



Policy Title	Model family leave and pay policy
Policy No.	009
Policy Aim	To detail Cullompton Town Council's policy Maternity, Paternity and Adoption Leave.
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Version History

Date	Version	Author / Editor	Comments
August 2024	V2	Deputy Clerk	Policy rewrite in accordance with the ACAS Model Document

Review Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By

1. Policy Statement

- 1.1. Cullompton Town Council recognises that employees with parental responsibilities may find it difficult at times to balance inflexible work practices alongside caring responsibilities and it is our policy to support these employees.
- 1.2. Cullompton Town Council recognises that parental responsibilities can be unpredictable, demanding and impact on the parent's health and wellbeing, and we aim to provide as much support as is reasonably practicable for individuals.
- 1.3. Cullompton Town Council is committed to developing a workplace culture that supports employees with parental and other caring responsibilities in order to help them balance their working and caring commitments, and continue to be effective in their job, in order to help us recruit and retain these employees.
- 1.4. Cullompton Town Council will not treat any employee less favourably or dismiss them because they are pregnant, absent on maternity, maternity support (paternity), shared parental, adoption, surrogacy or parental leave, or for any other reason connected with family leave.
- 1.5. Cullompton Town Council will not tolerate discrimination, victimisation or harassment on the basis of a person's caring responsibilities or connected with pregnancy or maternity (including breastfeeding), and we aim to give working parents and carers the same recruitment and career opportunities.
- 1.6. This policy is part of Cullompton Town Council's commitment to family friendly working, and it seeks to benefit the welfare of individual members of staff; retain valued employees; improve morale and performance and enhance the reputation of Cullompton Town Council as an employer of choice.

2. **Scope of Policy**

- 2.1. This policy applies to all staff who are employed at Cullompton Town Council including part-time and temporary workers, regardless of hours worked or length of service.
- 2.2. This policy is supported by and developed with the trade unions representing the employees.
- 2.3. **Maternity leave and pay** is available to you if you are a new mother, including if you are a birth mother who gives birth in a surrogacy arrangement.
- 2.4. **Adoption leave and pay** is available to you if you are the primary adopter of a child and adopt from the UK or a recognised overseas adoption agency. It is also available to you if you are a surrogate parent, the primary carer and have acquired or intend to acquire legal parenthood for the child and have parental responsibility through a parental order, and also if you are fostering for adoption.
- 2.5. **Shared parental leave and pay** is available to you if you are the mother, a new-born's father, the partner of an expectant mother at the time of the birth (or shortly after), the partner of the primary adopter, or the partner of the primary carer in a surrogacy arrangement and have acquired or intend to acquire legal parenthood for the child and have parental responsibility through a parental order.
- 2.6. **Maternity support (paternity) leave and pay** is available to you if you are a new-born's father, the partner or the nominated carer of an expectant mother at the time of the birth (or shortly after) or an individual who adopts, or the partner of the primary carer in a surrogacy arrangement and have acquired or intend to acquire legal parenthood for the child and have parental responsibility through a parental order.
- 2.7. **Parental leave and pay** is available to you if you have a child under the age of 18 years.
- 2.8. Paid leave is available to you to attend appointments for **fertility treatment**. If you are sick as a result of the fertility treatment, then Cullompton Town Council's normal sickness policy applies. However any sickness related to fertility treatment will be noted separately and will not be used in relation to any disciplinary or capability procedures.

- 2.9. Carers leave and pay is available to you if you care, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction needs your help to live independently.
- 2.10. Emergency leave is available to you to deal with unexpected issues at short notice relating to you or your family or someone you care for. *Such emergencies will include accidents or unexpected illnesses.*
- 2.11. Compassionate leave is available to you if you have lost a member of your family or someone you care for. If you have lost a child under the age of 18, you are entitled to at least 2 weeks' compassionate leave.
- 2.12. Mothers who miscarry or experience pregnancy loss before the 24th week of pregnancy and their partners are also entitled to paid compassionate leave.
- 2.13. Any sick leave related to miscarriage will be noted separately from other sickness absence and as pregnancy-related, and will not be used in relation to any disciplinary or capability procedures.
- 2.14. Mothers whose babies are stillborn after the 24th week of pregnancy still qualify for all maternity rights (see below).

