



BIRMINGHAM CITY
University

Family Related Leave Policy

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1. Introduction

The University is committed to embracing opportunities that give our staff who are parents or prospective parents greater choice in the way they can balance the demands of their personal lives with the demands of their working lives and in a way that is mutually beneficial. We recognise that parenthood brings additional responsibilities and we want you as a parent to be able to consider the best arrangements to prepare for the birth and subsequent care for your child.

The Family Related Leave Policy includes maternity leave, adoption leave, paternity leave, parental leave, shared parental leave and dependent's leave. It incorporates all relevant employment legislation and is underpinned by the University's core values and commitment to equality and diversity. The policy should be read in conjunction with the Equality, Diversity and Inclusion in Employment Policy, and Flexible Working Policy.

Unless stated otherwise in your contract of employment, this policy does not form part of your contract of employment and may be amended from time to time. It supersedes all similar policies, procedures and guidance.

2. Scope

This Policy applies to all Birmingham City University Employees

3. Principles

- Requests for parent related leave that are not made in accordance with the notification requirements will be given reasonable consideration but may not be granted
- You will continue to receive and accrue your usual contractual benefits (except remuneration) while you are on leave covered within this policy
- While you are away from the University you will remain on circulation lists and continue to receive updates on important University developments
- You have the right to return to work on terms and conditions no less favourable than those that would have been applied if you had not been absent.
- The University will aim to ensure that your absence does not cause you any long term disadvantage in relation to your learning and development needs.
- You will not be treated less favourably or suffer any detriment for taking or requesting leave covered in this policy.

4. Roles and Responsibilities

The roles and responsibilities set out below include but are not limited to the following:

Vice Chancellor, Executive Directors, Heads of School and Service Directors

- Fully support the implementation of the policy throughout the organisation including the release of staff to assist with / participate in any part of the procedures.

Line Managers

- Implementing the policy consistently
- Discuss family related leave plans with team members at the earliest opportunity
- Responding to requests for leave covered in this policy in a timely manner
- Making reasonable decisions that fulfil our statutory responsibilities whilst taking account of organisational and service needs
- Notify HR of any pregnancy related illness in the 4 weeks leading up to the employees estimated due date (EDD)
- Not putting staff under pressure to cancel or change notification of leave under this policy
- Carrying out any risk assessments in respect of pregnant employees
- Responsible for inputting paternity, parental and dependent's leave on to the employee's ERP record*
- Send all documentation relating to family related leave to HR in a timely fashion
- Keeping records of leave taken and providing relevant information to Human Resources as required
- Keeping Human Resources informed where necessary

All staff

- Complying with the rules relating to notification and provision of evidence of your eligibility to take family related leave
- Where possible discussing potential family related leave requests with your manager at soon as is reasonably practicable.

Human Resources Department

- Providing advice to managers on all aspects of the application of the policy
- Ensuring supporting information is made available to staff on parent related leave
- Monitoring and reviewing the effectiveness of the policy

** Subject to ERP implementation*

5. Maternity

5.1 Notification

When you receive medical confirmation that you are pregnant you must notify your line manager and HR in writing of the following:

The fact that you are pregnant

The expected week of childbirth (EWC)

The date on which you want or expect to begin maternity leave.

When you are issued with your medical certificate (known as a MATB1) which confirms your pregnancy, you must upload the form to your ERP record* and send the original to HR.

* *Subject to ERP implementation*

5.2 Statutory maternity leave and statutory maternity pay

Irrespective of length of your service with the University, and subject to you complying with the notification requirements (above), you are entitled to take 52 weeks **statutory** maternity leave.

This comprises 26 weeks' Ordinary Maternity Leave (OML) and a further 26 weeks' Additional Maternity Leave (AML).

You will also be entitled to 39 weeks' Statutory Maternity Pay (SMP) if you:

- Give the correct notice
- Provide proof of the pregnancy
- Have worked continuously for the University for at least 26 weeks up to the 15th week before the week in which the child is due.

