

# Maternity Leave Policy and Provisions

## Contents

<b>Contents</b> .....	1
1. Introduction.....	2
2. Purpose.....	2
3. Scope.....	2
4. Principles.....	3
5. Planning for Maternity Leave.....	3
6. Arranging cover during Maternity Leave.....	4
7. Maternity Pay and leave entitlements.....	5
7.5 Schemes – Leave, pay and qualifying requirements – a summary.....	7
8. During Pregnancy.....	8
9. During Leave.....	9
10. Returning to Work.....	11
11. Supporting unplanned events.....	13
12. Roles and responsibilities.....	14
13. Appeals and complaints (if relevant/applicable).....	15
14. Legislative context.....	15
Appendices.....	16

## 1. Introduction

Queen Mary's (QMUL) Maternity Leave and Pay Policy forms part of a suite of materials setting out our legal duties and additional benefits and support for our employees who have parental / guardian responsibilities.

Additional materials outlining other support available can be found on [Family Friendly Policies - Human Resources](#) and our Special Leave Policy.

## 2. Purpose

- 1.1. The policy aims to provide clear and concise information for expectant mothers to help understand and plan for their individual leave and pay entitlements.
- 1.2. It provides guidance on how and when to inform, plan for and take maternity leave, as well when things do not go to plan and additional support is needed.
- 1.3. This policy should be read in addition to talking directly with HR to ensure all individual entitlements are planned for and confirmed. Additional support is available [Maternity leave Employee Guide and Planners](#).

## 3. Scope

- 3.1 All expectant mothers, regardless of their length of service at QMUL are entitled to take up to 52 weeks of unpaid maternity leave, two weeks of which must be taken immediately after the birth of the child.
- 3.2 Employees must be directly employed by QMUL and have particular length of service, to qualify for our enhanced paid QMUL Maternity Scheme and /or Statutory Pay and leave provisions. Honorary contracts may require using the maternity scheme at another substantive employer.
- 3.3 Details for Adopters and employees undertaking Surrogacy are set out in our Adoption and Surrogacy Leave Policy. The leave and pay entitlements mirror those in our maternity and paternity policies.
- 3.4 Employees on a Fixed Term Contract may have their entitlements affected by the contract end. Research and PhD students require special considerations. [Family Leave Addendum - Research Funded Positions \[DOC 67KB\]](#)
- 3.5 The policy covers planning for leave, keeping in touch during leave and plans for returning to work (where they choose to do so).
- 3.6 If returning to work before the end of the 52-week entitlement, employees can share the balance of the leave with their partner, regardless of where they work. A more detailed outline is set out in our [Shared Parental Leave](#) policy, and should be used with the support of [HR](#).

## 4. Principles

- 4.1 QMUL Maternity policy and allowances also apply to part timers and those on Fixed term contracts, although arrangements may be different. Where Fixed Term Contracts will expire during maternity leave, a period of notice and review apply.
- 4.2 Managers and employees are encouraged to work together at the earliest opportunity to confirm entitlements, and plan for leave, cover and return dates.
- 4.3 Employees who want to keep abreast of changes in practices and University activities can agree up to 10 paid working days during maternity leave. These Keeping in Touch days are available but not compulsory.
- 4.4 Employees are asked to inform us as soon as possible if their circumstances change during leave, e.g. earlier than planned births, or a change to return dates. It will help overall preparedness and may affect entitlements and support available.
- 4.5 QMUL has a duty to consult with employees on long term leave, parental leave, sabbaticals etc. if a role significantly changes in their absence. Certain protections are in place for those taking Maternity Leave, and we have a duty to consult when roles could be considered at risk.

## 5. Planning for Maternity Leave

- 5.1 Employees are required to give notice of their intention to take maternity leave, and the intended start date, by the 15th week before the expected week of childbirth. If this is not possible, then they should give as much notice as is reasonably practicable. When submitting their [Appendix 3 - Written notice of pregnancy to HR \[DOC 74KB\]](#) the employee should attach a formal certificate from a doctor or midwife stating the expected week of childbirth (**Mat B1 Form**).
- 5.2 An employee may subsequently change their mind about when they want to start their leave, if they give at least 8 weeks' notice, unless this is not reasonably practicable, in which case, they should give as much notice as is possible.  
  