3. **Responsibilities of managers – general principles**

- 3.1. Line managers should ensure that all employees are aware of this policy and understand their own and the employer's responsibilities. Training on issues affecting working parents and carers will be provided to all managers.
- 3.2. Line managers should encourage employees to disclose that they have parental and other caring responsibilities by initiating discussion around parents and carers' issues and highlighting the support available.
- 3.3. Line managers (with the support of HR where requested) should discuss the support options available for employees who are parents and carers and encourage them to access the support offered.
- 3.4. Line managers should consider sympathetically all requests for support and will not discriminate against those employees who are parents and/or have caring responsibilities. All employees must be treated fairly and consistently. Employees need to be confident that they will not be treated less favourably if they take-up any support available to parents and carers.
- 3.5. Cullompton Town Council will take seriously and investigate any

complaints of discrimination, harassment or victimisation, using the agreed procedures and respecting confidentiality.

- 3.6. All requests for support for parents and carers must be dealt with confidentially and in accordance with the data protection policy.
- 3.7. Line managers will support employees in informing their colleagues about the situation if appropriate.

4. Responsibilities of employees – general principles

- 4.1. Employees are encouraged to inform their manager as soon as they feel able if they are pregnant so that Cullompton Town Council can take steps to protect their health and safety.
- 4.2. All employees are encouraged to inform their manager as soon as possible if they are currently or expectant parents or care for someone and need any support, so that they can best balance work and care commitments.
- 4.3. Employees should report any instances of harassment, victimisation or discrimination experienced because of their parental and caring responsibilities.
- 4.4. If an employee is found to have harassed, victimised or discriminated against another employee in relation to their parental and caring responsibilities, then they will be seen as having committed a disciplinary offence.

5. Maternity leave and pay

- 5.1. All employees regardless of length of service, who are new mothers, are entitled to up to 52 weeks' maternity leave and pay. This also includes a birth mother who gives birth in a surrogacy arrangement.
- 5.2. It is a statutory requirement to take at least 2 weeks' maternity leave after the birth of the child.

5.3. Stillbirths and miscarriages:

- 5.3.1. Mothers whose babies are stillborn after the 24th week of pregnancy still qualify for all maternity rights.
- 5.3.2. Mothers who miscarry before the 24th week of pregnancy (including those affected by ectopic and molar pregnancy) will be given paid compassionate leave.

6. Notice for when maternity leave will start

- 6.1. Employees who are pregnant, by the end of the 15th week before the baby is due (or as soon as practically possible) must provide a copy of their Maternity Certificate (MAT B1) and following details in writing to their line manager:
 - 6.1.1. The expected date of birth of the baby.
 - 6.1.2. When they want their maternity leave to start (the earliest this can be is the 11th week before the baby is due).
 - 6.1.3. When they want their maternity pay to start.
- 6.2. Cullompton Town Council will confirm the date when the maternity leave will end within 28 days of this notification.
- 6.3. If employees wish to change the date that their maternity leave and pay start on, they must give 28 days' notice in writing to their manager.
- 6.4. If their baby is born before the planned date for their maternity leave to start, their leave will normally start on the actual date of birth of your baby.

- 7. Babies who require neonatal care including premature babies. If their baby requires neonatal care or is born prematurely (more than 4 weeks early), their maternity leave will start once the baby has come home, and the employee or worker will be given paid special leave for the period between the birth and the start of maternity leave.

8. Maternity pay entitlement

- 8.1. All employees, regardless of length of service, are entitled to maternity pay at the rate of 26 weeks at full pay and 26 weeks at half pay.
- 8.2. Enhanced maternity pay will be offset against statutory maternity pay.

9. Health and safety

- 9.1. The health and safety of employees who are pregnant or new mothers and their babies is very important. The workplace risk assessment must consider any risks to female employees of childbearing age, to new and expectant mothers.
- 9.2. Once notified that an employee or worker is pregnant, breastfeeding or has given birth within the last six months, line managers will ensure that an individual workplace risk assessment is undertaken to see if any new risks have arisen. Further individual risk assessments will be undertaken as the pregnancy progresses and when the worker returns to work after maternity leave.
- 9.3. Line managers will ensure that rest facilities are provided and make appropriate changes to the employee's working patterns if necessary.