SMP is a standard weekly rate set by the Government each new tax year (or ninety per cent of your normal weekly earnings if this is lower).

To be eligible for SMP you must have average weekly earnings equal to or above the Lower Earnings Limit (LEL) over the eight week period ending with the 15th week before the expected week of the birth. Details of what constitutes the LEL is available from the Payroll Department.

5.3 Occupational maternity Leave and occupational maternity pay

If you have worked continuously for the University for at least one year by the week in which your child is due, you will be entitled to take up to 63 weeks Occupational Maternity Leave (OML) (this includes statutory maternity leave, above).

If you wish to start your maternity leave before the child is born you may do so. The earliest you can start your maternity leave is 11 weeks before the week in which the child is due. You do not have to take all your maternity leave but you must take two weeks' leave immediately after the birth of the child / children.

The University pays Occupational Maternity Pay (OMP) for up to **24 weeks**.

The first **8 weeks** will be paid at full pay (inclusive of Statutory Maternity Pay); the remaining **16 weeks** is paid at half pay (inclusive of Statutory Maternity Pay).

Statutory Maternity Pay will continue for a further 15 weeks after the OMP has finished.

Once statutory and occupational maternity pay is finished, you will be unpaid for the duration of your maternity leave. Although your contract will continue during your maternity leave, the University will cease to make any contributions to your pension scheme while you are unpaid. If you wish to continue making contributions yourself, you should contact your pension provider.

If you are in receipt of Maternity Allowance which is higher than your normal weekly earnings you will not be entitled to receive Occupational Maternity Pay.

5.4 Ante-Natal appointments

You may take reasonable paid time off to attend classes or appointments related to your pregnancy in cases where the appointment has been advised by a midwife, health visitor or registered medical practitioner. If requested to do so you must be prepared to produce evidence of your appointments for your line manager.

Unpaid time off work to attend up to two antenatal appointments with the pregnant person can be taken if you are in a qualifying relationship (i.e. the baby's father, expectant mother's partner, or parents of a child in a surrogacy relationship).

5.5 Starting Maternity leave

You can choose to start your maternity leave **at any time** after the 11th week before the week in which your child is due.

You will receive written confirmation from Human Resources of the terms of your maternity leave and the date on which you are expected back to work, provided you have followed the notification requirements and your line manager has contacted HR.

If you wish to change the start date of your maternity leave you may do so, provided you notify your line manager in writing (copied to HR) at least 28 days before the new date.

If you give birth before your maternity leave has started, your maternity leave period will begin on the day that follows childbirth.

If you are absent from work for a pregnancy related reason after the start of the 4th week before your child is due your line manager will usually require you to start your maternity leave on the first day after your absence.

If you suffer a still birth after 24 weeks of pregnancy you retain the right to take maternity leave.

5.6 Keeping in touch (KIT) days

You are entitled to attend work for up to 10 days during your maternity leave e.g. for training or for meetings. The University is under no obligation to provide KIT days and you are under no obligation to work these days. Your manager will advise you if the opportunity for such days arise.

If you attend work for a KIT day, you will be paid normally (including any existing entitlement to SMP).

5.7 Salary reviews

If a salary review occurs during your period of absence you will be notified of your reviewed salary at this time. Your maternity pay will be re-calculated to take account of any salary increase occurring between your original statutory/occupational pay calculation period and the end of your maternity leave period.

5.8 Return to work

You cannot return to work in the two weeks immediately after the birth of your child.

When you do return, you will have the right to return to your own job (after Ordinary Maternity Leave) or to a suitable alternative job if this is not practicable (after your Additional Maternity Leave). In considering your return to work, you have a right to make a formal flexible working request under the Flexible Working Policy.

In planning for your return, your line manager will typically be expected, as a supportive measure, to meet with you no later than 3 months before your intended return to discuss your 'reintegration' back into the workplace.

