

# Family Leave Policy

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## Introduction (Policy Statement)

At YBS we care about people, and if you're becoming a parent – whether that's for the first time, or because your family's growing - we know that this is a very special and important period in your life. We're committed to supporting you as you navigate your way through this time, and we want to make sure you have the support and information you need.

This policy is to set out eligibility and the arrangements for family leave and pay for colleagues. It also sets out arrangements for pregnancy related sickness, antenatal appointments, health and safety and preparing for and returning to work.

This policy should be read in conjunction with the Family Leave Policy Guide where you'll find all the information you need about the processes and procedures, which you will need to follow to be eligible for family leave and pay set out below.

This policy is a sub-policy of our People Risk Policy.

## Who is covered by this policy?

This policy applies to all eligible YBS colleagues. It does not apply to contractors, consultants, agency workers or any self-employed individuals working for the YBS.

We are committed to Diversity, Equality & Inclusion in the implementation of this policy.

## Pregnancy and Maternity leave

### Telling us you're pregnant

Please tell your manager as early as possible about your pregnancy to help us plan for your leave and follow any health and safety processes.

At the very latest you will need to tell your manager by the end of the 15th week prior to the expected week of childbirth (about 6 months pregnant) or as soon as reasonably practical afterwards.

### Risk assessments

Once you notify us you're pregnant, we'll carry out a 'New and Expectant Mother's Risk Assessment' as it helps both you and us to understand whether there are any increased risks to you in the workplace from being pregnant. This risk assessment will be carried out at regular intervals throughout your pregnancy or when there are changes to your health, mobility, or role.

### Ante-natal appointments

Medical checks during pregnancy are important and we will support you and your partner with reasonable paid time off for ante-natal and scan appointments.

### Sickness during pregnancy

If you are unwell and your absence is wholly or partly due to a pregnancy-related illness during or after the 4th week before the expected week of childbirth, then maternity leave will automatically start at this time. This is a legal requirement. A pregnancy-related illness means any condition that you would not have experienced had you not been pregnant.

On your first day of sickness absence, you must inform your line manager by telephone as soon as reasonably practicable in accordance with the Sickness Absence Policy.

### Starting your maternity leave

The earliest you can start your leave is 11 weeks before the expected week of childbirth. It can begin on any day of the week.

### Duration of maternity leave

You are entitled to take up to 52 weeks' maternity leave. You must take at least two weeks' leave after your baby is born but after that it's up to you how much maternity leave you take.

## Pregnancy during maternity leave

If you become pregnant while on maternity leave you are entitled to a further period of up to 52 weeks' maternity leave for your new pregnancy. It does not matter how many periods of maternity leave you have taken or whether they overlap or not.

## Annual leave during maternity leave:

You will continue to accrue annual leave (including bank holidays) during your maternity leave. You should discuss the management of your annual leave entitlement with your manager. Accrued annual leave should be taken, wherever possible, before maternity leave commences.

## Paternity leave

Paternity leave covers:

- a father, husband, or partner of the mother (or adopter) including same sex couples
- an adoptive parent
- the intended parent if you're having a baby through a surrogacy arrangement

## Telling us about your paternity leave

Please tell your manager as early as possible about your planned paternity leave to help us plan for your leave. Refer to the Family Leave Guide for more information.

## Leave entitlement

You are entitled to two weeks' Paternity leave at full pay based on normal weekly earnings (inclusive of any statutory or allowance entitlement). Once you have submitted your request via My Work Life you will receive details of your pay entitlements. This can be taken flexibly in week blocks during the child's first year.

You may be able to extend your period of paternity leave by combining this with your Annual Leave entitlement, by using Parental Leave, and you may be eligible for Shared Parental Leave (see below). This should be discussed with your manager.

## Adoption Leave

Adoption leave covers:

- Adopting a child through a UK or overseas adoption agency.
- Fostering a child with a view to possible adoption.
- Having a child through a surrogate mother.

You may be able to extend your period of adoption leave by combining this with your Annual Leave entitlement, by using Parental Leave, and you may be eligible for Shared Parental Leave (see below).

## Telling us you're adopting

You will need to formally notify us in writing of your intent to take adoption leave, specifying when you expect the child to be placed and when you expect to start adoption leave (based upon the expected date of placement). This should be given within 7 days of being notified that you have been matched with a child. (No less than 28 days' notice must be given before paternity pay is due to start).

