

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 | Full pay |
| Enhanced Maternity | Provided you satisfy the qualifying conditions for statutory maternity pay SMP. | 52 weeks | 39 weeks paid | 18 weeks' pay at 100% of a "normal" weeks' pay followed by. 21 weeks at Statutory Maternity Pay (SMP) or 90% of your average earnings if these are less than the weekly SMP rate. |
| Neonatal Pay and Leave | As per maternity / paternity | Up to 12 weeks | Paid | Additional period of paid leave at the end of maternity or paternity leave, in line with the period in hospital. |
| 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. |
| Ordinary Parental (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 | |

| TYPE OF LEAVE | QUALIFYING PERIOD | LEAVE PERIOD | PAY | NOTES |
|---|---|---|-----------------------|---|
| Enhanced Adoption / Surrogacy | 26 weeks' service with the University by the matching date. | 52 weeks | 39 weeks paid | 18 weeks' pay at 100% of a "normal" weeks' pay followed by. 21 weeks at Statutory Adoption Pay (SAP) or 90% of your average earnings if these are less than the weekly SAP rate. |
| Fostering | None | 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 (pro-rata) in any 12 month period | May be paid or unpaid | Maximum paid entitlement applies to all types of special leave in the rolling 12 month period. |
| Carer Leave | None | Up to 5 days or 37 hours per year (pro-rata) | Paid | A Carer Passport must be in place. Rolling 12 month period. |
| Exceptional Carer Leave (terminal illness) | None | Up to 12 weeks (full or part time basis) | Paid | A Carer Passport must be in place |
| Parental Bereavement Leave | None | 2 weeks | Paid | Applies to any type of parent or the partner of the child's parent in a family relationship where their child dies under the age of 18 or is stillborn after 24 weeks' pregnancy. |
| Flexitime | None | Up to 18 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. |