

## 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
<b>Fertility Treatment</b>	12 months continuous service	Up to 5 days (pro-rata) in a 12 month period	Paid	
<b>Enhanced Maternity</b>	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.
<b>Antenatal Appointments</b>	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
<b>Shared Parental</b>	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.
<b>Enhanced Paternity</b>	26 weeks' continuous service with the University by the 15 <sup>th</sup> week before the EWC	2 weeks	Paid	2 weeks paternity leave at full pay to be taken within 56 days of the birth.
<b>Family</b>	None, notice period applies	Up to 18 weeks	Unpaid	Until child's 18 <sup>th</sup> birthday
<b>Pre Adoption Leave</b>	None	Primary carer – 5 appointments (paid)  Secondary carer / other parent – up to 2 appointments (unpaid)	Paid/ unpaid	

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<b>Enhanced Adoption</b>	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.
<b>Fostering</b>		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.
<b>Dependent Care Leave</b>	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.
<b>Flexitime</b>	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).
<b>Flexible Working</b>	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.