## Adopting from within the UK

We know that throughout the course of the adoption you'll need to attend important appointments to allow you to spend time with your child and meet with those managing the process. If you are adopting as a sole parent or as part of a couple, you are entitled to take paid time off to attend up to five adoption appointments.

## Adopting from outside of the UK

The process differs from UK adoption in several ways; therefore, the type and timing of leave differs. Please discuss your situation with your line manager and refer to People Services as necessary.

## Leave entitlement

You are entitled to take up to 52 weeks' adoption leave. Once you have submitted your request via My Work Life you will receive details of your pay entitlements.

## Surrogacy

If you are becoming a parent through surrogacy, leave will start on the day the child is born, unless you are at work in which case it is the following day - the date cannot be changed.

If you are becoming a surrogate for another person, the provisions outlined in the Pregnancy and Maternity leave section of this policy will apply.

## Shared parental leave

Shared Parental Leave (SPL) is a statutory right for mothers and fathers giving them more flexibility in how they choose to care for their new baby or adopted child during the child's first year. Parents will still be able to take their full entitlement to maternity, paternity, or adoption leave, however a mother or adopter can now choose to end their maternity or adoption leave early and share the rest of their leave with their partner. SPL can only be shared with one other person.

Please see the Family Leave Policy Guide for more information.

## Maternity, paternity, adoption, and surrogacy leave pay

At YBS we offer up to 26 weeks of paid leave. This is inclusive of, and not in addition to, any Statutory Maternity, Adoption, Shared Parental payments, or Maternity, Adoption or Shared Parental Allowance payments. There are some situations where Group Maternity, Adoption or Shared Parental Pay would not be paid or would stop which are set out in the Family Leave Policy Guide. If you are not eligible for statutory pay or allowance, YBS Maternity, Adoption and Shared Parental Pay will be reduced by this amount.

Length of Service	Pay: Maternity, Adoption and Shared Parental - 52 Weeks Total Leave			
	Full Pay	Half Pay	Statutory Pay	Nil Pay
From Day 1	16 weeks	10 weeks	13 weeks	13 weeks
	Paternity Leave			
From Day 1	2 weeks full pay			

YBS Maternity, Adoption and Shared Parental Pay is a discretionary benefit and isn't part of your terms and conditions. This means that we have the right to change or withdraw YBS Maternity, Adoption and Shared Parental Pay at any time. We won't do this if you're already receiving YBS Maternity, Adoption and Shared Parental Pay unless it comes within the circumstances, we set out in the Family Leave Policy Guide.

There is no minimum length of service or minimum earnings conditions applied to the YBS Maternity, Adoption and Shared Parental Pay. You will also need to follow the correct notification procedures outlined in Family Leave Policy Guide and you will still need to be employed by YBS. However, if you are pregnant, you will need to still be pregnant by the 11th week before your expected week of childbirth, or have had your baby by this point, to qualify.

The amount of YBS Shared Parental Pay that is available for parents to share is 39 weeks, minus the amount of YBS Maternity or Adoption Pay and any statutory or allowance Adoption or Maternity pay taken by the mother or main adopter. The mother or primary adopter cannot end her maternity or adoption leave and pay until the end of the compulsory maternity leave period, so the maximum amount of shared parental pay available is 37 weeks.

## What does pay include?

Pay calculations will be based on average salary over the two months immediately prior to the due date, inclusive of any:

- secondment allowance, acting up supplement or travel allowance. It does not include bonus or any other payments not listed here.

Your maternity or adoption pay (including surrogacy) may be pro-rated in the first week of maternity or adoption leave depending on the day it starts, but you'll still get your full entitlement.

## Parental leave

Parental leave is statutory unpaid leave that is available to some parents in addition to statutory maternity, paternity, adoption, and shared parental leave. Parental leave is available to birth and adoptive parents and to anyone who has or expects to have parental responsibility for a child.

Parental leave can be taken to care for a child. All colleagues who have completed one year's service are eligible to take parental leave. You can take 18 weeks' unpaid leave in respect of any individual child up to the child's 18th birthday. The leave is taken in blocks of one week, up to a maximum of four weeks per year, per child unless the child is disabled in which case the maximum limit of four weeks per year per child does not apply.

Parental leave applies to each child not to an individual's job so can be carried to a new employer.