10. Multiple births

Where there is a multiple birth, paid special leave may be considered in addition to maternity leave entitlements, in order to best support the health and wellbeing of the mother and babies.

11. Antenatal care and classes

- 11.1. All employees are entitled to reasonable paid time off during working hours for antenatal care, including travelling time. This includes medical appointments, as well as relaxation and parenting classes on the recommendation of a doctor, registered health visitor or registered midwife.
- 11.2. After their first appointment, their manager may ask employees or workers to produce an appointment card to confirm their arrangements.
- 11.3. A partner of a pregnant woman (the baby's father or the mother's spouse, civil partner, or partner in an enduring relationship, or the parents of a child in a qualifying surrogacy arrangement) is also entitled to paid time off to attend antenatal appointments.

12. Sickness during pregnancy or maternity leave

- 12.1. If employees are sick during pregnancy, Cullompton Town Council's normal sickness policy applies. However any sickness related to pregnancy including miscarriage will be noted separately and will not be used in relation to any disciplinary or capability procedures.
- 12.2. If the employee is sick during maternity leave, they are not entitled to sick pay but will continue to receive maternity pay.
- 12.3. If the employee is sick once they have ended their maternity leave and they have returned to work, then Cullompton Town Council's normal sickness policy applies.

13. Redundancy during pregnancy or during maternity leave or on return to work

- 13.1. If an employee's job is made redundant during their pregnancy (once they have informed their employer), during their maternity leave or within 6 months of their return to work, they will be entitled to a similar job on no less favourable terms and conditions, if one is available.
- 13.2. The employee will be given priority over other employees if the vacancy is suitable, without having to go through a competitive process such as a competitive interview. Otherwise, the normal redundancy policy applies.

14. Other employee rights during maternity leave

- 14.1. Continuity of employment is preserved during all of maternity leave, and, except for pay, employees are entitled to the benefit of their normal terms and conditions during maternity leave.
- 14.2. The following rights will be retained during maternity leave:
 - 14.2.1. They will be entitled to any pay rises awarded whilst they are on leave.
 - 14.2.2. Holiday entitlement including public holidays will continue to accrue during this period. If an employee cannot take all their annual leave during the leave year because they are on maternity leave, they can carry it over to the next leave year.
- 14.3. When an employee is on maternity leave, they will pay pension contributions based on the actual pay they receive, but receive credit as if they paid contributions based on their normal pay. If necessary,

Cullompton Town Council will increase its pension contributions to cover any shortfall.

15. Staying in contact and keeping in touch days

- 15.1. Cullompton Town Council will send employees copies of any organisation newsletters or e-bulletins whilst they are on maternity leave, and keep them informed of any changes and development opportunities.
- 15.2. Managers may make reasonable contact with employees during their time off on maternity leave, for example to notify them about team development or job opportunities, or to discuss their return to work. Managers will discuss arrangements for staying in contact with employees before the start of their maternity leave.
- 15.3. In addition employees can request, entirely at their own discretion but with the agreement of their manager, to carry out up to 10 days' work or attendance at meetings or training during their maternity leave without bringing it to an end or jeopardising the right to maternity pay. These will be called 'Keeping in Touch Days'. Employees will be paid equivalent to their full pay for Keeping in Touch Days worked offset against any statutory or contractual maternity pay made for the same day.

16. Returning to work

- 16.1. Employees who intend to return to work early, before the end of their full maternity leave (including Additional Maternity Leave), need to notify Cullompton Town Council. There is 7 days' notice for employees returning before the end of Ordinary Maternity Leave (the first 26 weeks), or 21 days' notice for employees returning before the end of Additional Maternity Leave (the additional 26 weeks).
- 16.2. Employees who do not intend to return to work after maternity leave need to give notice of their resignation in the normal way. Their maternity pay will be unaffected. Please give Cullompton Town Council as much notice as possible.

17. Employee rights on return to work

- 17.1. Employees are entitled to return to the same job at the end of maternity leave. However if this is not reasonably practicable for employees on Additional Maternity Leave (i.e. up to a further 26 weeks' leave after Ordinary Maternity Leave) then they are entitled to return to another suitable and appropriate alternative job.

