

FAMILY FRIENDLY BENEFIT SUMMARY

The University provides a range of options to ensure that employees are supported with family life. A summary of the time off available to support carers, parents and parents-to-be is detailed below, full policies are available to employees via the HR Intranet site.

TYPE OF LEAVE	QUALIFYING PERIOD	LEAVE PERIOD	PAY	NOTES
Fertility Treatment	12 months continuous service	Up to 5 days (pro-rata) in a 12 month period	Paid	
Maternity	Provided you satisfy the qualifying conditions for statutory maternity pay SMP.	52 weeks	39 weeks paid	<p>Six weeks' pay at 90% of a "normal" weeks' pay followed by.</p> <p>33 weeks at Statutory Maternity Pay (SMP) or 90% of your average earnings if these are less than the weekly SMP rate.</p>
Enhanced Maternity	40 weeks or more by the expected week of childbirth (EWC)	52 weeks	39 weeks paid	<ul style="list-style-type: none"> • 4 weeks of full pay of a "normal week" followed by; • 2 weeks at 90% of a "normal Weeks" pay followed by; • 12 weeks at half pay plus Statutory Maternity Pay (SMP lower rate) followed by; • 21 weeks at Statutory Maternity Pay (SMP lower rate).
Antenatal Appointments	None	Pregnant employee – all Partner / other parent – up to 2 appointments	Paid	On the advice of a registered medical practitioner, registered midwife or registered health visitor
Shared Parental	As per maternity / adoption	Up to 50 weeks split between the parents.	39 weeks paid	Pay and leave at the same level as maternity or adoption leave.
Enhanced Paternity	26 weeks' continuous service with the University by the 15 th week before the EWC	2 weeks	Paid	2 weeks paternity leave at full pay to be taken within 56 days of the birth.

TYPE OF LEAVE	QUALIFYING PERIOD	LEAVE PERIOD	PAY	NOTES
Family	None, notice period applies	Up to 18 weeks	Unpaid	Until child's 18 th birthday
Pre Adoption Leave	None	Primary carer – 5 appointments (paid) Secondary carer / other parent – up to 2 appointments (unpaid)	Paid/ unpaid	
Adoption	None	52 weeks	39 weeks paid	<ul style="list-style-type: none"> • 6 weeks at 90% of a “normal” weeks’ pay • 33 weeks Statutory Adoption Pay or 90% of your gross average weekly earnings (whichever is the lower)
Enhanced Adoption	40 weeks’ service with the University by the matching date	52 weeks	39 weeks paid	<ul style="list-style-type: none"> • 4 weeks at full pay of a “normal week”, followed by • 2 weeks at 90% of a “normal” weeks’ pay, followed by • 12 weeks at half pay plus Statutory Adoption Pay, followed by • 21 weeks of Statutory Adoption Pay.
Fostering		Up to 5 days (pro-rata) in any 12 month period	Paid	Maximum paid entitlement applies to all types of special leave in the rolling 12 month period.
Dependent Care Leave	None	Up to 5 days per year	May be paid or unpaid	Maximum paid entitlement applies to all types of special leave in the rolling 12 month period.
Flexitime	None	Up to 12 days per year leave / flexibly in start, finish and lunch periods (subject to cover arrangements).	n/a	Applies to specific roles (grade 7 and below).
Flexible Working	26 weeks’ continuous service by the date of the application	n/a	n/a	An employee may only make one statutory request in any 12 month period.