## Dependants care leave

All colleagues are entitled to reasonable unpaid time off to deal with unexpected or emergency situations affecting a dependant; for example, to make arrangements for the provision of care for a sick dependant.

Time off generally will be for a limited period not exceeding one to two days (depending on the situation) to allow you to deal with the immediate emergency and make longer term arrangements.

Every situation is different however, managers can agree to paid time off for a short period of time (up to a maximum of 5 days in a 12-month period) at their discretion. Pay under this policy is a discretionary benefit and isn't part of your terms and conditions. If time off exceeds 5 days in a 12-month period, any further time off as part of dependants' leave would be unpaid, please refer to the Family Leave Policy Guide and Leave policy for further guidance.

## Fertility Treatment

If you are embarking on IVF, YBS will support you and your partner (if they work for YBS) to attend appointments. Eligible colleagues can receive up to 5 days' paid leave per year to assist with IVF treatment.

If your partner is receiving IVF treatment you can request to take time off to attend appointments with them, up to a maximum of 5 days' paid leave per year. The appointments are treated in the same way as with other medical appointments and approved in advance by your line manager.

## Benefits

For information on what happens to benefits during maternity, paternity, adoption, or shared parental leave, please refer to the Family Leave Policy Guide.

## When life doesn't turn out as we'd hoped

Although no-one anticipates that things will go wrong, we will provide support through the difficult and emotional time following pregnancy loss or the loss of a young child.

## Premature birth

If your baby is born prematurely and you are already on maternity leave, your entitlement will not be affected. If you give birth before you have started your maternity leave, then your leave will start from the day after your baby is born.

## Neo-natal intensive care

If your child requires specialist intensive care following birth, you will be eligible for up to 12 weeks of paid leave on a case-by-case basis. This is in addition to and paid at the end of other family leave entitlements such as maternity leave.

Neonatal care leave is available to colleagues from their first day in a new job and applies to parents of babies who are admitted into hospital up to the age of 28 days, and who have a continuous stay in hospital of 7 full days or more.

## Parental Bereavement Leave

Any colleague who experiences a miscarriage or who suffers a stillbirth before 24 weeks of pregnancy will be entitled to take up to two weeks paid bereavement leave. If the colleague needs more time off work after this, the absence will be supported under our sickness absence policy.

Any colleague who loses a child, or who suffers a stillbirth after 24 weeks of pregnancy will be entitled to take up to two weeks paid bereavement leave. This leave can be taken in two separate blocks of one-week leave, within 56 weeks of the child's death. You are also entitled to maternity leave if your child is stillborn after 24 weeks of pregnancy or born alive at any stage of pregnancy but does not survive (neonatal loss). If eligible, you will also be entitled to maternity pay.

See the 'What does pay include' section above for maternity pay information.

## Preparing for your return to work

### Maintaining Contact: Keeping in Touch (KIT) & Shared Parental Leave in Touch (SPLIT) Days

Whilst on maternity and adoption leave you can work 10 KIT days without bringing your maternity or adoption leave or pay to an end. The days (which can also be taken as half days) are designed to support you in maintaining your knowledge and relationships whilst away from the workplace. In addition to KIT days whilst on maternity/adoption leave, those on Shared Parental Leave can work 20 SPLIT days each.

You don't have to work any KIT or SPLIT days and they can only be arranged by agreement with your manager.

Any hours worked will be paid at your normal rate of pay; this will include any statutory or YBS maternity/adoption/shared parental pay.

### Return to Work

During your leave and on your return, you are entitled to certain protections which include:

Your terms and conditions will remain the same during your family leave.

The rights to return to the same role or in certain circumstances a suitable alternative role.

### Breastfeeding

If you are breastfeeding when you return to work, we will support you in taking paid breaks in a private, clean, and comfortable environment to express milk as needed. If required, space will also be made available for you to store milk during your working day when on site at any of our offices.

### Flexible Working

Returning to work following a change in your personal circumstances may mean that you wish to revisit your Flexible Working style. Please refer to the Flexible Working Policy.

## Data Protection

We process personal data collected in accordance with our Information Management Policy. Inappropriate access or disclosure of colleague data should be reported, and it may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

## Contractual Information

The policy, including the enhanced payments, does not form part of any contract of employment and YBS may amend it from time to time.

Abuse of this policy may result in disciplinary action.

Last approval date: 6<sup>th</sup> October 2023