and you are the closest on hand.

What counts as an emergency?

- An emergency could be any unexpected or sudden problem involving someone who depends on your help or care. The right to time off (unpaid) for dependants could apply to a wide range of different

circumstances but below are examples of some of the more common situations where you could be entitled to take time off:

- If a dependant falls ill and cannot be alone.
- When a dependant is having a baby. This does not include taking time off after the birth to care for the child as you could be entitled to paternity or parental leave for this purpose.
- To deal with an unexpected disruption or breakdown of care arrangements for a dependant. For example, if a childminder or nurse fails to turn up as arranged, or the nursery or nursing home has to close unexpectedly.
- To deal with an unexpected incident involving your child during school hours. For example, if your child has been involved in a fight, is distressed, has been injured on a school trip or is being suspended from school.
- To deal with the death of a dependant.

In some situations you may need to work flexibly to accommodate your care requirements. Please read the flexible working section for further details.