The main purpose of the meeting, which should take place as part of a KIT day, is to discuss and plan your work programme for up to the first 4 weeks of your return (and beyond if necessary), to begin the process of updating you on any workplace changes or developments that may have occurred (or are planned) since your maternity leave started (i.e. those not already covered under Section 3 of this policy), and to discuss any support you may need in returning to work.

'Support' in this instance, could include as part of a tailored / structured and documented return to work plan, agreeing any temporary flexibilities or workplace adjustments that could help facilitate your transition back into the workplace, and the identification of an appropriate mentor / buddy.

The meeting can also be used to review any application for flexible working if you have made one (or intend to make one) under the Flexible Working Policy, and at which you are entitled to be accompanied.

Further meetings / discussions, supported by HR as necessary, can be arranged by mutual agreement, prior to your return.

If you are put at risk of redundancy while you are pregnant or on maternity leave you will be given priority consideration for any suitable alternative job that may arise within the University.

If you decide to end your maternity leave early e.g. to take Shared Parental Leave or to return to work, you must give your line manager at least **8 weeks' notice** in writing.

If you fail to give the required notice the University may postpone your return to work or the start date of your shared parental leave until full notice has been given.

5.9 Leaving the University

If you decide to leave the University either during or following your maternity leave you should notify your line manager in accordance with the terms of your contract of employment.

The University reserves the right to reclaim payment for any period of Occupational Maternity leave paid at half pay if you do not return to work for 16 weeks following your maternity leave (i.e. the full pay element of maternity pay, if applicable, is not recovered).

If you are employed under a fixed term contract you should seek further advice from your HR Business Partner to clarify your entitlement to maternity pay including any potential requirement to repay OMP should you not return to work.

6. Adoption Leave

6.1 Eligibility

You have the right to adoption leave if you give the correct notice and you

- Are newly matched with a child for adoption by an approved adoption agency
- Are single or one member of a couple jointly adopting
- Are a foster parent who is a prospective adopter and have had a child placed with you under a local authority fostering for adoption scheme; or
- Are in receipt of or in the process of applying for a parental order.

6.2 Notification

When you receive confirmation that you are adopting a child you must notify your line manager within seven days of the following:

The date you expect the child to be placed with you
The date you want or expect to begin Adoption Leave.

You must provide a 'matching certificate' from an approved adoption agency as confirmation of your match to a child.

You will receive written confirmation from Human Resources of the terms of your Adoption Leave and the date on which you are expected back to work if you take your full entitlement to adoption leave.

6.3 Statutory Ordinary and Additional Adoption leave

You are entitled to take up to 26 weeks' Ordinary Additional Leave followed immediately by a further 26 weeks' Additional Adoption Leave irrespective of your length of service or the number of hours worked each week. This gives you a maximum of 52 weeks leave in total. Only one period of leave is available even if you are adopting more than one child.

If the child's placement ends during adoption leave, (e.g. because you have been notified that a placement will not occur or the child is returned to the adoption agency), you will be able to take up to eight weeks' adoption leave after the end of the placement.

6.4 Occupational Adoption Leave and Pay

If you have worked continuously for the University for at least one year by the week in which you were notified by an approved adoption agency of a match with a child, you may be entitled to receive up to 52 weeks' Occupational Adoption Leave (which incorporates the statutory provisions shown above).

The University pays Occupational Adoption Pay (OAP) for up to 24 weeks of which the first 8 weeks will be paid at full pay (inclusive of Statutory Adoption Pay) and 16 weeks at half pay inclusive of Statutory Adoption Pay. Statutory Adoption Pay will continue for a further 15 weeks after the OAP has finished. Once your paid (statutory and occupational) maternity leave is finished, you will be unpaid.

Although your contract will continue during your Adoption leave, the University will cease to make any contributions to your pension scheme while you are unpaid. If you wish to continue making contributions yourself, you should contact your pension provider.

