



## Maternity, Paternity and adoption leave policy

### Maternity benefits

Poppleton Road Out of School Club will meet its legal duty by providing statutory maternity pay. In order to claim the right to any level of maternity leave and/or pay you are required to:

- Advise the club of the fact you are pregnant
- Provide medical evidence from a registered medical practitioner or midwife stating the Expected Week of Confinement (EWC), such as your MATB1 (this will be required for the purpose of claiming Statutory Maternity Pay)
- Provide written notice by at least the 15<sup>th</sup> week before the EWC of when you intend to start taking maternity leave and/or pay

Upon notification from you of your pregnancy, the club will provide full details of what you are required to do and your entitlements. To ensure you are safe to work past your 6<sup>th</sup> week before your EWC, the manager will ask you to obtain a fit note from your GP. You must take at least 2 weeks statutory maternity leave following the birth of your child.

We request that you notify the Manager of your pregnancy as soon as possible; the Manager should inform the Co-chair of the committee. Following notification, the Manager, or Co-chair, will confirm full maternity entitlements including paid and unpaid leave, and time off for antenatal care. This will also enable the club to make any necessary arrangements for your safety at work during the pregnancy.

### Keeping in touch (KIT) days

You may carry out up to 10 days' work for the club during your statutory maternity leave period without bringing your maternity leave to an end. The purpose of this provision is to allow you to 'keep in touch' with the club. Work includes any work done under the contract of employment and may include training or any activity aimed at keeping in touch. Any work carried out on a day constitutes one day's work and will be paid in full.

Please note that you have the right to request KIT days but the club retains the right to refuse your request. In addition, whilst the club may request that you use



a KIT day to attend work, there is no obligation for you to agree to attend work and you will not be treated detrimentally for any refusal.

### Ordinary paternity leave

Eligible employees are entitled to either one or two consecutive weeks' paternity leave, paid at the Statutory Paternity Pay (SPP) flat rate, during the weeks immediately following their child's birth. If you have average weekly earnings below the lower earnings limit for National Insurance purposes, you will not qualify for SPP.

If you wish to request SPP you should inform the Manager by the 15<sup>th</sup> week before the baby is expected, or within seven days of you being notified by your adoption agency that you have been matched with a child (unless this is not reasonably practical.) In the case of the Manager requesting SPP they should inform the Co-chair of the committee. The club will inform you of the eligibility criteria and will provide full details of what you are required to do and your entitlements.

Once the club has discussed the eligibility criteria with you, you will be required to provide a self-certificate as evidence that you meet the eligibility conditions. This will then satisfy both the notice and evidence conditions for paternity leave and pay.

### Shared parental leave (SPL)

Eligible employees are able to take Shared Parental Leave (SPL) so that the leave can be taken in separate blocks instead of taking it all in go. The club will ensure that you fit the criteria for SPL and may request the following information within 14 days of your request for SPL:

- A copy of the birth certificate
- A declaration of the place and date of birth (if the birth hasn't been registered yet)
- The name and address of your partner's employer or a declaration that your partner has no employer

This information should be given to the manager within 14 days of being asked for it; if the manager has requested SPL they should give this information to the Co-chair of committee.



If you choose to take SPL you are able to work up to 20 days while you are taking SPL. These are called Shared Parental Leave in Touch (SPLIT) days and are in addition to the 10 Keeping in Touch days. As with Keeping in Touch days they are optional for both the club and the employee.

### Adoption Leave

The club will also grant leave for those employees who choose to adopt and the manager should be informed of this within seven days of being notified that a child has been matched with you. The manager will need to know when you would like your adoption leave to start and the date you will start receiving Statutory Adoption Pay. The club may request the following information within 14 days of your request for adoption leave:

- Name and address of the adoption agency
- Date you were matched with the child
- Date the child will start to live with you
- Name and address of your partner's employer or a declaration that they have no employer

This information should be given to the manager within 14 days of being asked for it; in the case of the manager requesting adoption leave they should pass the information to the Co-chair of the committee.

### Parental leave

You are entitled to take up to 18 weeks' unpaid parental leave per child up to the child's 18<sup>th</sup> birthday; this also applies to those employees who adopt children.

To be eligible for parental leave you must have completed one year's continuous service with the club and you can take up to 4 weeks of this leave in one year.

Parental leave must be taken in 1 or 2 week blocks unless your child is disabled and you should give the manager at least 21 days' notice that you require the leave; in the case of the manager they should inform the co-chair of the committee.



The club are able to postpone your leave if there is a valid business reason and this will be confirmed in writing within 7 days of the request, it will include suggestions for alternative dates that the leave can be taken.

### Caring for others (dependent's leave)

Poppleton Road Out of School Club will support any staff who need time off to care for dependent's, and you will not be dismissed or victimised for doing so.

All staff are legally entitled to unpaid time off work to deal with an emergency involving a 'dependent', this would include:

- When the dependent is unexpectedly ill (including mental illness), gives birth or is injured or assaulted
- To make arrangements for a dependent who is ill or injured
- When a dependent dies
- When their school or nursery is unexpectedly closed
- When care arrangements are unexpectedly withdrawn

A dependent is a person (adult or child) who regularly and continuously relies on the carer to provide the sole or principal care required. Dependency leave cannot be granted where an employee normally provides care only on an ad hoc basis.

In the event that a staff member needs to take time off through illness or to care for dependents they should follow normal procedures and let the manager and/or co-chair know as soon as possible. The amount of time should be 'reasonable' and the manager and/or co-chair will discuss this with the member of staff.

Where emergency leave becomes a regular occurrence that is interfering with the work of the club, then this will be discussed with the employee, and referral made to the Attendance at Work procedure.

This policy was reviewed at a meeting of
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Poppleton Road OOSC
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Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager