

Family Friendly UK Resource

Maternity, Adoption and Parental Leave Policy Notes

4.1 If your organisation is able to offer an enhanced package this can be tailored to fit what you can accommodate. A template table is included within the enhancements to enable employees to see how their pay would look. A maternity and paternity calculator for employers is available at www.gov.uk/maternity-paternity-calculator which can help you to calculate SMP and SPP. The Gov website also has a range of tools to work out what entitlement employees can receive.

4.5 & 5.3 Changes on additional parental leave will come into force in 2015. Under a new system of flexible parental leave, parents will be able to choose how they share care of their child in the first year after birth. Employed mothers will still be entitled to 52 weeks of maternity leave; however, working parents will be able to opt to share the leave. Mothers will have to take at least the initial two weeks of leave following the birth as a recovery period. Following that they can choose to end the maternity leave and the parents can opt to share the remaining leave as flexible parental leave.

5.1 The changes on additional parental leave will also affect adoption leave (as detailed above).

6. The nature of the work and possible dates for keeping in touch days should be agreed between the employee and employer in advance where possible. It is good practice to discuss the purpose of Keep in touch days with employees before they commence their maternity leave, although the work and dates will most likely be arranged whilst employees is on leave.

9. The Health and Safety Executive (HSE) recommends that it is good practice for employers to provide a private, healthy and safe environment for breastfeeding mothers to express and store milk. It is not suitable to use toilets for this purpose. You can find out more about this on the HSE website, www.hse.gov.uk/mothers, or by phoning their helpline on 0845 345 0055. The HSE also publishes a useful guide, 'New and expectant mothers at work: A guide for employers' (HSG122), which can be purchased from [hsebooks.com. http://www.nhs.uk/Planners/breastfeeding/Documents/breastfeedingandwork%5B1%5D.pdf](http://www.nhs.uk/Planners/breastfeeding/Documents/breastfeedingandwork%5B1%5D.pdf)

You should aim to provide all that is listed (below) to support breastfeeding mothers...
COMPANY NAME will endeavour to provide:

- A warm, private room which will have an arrangement for ensuring privacy.
- A temperature controlled fridge will be provided. Under **no** circumstances must milk be stored in departmental fridges.
- Electric power points.
- Low comfortable chair.
- Table or desk at appropriate height.
- Facilities for hand washing will be provided.
- A clean area where sterilising equipment may be stored.
- A designated person responsible for the room.

10. To help employees with a smooth return to work a short reintroduction to the department (including any new processes, colleagues and an update on the work they will be resuming) can be helpful.

11. This can be amended if the process is not in fact held within the Grievance Policy. If you do not have a Grievance Policy you will need to set out within the Paternity and Parental Leave Policy how an employee could appeal a decision made regarding their paternity or parental leave application. "Should an employee wish to raise a grievance regarding a procedural concern they can do so at any time by stating their concern in writing and addressing it to **XXX**. A response to this grievance will be issued within **X** days". The response time is recommended as 14 days.

12. Please amend this date to three years in advance of the policy going live within the organisation.