If you are in receipt of Adoption Allowance which is higher than your normal weekly earnings you will not be eligible to receive Occupational Adoption Pay.

6.5 Adoption appointments

If you are the main adopter, you can take paid time off for up to five adoption appointments. If you are the second adopter, you will be entitled to take unpaid time for two appointments. If you have applied for (or intend to apply for) a parental order in a surrogacy situation you have the right to unpaid time off to attend up to two ante-natal appointments with the birth mother.

6.6 Starting Adoption leave

You can start your adoption leave from the date of the child's placement (whether this is earlier or later than expected) or from a fixed date which can be up to 14 days before the expected date of placement.

6.7 Keeping in touch (KIT) days

You are entitled to work for up to 10 days during your adoption leave without this affecting your eligibility to adoption pay. For example, these days could be for training or to attend meetings. The University is under no obligation to provide KIT days and you are under no obligation to work these days. Your manager will advise you if the opportunity for such days arise. If you attend work for a KIT day, you will be paid normally (including any existing entitlement to SAP).

6.8 Salary reviews

If a salary review occurs during your period of absence you will be notified of your reviewed salary at this time. Your adoption pay will be re-calculated to take account of any salary increase occurring between your original statutory/occupational pay calculation period and the end of your adoption leave period

6.9 Return to work

You have the right to return to your own job following Ordinary Adoption Leave or to a suitable alternative one if this is not practicable after your Additional Adoption Leave. If you are put at risk of redundancy while you are on adoption leave you will be given priority consideration for any suitable alternative job that may arise within the University.

If you decide to end your Adoption Leave early e.g. to take Shared Parental Leave or to return to work, you must give your line manager at least 8 weeks' notice in writing. If you fail to give the required notice the University may postpone your return to work or the start date of your Shared Parental Leave until full notice has been given.

In planning for your return, your line manager will typically be expected, as a supportive measure, to meet with you no later than 3 months before your intended return to discuss your 'reintegration' back into the workplace.

The main purpose of the meeting, which should take place as part of a KIT day, is to discuss and plan your work programme for up to the first 4 weeks of your return (and beyond if necessary), to begin the process of updating you on any workplace changes or developments that may have occurred (or are planned) since your adoption leave started (i.e. those not already covered under Section 3 of this policy), and to discuss any support you may need in returning to work.

'Support' in this instance, could include as part of a tailored / structured and documented return to work plan, agreeing any temporary flexibilities or workplace adjustments that could help facilitate your transition back into the workplace, and the identification of an appropriate mentor / buddy.

The meeting can also be used to review any application for flexible working if you have made one (or intend to make one) under the Flexible Working Policy, and at which you are entitled to be accompanied.

Further meetings / discussions, supported by HR as necessary, can be arranged by mutual agreement, prior to your return.

6.10 Leaving the University

If you decide to leave the University either during or following your Adoption Leave you should notify your line manager in accordance with the terms of your contract of employment. The University reserves the right to reclaim payment for any period of Occupational Adoption Leave paid at half pay if you do not return to work or remain at work for 16 weeks following your Occupational Adoption Leave.

If you are employed under a fixed term contract you should seek further advice from your HR Business Partner to clarify your entitlement to adoption pay including any potential requirement to repay OAP should you not return to work.

7. Paternity Leave

7.1 Paternity Leave

You have the right to Statutory Paternity leave of up to two weeks if you have given the correct notice period and you:

- Are the father of the child, or husband or partner of the mother (including same sex partner).
- Have at least 26 weeks' continuous employment with the University by the end of the 15th week before the expected week of childbirth or, for adoption paternity leave, by the end of the week in which you are notified of a match.
- Have, or expect to have responsibility for the upbringing of the child if you are the father or expect to have the main responsibility for the upbringing of the child.