- 17.2. Employees who return to work after taking Additional Maternity Leave, will receive a re-induction programme. They are entitled to phase their return to work over 4 weeks and vary their start and finish times to accommodate childcare responsibilities for the first 6 months.

18. Breastfeeding

Cullompton Town Council will provide facilities to enable employees returning from maternity leave to breastfeed their child including providing facilities for storing milk in a fridge, and support adaptations to their working pattern to allow this. Time that employees spend breastfeeding or expressing milk will be paid.

19. Adoption leave and pay

- 19.1. All employees regardless of length of service, who are the primary adopter of a child and who adopt from the UK or a recognised overseas adoption agency and have obtained a certificate of adoption are entitled to up to 52 weeks' adoption leave and pay.
- 19.2. Adoption leave and pay is also available to employees if they are a surrogate parent and primary carer, and have acquired or intend to acquire legal parenthood for the child and have parental responsibility through a parental order, as well as to employees fostering for adoption.
- 19.3. Only one adopting parent in a couple can take adoption leave.

20. Notice for when adoption leave will start

- 20.1. In normal circumstances, employees must give written notice as to when they plan to take statutory adoption leave, within seven days of being matched with a child or as soon as possible if seven days is not reasonably practicable, providing the following details in writing to their line manager:
- 20.1.1. Confirmation that they have been matched.
- 20.1.2. The date when the child is to be placed with them.
- 20.1.3. When they want their adoption leave to start (the earliest this can be is 14 days before the date when the child is expected to start living with them).
- 20.1.4. When they want their adoption pay to start.
- 20.2. Cullompton Town Council may ask for evidence of the adoption such as the 'matching certificate' (or the 'official notification' i.e.

permission from a UK authority that you can adopt from abroad) and will confirm the date when the adoption leave will end within 28 days of this notification.

- 20.3. If employees wish to change the date that their adoption leave and pay start on, they must give 28 days' notice in writing to their manager.

21. Adoption pay entitlement

- 21.1. All employees, regardless of length of service, are entitled to adoption pay at the rate of 26 weeks at full pay and 26 weeks at half pay.

- 21.2. Enhanced adoption pay will be offset against statutory adoption pay.

22. Pre-adoption appointments

- 22.1. All employees are entitled to reasonable paid time off during working hours for pre-adoption appointments with social workers and other agencies, including travelling time.

- 22.2. The partner of the primary adopter is also entitled to paid time off to attend adoption appointments.

23. Sickness during adoption leave

- 23.1. If employees are sick during adoption leave, they are not entitled to sick pay but will continue to receive adoption pay.

- 23.2. If employees are sick once they have ended their adoption leave and they have returned to work, then Cullompton Town Council's normal sickness policy applies.

24. Redundancy during adoption leave or on return to work

- 24.1. If an employee's job is made redundant during their adoption leave or within 6 months of their return to work, they will be entitled to a similar job on no less favourable terms and conditions, if one is available.

- 24.2. The employee will be given priority over other employees if the vacancy is suitable, without having to go through a competitive process such as a competitive interview. Otherwise, the normal redundancy policy applies.

25. Other employee rights during adoption leave

- 25.1. Continuity of employment is preserved during all of adoption leave, and, except for pay, employees are entitled to the benefit of their normal terms and conditions during adoption leave.

- 25.2. The following rights will be retained during adoption leave:
- 25.2.1. They will be entitled to any pay rises awarded whilst they are on leave.
 - 25.2.2. Holiday entitlement including public holidays will continue to accrue during this period. If an employee cannot take all their annual leave during the leave year because they are on maternity leave, they can carry it over to the next leave year.
- 25.3. When an employee is on adoption leave, they will pay pension contributions based on the actual pay they receive, but receive credit as if they paid contributions based on their normal pay. If necessary, Cullompton Town Council will increase its pension contributions to cover any shortfall.

26. Staying in contact and keeping in touch days

- 26.1. Cullompton Town Council will send employees copies of any organisation newsletters or e-bulletins whilst they are on adoption leave, and keep them informed of any changes and development opportunities.
- 26.2. Managers may make reasonable contact with employees during their time off on adoption leave, for example to notify them about team development or job opportunities, or to discuss their return to work. Managers will discuss arrangements for staying in contact with employees before the start of their adoption leave.
- 26.3. In addition employees can request, entirely at their own discretion but with the agreement of their manager, to carry out up to 10 days' work or attendance at meetings or training during their adoption leave without bringing it to an end or jeopardising the right to adoption pay. These will be called 'Keeping in Touch Days'. Employees will be paid equivalent to their full pay for Keeping in Touch Days worked offset against any statutory or contractual adoption pay made for the same day.

