

Family Friendly Rights

Time off for dependants

<i>Eligibility</i>	<i>Rights</i>
<p>Employees with dependants, where the dependants are the employee's:</p> <ul style="list-style-type: none"> ■ spouse; ■ child; ■ parent; ■ a person who lives in the same house (excludes servants, tenants, lodgers or boarders); or ■ someone who solely relies on the employee for help. 	<p>Reasonable amount of time off work to:</p> <ul style="list-style-type: none"> ■ provide assistance when a dependent falls ill, gives birth, is injured or is assaulted; ■ arrange care for a dependent who is ill or injured; or ■ take necessary action in event of the death of a dependent; or ■ deal with any unexpected disruption or termination of arrangements for the care of a dependent; or ■ deal with an incident involving a child which occurs unexpectedly whilst at any educational establishment responsible for him / her.

Flexible working

<i>Eligibility</i>	<i>Rights</i>
<p>Employees who have been continuously employed for 26 weeks at date of application and:</p> <ul style="list-style-type: none"> ■ are the parent of a child aged under 17 (or under 18 in the case of a disabled child); or ■ are caring (or expect to be caring) for a spouse, partner, civil partner or relative. 	<p>One application each year to request a change to:</p> <ul style="list-style-type: none"> ■ the number of hours; and / or ■ the times required to work; and / or ■ permission to work from home <p>where the change is to help the employee care for a child or adult who requires it.</p>

Maternity leave

<i>Eligibility</i>	<i>Rights</i>
<p>All pregnant employees regardless of length of service.</p>	<p>52 weeks maternity leave, made up as follows:</p> <ul style="list-style-type: none"> ■ 26 weeks ordinary maternity leave plus ■ 26 weeks additional maternity leave provided that such leave is not taken at the same time as any additional paternity leave.

Statutory maternity pay

<i>Eligibility</i>	<i>Rights</i>
<ul style="list-style-type: none"> ■ Employees with less than 26 weeks continuous service into 15th week before expected week of childbirth (EWC) ■ Employees with 26 weeks or more continuous service into 15th week before EWC; and ■ Average weekly earnings at or above the lower earnings limit for NI purposes (currently £97.00 per week before tax) 	<ul style="list-style-type: none"> ■ No entitlement to statutory maternity pay. ■ Initial 6 weeks = 90% of average weekly pay. ■ Next 33 weeks = £124.88* per week or 90% of average weekly pay, (whichever is less). ■ No payment thereafter.

* subject to change. Correct at August 2010.

Adoption leave

<i>Eligibility</i>	<i>Rights</i>
Employees who adopt, or are one member of a couple who adopt jointly, and who are newly matched with a child:	
<ul style="list-style-type: none"> ■ Employees with less than 26 weeks continuous service into the week in which notification of a match is made. 	<ul style="list-style-type: none"> ■ No entitlement to adoption leave.
<ul style="list-style-type: none"> ■ Employees with 26 weeks or more continuous service into the week in which notification of a match is made. 	<ul style="list-style-type: none"> ■ 52 weeks adoption leave, made up as follows: <ul style="list-style-type: none"> - 26 weeks ordinary adoption leave plus - 26 weeks additional adoption leave.

Statutory adoption pay

<i>Eligibility</i>	<i>Rights</i>
Employees with less than 26 weeks continuous service into the week in which notification of a match is made.	No entitlement to statutory adoption pay.
<ul style="list-style-type: none"> ■ Employees with 26 weeks or more continuous service into the week in which notification of a match is made; and ■ Average weekly earnings are at or above the lower earnings limit for NI purposes (currently £97.00 per week before tax). 	<ul style="list-style-type: none"> ■ £124.88 per week or 90% of average weekly pay (whichever is less) for 39 weeks. ■ No payment thereafter.

Paternity leave

<i>Eligibility</i>	<i>Rights</i>
<ul style="list-style-type: none"> ■ Employees with less than 26 weeks continuous service into the 15th week before EWC, or in the case of adoption, into the week in which notification of a match is made. 	<ul style="list-style-type: none"> ■ No entitlement to paternity leave.
<ul style="list-style-type: none"> ■ Employees with 26 weeks or more continuous service into the 15th week before EWC or, in the case of adoption, into the week in which notification of a match is made; and ■ Average weekly earnings at or above the lower earnings limit for NI purposes (currently £97.00 per week before tax). 	<ul style="list-style-type: none"> ■ Paternity leave made up as follows: <ul style="list-style-type: none"> - 1 or 2 consecutive weeks of ordinary paternity leave, plus - Where the EWC or matching for adoption begins on or after 3rd April 2011, 26 weeks additional paternity leave provided that the mother of the child has returned to work.

Statutory paternity pay

<i>Eligibility</i>	<i>Rights</i>
<ul style="list-style-type: none"> ■ Employees with less than 26 weeks continuous service into 15th week before expected week of childbirth (EWC) 	<ul style="list-style-type: none"> ■ No entitlement to statutory paternity pay.
<ul style="list-style-type: none"> ■ Employees with 26 weeks or more continuous service into 15th week before EWC; and ■ Average weekly earnings at or above the lower earnings limit for NI purposes (currently £97.00 per week before tax). 	<ul style="list-style-type: none"> ■ £124.88 per week or 90% of average weekly pay (whichever is less) for each week of paternity leave.

Parental leave

<i>Eligibility</i>	<i>Rights</i>
Employees with 1 year of continuous service who:	
<ul style="list-style-type: none"> ■ are the parent of a child under 5, or in the case of a disabled child, under the age of 18; or ■ have adopted a child within the last 5 years (provided the child is under 18); or ■ have acquired formal parental responsibility for a child under the age of 5. 	<ul style="list-style-type: none"> ■ Up to 13 weeks unpaid leave for each child (or 18 weeks unpaid leave in the case of each disabled child) at a maximum of 4 weeks each year for each child.