7.2 Notification

You must notify your line manager in writing of your intention to take Paternity Leave by completing Form SC3 available on the HMRC website and giving a copy of this to your line manager on or before the 15th week before the week the child is expected (or by the end of the week in which you were notified of a match). You must also notify your manager in writing as soon as is reasonably practicable of the date on which the child was born (or matched in the case of adoption). If you wish to change the date on which you start your Paternity Leave, you must give your line manager at least 28 days' written notice.

7.3 Ante-natal

You are entitled to unpaid time off work to attend up to two appointments to attend ante-natal appointments. The University reserves the right to request evidence of appointments.

7.4 Starting Paternity Leave

You can choose to take either one week or two consecutive weeks Paternity Leave (not occasional days or separate weeks). You cannot start your leave before the child's birth or adoption. If the child is born earlier than expected you must take paternity leave within 56 days of that date or within 56 days of the child's actual date of birth. You can only take one period of leave, even if more than one child is born as a result of the same pregnancy or you adopt more than one child.

7.5 Return to Work

You would normally be entitled to return to the same job you held before your Paternity Leave or a suitable alternative. If you have combined your Paternity Leave with a period of Parental Leave of more than four weeks and it is not reasonably practicable for you to return to the same job, the University will offer you a suitable alternative job.

8. Parental Leave

8.1 Eligibility

You must be the parent (natural, adoptive or have legal parental responsibility) of a child, have at least one year's continuous service with the University by the date on which your leave is to start.

8.2 Entitlement

You are entitled to 18 weeks unpaid time off work for Parental Leave for each child up to their 18th birthday. Reasons for taking parental leave will typically include

- Spending time with the child in early years
- Accompanying the child during a stay in hospital
- Settling a child into new child care arrangements
- Enabling the family to spend more time together.

Leave must be taken in blocks of one week up to a maximum of four weeks each year for each child. If your child qualifies for a disability living allowance you may take the leave as single days or several days at a time.

8.3 Notification

If you wish to take Parental Leave you must notify your line manager in writing at least 21 days in advance of the proposed start and end date. Your manager may wish to see evidence that shows:

your responsibility or expected responsibility for the child for whom you wish to take Parental Leave and

your child's date of birth,(or in the case of a child who was placed with you for adoption, the date on which the placement began).

If your entitlement depends on whether the child is entitled to disability living allowance (i.e. you wish to take parental leave for a period of less than one week), evidence of the child's entitlement to that allowance.

8.4 Consideration of requests

Wherever possible, the University will approve requests for Parental Leave for the dates requested. However, if your line manager considers your absence will unduly disrupt operational services your Parental Leave can be postponed up to six months but it cannot end after the child's eighteenth birthday. In any event, your line manager may wish to discuss your request with you.

8.5 Return to work

You have the right to return to the same job or (if more than four weeks' leave is taken in one block combined with other leave) to a suitable alternative job.

9. Shared Parental Leave

Shared parental leave enables both parents (natural or adoptive) to take paid time off work in order to care for their child during the first year of the child's life or within one year of adoption. If you wish to take Shared Parental Leave and you meet the eligibility requirements you will need to decide with the other parent who takes what leave and when, and each of you must notify your line manager of your intended leave dates.

9.1 Eligibility

In order to be eligible for Shared Parental Leave you must

- Be the parent or the main adopter of the child or the partner of the mother or main adopter
- Have (or share with the other parent) the main responsibility for the care of the child
- Have at least 26 weeks' continuous service with the University at the end of the 15th week before the expected week of childbirth or at the week in which the main adopter was notified as having been matched for adoption with the child; and
- Still be in continuous employment until the week before any Shared Parental Leave is taken.

In addition, during the 66 weeks before the child is due (or the week you are matched with your adopted child) the other parent must have been working (employed or self-employed) for at least 26 weeks (either consecutively or not) and meet the earnings threshold set by the Government each year for at least 13 of those 66 weeks. See paragraph 9.3 below.