27. Returning to work

- 27.1. Employees who intend to return to work early, before the end of their full adoption leave (including Additional Adoption Leave), need to notify Cullompton Town Council. There is 7 days' notice for employees returning before the end of Ordinary Adoption Leave (the first 26 weeks), or 21 days' notice for employees returning before the end of Additional Adoption Leave (the additional 26 weeks).

- 27.2. Employees who do not intend to return to work after adoption leave need to give notice of their resignation in the normal way. Their adoption pay will be unaffected. Please give Cullompton Town Council as much notice as possible.

28. Employee rights on return to work

- 28.1. Employees are entitled to return to the same job at the end of adoption leave. However if this is not reasonably practicable for employees on Additional Adoption Leave (i.e. up to a further 26 weeks' leave after Ordinary Adoption Leave) then they are entitled to return to another suitable and appropriate alternative job.
- 28.2. Employees who return to work after taking Additional Adoption Leave, will receive a re-induction programme. They are entitled to phase their return to work over 4 weeks and vary their start and finish times to accommodate childcare responsibilities for the first 6 months.

29. Shared parental leave and pay

- 29.1. All employees, regardless of length of service, who are the mother, a new-born's father, the partner of an expectant mother at the time of the birth (or shortly after) or the partner of the primary adopter, or the partner of the primary carer in a surrogacy arrangement and have acquired or intend to acquire legal parenthood for the child and have parental responsibility through a parental order, are entitled to up to 50 weeks' shared parental leave and pay.
- 29.2. Shared parental leave can take place at the same time as the mother or primary adopter is on maternity or adoption leave so that both parents can be off work together. It is up to the mother or primary adopter to decide whether they wish to continue on maternity leave or opt to take shared parental leave.
- 29.3. Shared parental leave can start on any day of the week but can only be taken in complete weeks. It can be for one continuous period of time or split up into a maximum of three separate chunks of time or 'discontinuous' leave.
- 29.4. Cullompton Town Council has the right to refuse to agree to the 'discontinuous' periods of shared parental leave, although there must be a 14 day discussion period following any refusal.
- 29.5. If there is no agreement, the employee is still entitled to take shared parental leave in a continuous block.

30. Notice for when shared parental leave will start

- 30.1. Employees on maternity or adoption leave who decide to opt for shared parental leave will be required to end their maternity or adoption leave in line with the amount of shared parental leave to be used, and should give notice for their early return to work as stated under 'Maternity leave and pay' and 'Adoption leave and pay' above.
- 30.2. Employees who are the partner or 'secondary adopter' must give 8 weeks' notice as to when they plan to take it. If the baby is born before their expected due date, employees must give notice of shared parental leave or to vary leave already booked as soon as is reasonably practicable and this will not count as one of the three notifications.
- 30.3. This notice must be signed by both parents and state the mother or primary adopter's entitlement to leave as well as how much leave each parent intends to take and when. The mother or primary adopter should also confirm in writing that they agree to the shared parental leave.
- 30.4. The earliest shared parental leave can start is after 2 weeks' compulsory maternity leave following the birth of the child has been taken by the mother, or after 2 weeks' adoption leave has been taken by the primary adopter.

31. Shared parental pay entitlement

- 31.1. All employees, regardless of length of service, are entitled to shared parental pay at the rate of 26 weeks at full pay and 24 weeks at half pay.
- 31.2. Enhanced shared parental pay will be offset against statutory shared parental pay.

32. Sickness during shared parental leave

- 32.1. If the employees are sick during shared parental leave, they are not entitled to sick pay but will continue to receive shared parental pay.
- 32.2. If the employees are sick once they have ended their shared parental leave and they have returned to work, then Cullompton Town Council's normal sickness policy applies.

33. Redundancy during shared parental leave or on return to work

- 33.1. If an employee's job is made redundant during their shared parental leave or within 6 months of their return to work, they will be entitled to

a similar job on no less favourable terms and conditions, if one is available.