9.2 Entitlement

You are entitled to Shared Parental Leave only after you or the other parent bring a period of maternity or adoption leave and pay to an end early. Any Statutory Maternity or Adoption Leave remaining out of the original entitlement can be converted into Shared Parental Leave. This will give you the ability to

- Take the Shared Parental Leave all in one go, or to request the leave in different blocks and return to work in between those blocks.
- Take the remaining Statutory Maternity or Adoption Pay as Shared Parental Pay.

9.3 Statutory Shared Parental Pay

If you are the mother and you qualified for Statutory Maternity Pay, you will be entitled to receive Shared Parental Pay. If your partner qualified for Statutory Paternity Pay, he or she will be entitled to Statutory Shared Parental Pay.

Statutory Shared Parental Pay is a standard weekly rate set by the Government each new tax year (or ninety per cent of your normal weekly earnings if this is lower). If you wish to claim Statutory Shared Parental Pay you must have average weekly earnings equal to or above the Lower Earnings Limit over the eight week period ending with the 15th week before the expected week of the birth of the child or the week in which the main adopter was notified as having been matched for adoption with the child.

9.4 Notification of initial period of Shared Parental Leave

If you intend to take Shared Parental Leave for the first time you must notify your line manager in writing at least eight weeks before the start date of the first period of leave. The notification must include

- The date on which maternity/adoption leave and pay is to end
- The date on which you want to start your period of Shared Parental Leave.

This notice is usually binding unless

- Neither parent is entitled to Shared Parental Leave or Shared Parental Pay
- If you gave notice to stop maternity or adoption leave before the birth and you notified your line manager of your intention to cancel it within six weeks of the birth; or
- If the other parent dies.

9.5 Additional periods of Shared Parental Leave and Pay

In addition to the initial notification for shared parental leave (9.4 above) you are entitled to submit a further two requests for specific periods of Shared Parental Leave. Each notice must be given at least eight weeks before the start of the period of leave and can refer to a single continuous period of leave or a number of blocks of leave over a defined period of time. Notification must also include the dates on which Shared Parental Pay will be claimed, if applicable.

9.6 Authorisation

If you submit a request for a continuous period of leave you will be entitled to take that period of leave and your manager will confirm this to you in writing. However, if you request a number of blocks of leave your line manager may need to discuss the request with you to determine whether such an arrangement can be accommodated. If it cannot be accommodated, your line manager may be able to agree an alternative pattern of leave or may ultimately refuse the request.

In the event that your request for Shared Parental Leave is refused, your line manager will inform you of the reasons for the decision.

If no agreement is reached within two weeks of your request leave being submitted, you can

- Take the discontinuous periods of leave requested in one continuous block beginning on the original start date
- Take the continuous block starting on a new date, as long as the new date is later than the original start date and you notify your line manager within five days of the two week period referred to above
- Withdraw the request at any time up to the 15th day after it was originally made. If your request is withdrawn in these circumstances it will not count as one of your three requests.

9.7 Varying a period of Shared Parental Leave

If you wish to vary a period of leave you can do so in the following ways

- Vary the period at least eight weeks before the original start date and the new start date
- Vary or cancel the amount of leave requested at least eight weeks before the original start date
- Request that a single period of leave becomes a discontinuous period of leave or vice versa

A variation will count as one of your three periods of leave notices unless

- It is made as a result of the child being born earlier or later than the expected week of childbirth or the date on which the main adopter was notified of a match

□ The University has requested the variation.

9.8 Evidence requirements

The University reserves the right to request a copy of the child's birth certificate and the name and address of the other parent's employer.

In the case of adoption the University may also request the name and address of the adoption agency together with evidence of the date that the main adopter was notified of having been matched for adoption with the child and the date on which the adoption agency expects to place the child.

Requests for evidence will be made within 10 working days of receiving your notification of entitlement and intention to take Shared Parental Leave or shared Parental Pay (or within 10 working days of the birth of the child if our request was made before the child was born). You must provide the required evidence within 10 working days of the request (or within 10 working days of the birth of the child if our request was made before the child was born). If a birth certificate has not yet been issued, you must sign a declaration stating that fact along with the date and location of the child's birth. If the other parent has no employer, this must also be declared.

9.9 Keeping in Touch days (KIT)

During your Shared Parental Leave, you are entitled to up to 20 KIT days which may be used if you are asked to attend work (for example to attend training or meetings) during your leave. Using the KIT days will not have the effect of extending your Shared Parental Leave period. If you do attend work, you will be paid your normal rate of pay inclusive of any shared parental leave pay entitlement.

You are under no obligation to work during Shared Parental Leave and the University is under no obligation to offer work. You should note that the 20 KIT days available during Shared Parental Leave are in addition to the 10 KIT days available during maternity and adoption leave.

9.10 Return to work

You have a right to return to work following a period of Shared Parental Leave on terms and conditions no less favourable than those that would have applied if you had not been absent. If you wish to return early from Shared Parental Leave or extend the period of your Shared Parental Leave you must inform your line manager in writing at least eight weeks before both the original end date and the new end date.

If you return to work immediately after a period of Shared Parental Leave which (together with any statutory maternity/adoption leave you may have taken to care for the same child) was 26 weeks or less, you have the right to return to work in the same job that you left.

If you return to work from a period of Shared Parental Leave which (together with any maternity/adoption leave you may have taken to care for the same child) was more than 26 weeks you will normally be entitled to return to the job in which you were employed before your absence. If that is not reasonably practicable then you will return to another job which is both suitable and appropriate in the circumstances.

10. Dependents Leave

If you have to leave work to deal with a sudden and unforeseen emergency to attend to your children or other dependents living within your family household you will be entitled to reasonable unpaid time off to deal with the situation. A dependent may be:

- Husband
- Wife
- Partner
- Child
- Parent / Grandparent
- Anyone living in your household as a member of the family (exceptions include an employee, tenant, lodger)
- Anyone who reasonably relies on you either for assistance or to make care arrangements in the event of illness or injury

There is no set amount of time off allowed for you to deal with sudden and unforeseen emergencies involving a dependent, however the University would expect that for most cases one or up to a maximum 2 days in each instance, should be sufficient. (Information on compassionate leave is available in the [Time off Work Policy](#)).

If you wish to take dependents leave you must telephone your line manager as soon as possible to explain what has happened and to discuss how much time off you may need. The University will seek to accommodate reasonable requests for Dependents Leave. However, if your line manager considers you are taking too much time off or taking time off too frequently to deal with emergencies you may be required to use your annual leave. If your frequent requests for dependents leave are causing operational difficulties, your line manager will discuss this with you, and agree how things should be managed, going forwards.

11. Reference Documents

Appendix A: Summary of all Family Related Leave

12. Review

This policy will be reviewed by the Human Resources Department (HRD) every three years, or sooner where new developments in employment legislation necessitate such a review, where factual clarification is required or changes to operational practices take place. Reviews will be carried out in consultation with our trade union, managers and other key stakeholders. The next review will be undertaken by June 2022.

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Mark O'Dwyer

Director of Human Resources

Appendix A

Summary of all Family Related Leave

Type of Leave	Statutory leave	Statutory Pay	Occupational leave	Occupational Pay
Maternity Leave	Up to 52 weeks	Up to 39 weeks	Up to 63 weeks (11 before birth and max 52 after)	Up to 24 weeks (8 full and 16 half)
Adoption Leave	Up to 52 weeks	Up to 39 weeks	Up to 52 weeks	Up to 24 weeks (8 full and 16 half)
Paternity Leave	Up to 2 weeks	Up to 2 weeks	None	None
Parental Leave	Up to 18 weeks (until child is 18)	None	None	None
Shared Parental Leave	Whatever statutory leave leftover from untaken maternity or adoption leave	Whatever statutory pay is left over from untaken maternity or adoption leave	None	None
Dependents Leave	Reasonable	Unpaid	None	None