- 33.2. The employee will be given priority over other employees if the vacancy is suitable, without having to go through a competitive process such as a competitive interview. Otherwise, the normal redundancy policy applies.

34. Other employee rights during shared parental leave

- 34.1. Continuity of employment is preserved during all of shared parental leave, and, except for pay, employees are entitled to the benefit of their normal terms and conditions during shared parental leave.
- 34.2. The following rights will be retained during shared parental leave:
 - 34.2.1. They will be entitled to any pay rises awarded whilst they are on leave.
 - 34.2.2. Holiday entitlement including public holidays will continue to accrue during this period. If an employee cannot take all their annual leave during the leave year because they are on maternity leave, they can carry it over to the next leave year.
- 34.3. When an employee is on shared parental leave, they will pay pension contributions based on the actual pay they receive, but receive credit as if they paid contributions based on their normal pay. If necessary, Cullompton Town Council will increase its pension contributions to cover any shortfall.

35. Staying in contact and keeping in touch days

- 35.1. Cullompton Town Council will send employees copies of any organisation newsletters or e-bulletins whilst they are on shared parental leave, and keep them informed of any changes and development opportunities.
- 35.2. Managers may make reasonable contact with employees during their time off on shared parental leave, for example to notify them about team development or job opportunities, or to discuss their return to work. Managers will discuss arrangements for staying in contact with employees before the start of their shared parental leave.
- 35.3. In addition employees can request, entirely at their own discretion but with the agreement of their manager, to carry out up to 20 days' (shared between the mother or 'primary' adopter, and the partner or 'secondary' adopter) work or attendance at meetings or training

during their shared parental leave without bringing it to an end or jeopardising the right to shared parental pay. These will be called 'Shared Parental Leave in Touch (SPLIT)' days. Employees will be paid equivalent to their full pay for SPLIT days worked offset against any statutory or contractual shared parental pay made for the same day.

36. Returning to work

- 36.1. Employees who need to vary or cancel a period of shared parental leave, need to notify Cullompton Town Council and give 21 days' notice.
- 36.2. Employees who do not intend to return to work after shared parental leave need to give notice of their resignation in the normal way. Their shared parental pay will be unaffected. Please give Cullompton Town Council as much notice as possible.

37. Employee rights on return to work

- 37.1. Employees are entitled to return to the same job at the end of shared parental leave. However if this is not reasonably practicable for employees where the amount of shared parental leave is more than 26 weeks, then they are entitled to return to another suitable and appropriate alternative job.
- 37.2. Employees who return to work after taking more than 26 weeks shared parental leave, will receive a re-induction programme. They are entitled to phase their return to work over 4 weeks and vary their start and finish times to accommodate childcare responsibilities for the first 6 months.

38. Maternity support (paternity) leave and pay

All employees, regardless of length of service, who are a new-born's father, the partner or the nominated carer of an expectant mother at the time of the birth (or shortly after) or of an individual who adopts, or the partner of the primary carer in a surrogacy arrangement and have acquired or intend to acquire legal parenthood for the child and have parental responsibility through a parental order, are entitled to up to 10 days' leave and pay.

39. Stillbirths and miscarriages

- 39.1. Fathers, partners or nominated carers of expectant mothers at the time of the birth (or shortly after), or partners of the primary carers in surrogacy arrangements and have acquired or intend to acquire legal parenthood for the child and have parental responsibility through a

parental order but whose babies are stillborn after the 24th week of pregnancy still qualify for all maternity support (paternity) rights.

- 39.2. If the baby is miscarried before the 24th week of pregnancy, fathers, partners or nominated carers will be given paid compassionate leave.

40. Notice for when maternity support leave will start

- 40.1. Employees must give notice by the end of the 15th week before the baby is due (or as soon as practically possible) and must provide the following details in writing to their line manager using the self-certificate:

40.1.1. The expected date of birth of the baby.

40.1.2. When they want their maternity support leave to start (the earliest this can be is from the date of the child's birth and the latest this can be is 56 days after the birth).

40.1.3. When you want your maternity support pay to start.

40.1.4. Whether you want to take one or two consecutive weeks' maternity support leave.

- 40.2. If employees wish to change the date that their maternity support leave and pay start on, they must give 28 days' notice in writing to their manager.

41. Babies who require neonatal care including premature babies and multiple births

If their baby requires neonatal care or is born prematurely (more than 4 weeks early), or where there is a multiple birth, paid special leave may be considered in addition to maternity support leave entitlements, in order to best support the health and wellbeing of the mother and baby.

42. Maternity support pay entitlement

- 42.1. All employees, regardless of length of service, are entitled to maternity support pay.

- 42.2. Enhanced maternity support pay will be offset against statutory paternity pay.

43. Antenatal care and classes.

- 43.1. The partner of a pregnant woman, and a person entering into a surrogacy arrangement who has acquired or intends to acquire legal parenthood for the child and have parental responsibility through a

parental order, are entitled to reasonable paid time off during working hours to attend antenatal appointments.

- 43.2. The partner of the primary adopter is entitled to reasonable paid time off during working hours to attend pre-adoption appointments.

44. Employee rights during maternity support leave.

- 44.1. Continuity of employment is preserved during all maternity support leave, and, except for pay, employees are entitled to the benefit of their normal terms and conditions during maternity support leave.
- 44.2. The following rights will be retained during maternity support leave:
- 44.2.1. They will be entitled to any pay rises awarded whilst they are on leave.
- 44.2.2. Holiday entitlement including public holidays will continue to accrue during this period. If an employee cannot take all their annual leave during the leave year because they are on maternity leave, they can carry it over to the next leave year.
- 44.3. When an employee is on maternity support leave, they will pay pension contributions based on the actual pay they receive, but receive credit as if they paid contributions based on their normal pay. If necessary, Cullompton Town Council will increase its pension contributions to cover any shortfall.
- 44.4. Cullompton Town Council will send employees copies of any organisation newsletters or e-bulletins whilst they are on maternity support leave, and keep them informed of any changes and development opportunities.

- 45. Employee rights on return to work.** Employees are entitled to return to the same job at the end of maternity support leave.

46. Parental leave and pay

- 46.1. All employees, regardless of length of service, who have parental responsibility for a child can take-up to 18 weeks' paid parental leave for each child born or adopted who is under the age of 18.
- 46.2. Parental leave may be taken:
- 46.3. as a single block of up to 18 weeks
- 46.4. as a number of shorter periods of a minimum of half a day

- 46.5. in patterns that provide a part time or reduced hours working arrangement for a period of time equivalent to taking 18 weeks' leave as a single block.
- 47. **Notice for when parental leave will start.** Employees must give notice of at least 21 days before the intended start date for leave.
- 48. **Pay during parental leave.** All employees, regardless of length of service, are entitled to their full pay during parental leave.
- 49. **Other support for working parents.**
 - 49.1. Flexible working (including options for flexitime, compressed hours, homeworking, job-sharing, part-time working, term-time working, annualised hours, shift-swapping, voluntary reduced time.
 - 49.2. **Unpaid extended parental leave.** Where the leave requested by an employee with parental responsibilities is for an extended period, such as when the child is recovering from a serious illness or is terminally ill, additional unpaid leave up to a period of 6 months in total will be provided.
 - 49.3. Any situation where an employee requires more than 6 months off will be considered sympathetically and practical, feasible alternatives considered, such as flexible hours and/or working at home.
 - 49.4. Members of staff wishing to apply for extended parental leave should apply in writing to their line manager in the first instance with full reasons for the request and length of anticipated absence. Any difficult to resolve situations should be referred to the HR department for advice and support.
 - 49.5. Cullompton Town Council will provide temporary staff cover wherever possible, where there is a lengthy absence due to caring responsibilities.
- 50. **Other arrangements** – the needs of employees with parental responsibilities may be very simple and may not require time out of the workplace, but may require other arrangements, such as (but not limited to):
 - 50.1. the need to leave work on time.
 - 50.2. the need to have access to a telephone during the day in a private space.
 - 50.3. information made widely available including on the staff intranet of external sources of support.

51. Review and monitoring

- 51.1. Cullompton Town Council will ensure that all new employees, supervisors and managers will receive induction on the policy.
- 51.2. Adequate resources will be made available to fulfil the aims of this policy. The policy will be widely promoted, and copies will be freely available and displayed in Cullompton Town Council's offices.