Maternity leave action, pay and annual leave planners are all available in the [Maternity Leave Employee Guide](#) . Forms for notifying, confirming and amending leave and return dates are also available in the appendices of this guide.
- 5.3 Maternity leave may not start earlier than 11 weeks before the expected week of childbirth. Where exceptional circumstances apply, the University may permit an earlier start.  
  
Any Maternity leave must include the two weeks immediately after the baby is born.  
  
An employee may choose to begin maternity leave shortly before the birth. However, if the baby arrives early, maternity leave and related pay will automatically start on the earlier date i.e. the day after the birth. HR will need to be notified of these changes via Appendix 4 of the [employee guidance](#).

- 5.4** On receipt of the formal application, Human Resources will write to the employee confirming the granted leave within 28 days, confirming the date on which the employee's maternity leave is expected to start and end. Human Resources will also write to employees where there have been any changes that have affected their maternity leave (for example, changes to start or end date).

## **6. Arranging cover during Maternity Leave**

### **6.1 Funding**

For academic staff, substitute teaching funds may be provided. There is no provision for cover of the administrative or other non-teaching duties.

For assistant staff posts funded by central University funds and for academic-related staff, funding may be sought for a temporary appointment from the relevant school.

- 6.2** For research staff, the sponsor bears the cost of any substitute cover. See [Family Leave Addendum - Research Funded Positions \[DOC 67KB\]](#) for more information.

- 6.3** If a junior employee is asked to cover duties, an additional responsibility payment is made and, in addition, it may be appropriate to seek funding from the relevant body for a temporary appointment at a lower level.

Any person temporarily appointed to cover for maternity leave will have a clause in their contract stating that the contract will end on the return or resignation of the employee on maternity leave. Alternatively, if possible, the work of the employee on maternity leave may be redistributed amongst existing employees.

- 6.4** Where a position is funded by an external sponsor, it is the responsibility of the Head of Department to inform the sponsor that the employee is taking maternity leave. The sponsor's maternity provision should be checked; for example, for whether they would provide additional funding to make a substitute appointment to compensate for the whole or part of a period of paid maternity leave, or to extend the duration of a grant for a period of leave equivalent to the maternity leave taken by employee so that the project may be completed.

## 7. Maternity Pay and leave entitlements

- 7.1 Although all expectant mothers are entitled to Maternity Leave, Maternity Pay entitlement will be dependent upon several factors outlined below. These rates will apply from the first day of Maternity leave.

### *Going on Maternity Leave with less than 26 weeks continuous service at the 15<sup>th</sup> week before Expected Week of Birth.....*

Employees will not qualify for Statutory or QMUL Enhanced Maternity Pay. An individual may be eligible for **Maternity Allowance** for a maximum of 39 weeks. This is paid directly from the [government benefit site](#).

A member of staff not entitled to SMP will have any salary payable in the first 26 weeks reduced by the amount of any Maternity Allowance that they are entitled to.

### *Employed by the University continuously for less than a year but for at least 26 weeks into the 15th week before the week their baby is due (the qualifying week) AND meet the minimum insurance contributions earning limit.....*

Entitled to **Statutory Maternity Pay (SMP)**\*\*\*\* for 39 weeks, broken down as below;

- 6 weeks at 90% of average earnings  
PLUS
- 33 weeks at whatever is lower of the standard weekly SMP rate OR 90% of average weekly earnings (<https://www.gov.uk/maternity-pay-leave>)  
THEN
- Nil pay for last 13 weeks

### *More than one year's continuous service prior to the 15<sup>th</sup> week before expected week of birth and meeting the minimum earnings limit for National Insurance contributions.....*

Entitled to **Enhanced QMUL Maternity Pay** (including SMP), paid via QMUL payroll as:

- 18 weeks up to 100% of current weekly contractual salary  
PLUS
- 8 weeks at 50% of weekly pay  
THEN
- 13 weeks of whatever is lowest of SMP or 90% of average earnings.  
FINALLY (IF STILL TAKING LEAVE)
- Nil pay for next 13 weeks

\*\*\*\* During the first 26 weeks of maternity leave, employees will receive a combination of Contractual Maternity Pay (CMP) and any Statutory Maternity Pay (SMP) for which they are eligible. Where the calculated contractual entitlement is lower than the SMP amount, only SMP will be paid. Employees may choose to defer any element of Contractual Maternity Pay that exceeds their statutory entitlement. In such cases, the deferred amount will be paid in full once the employee has returned to work for a minimum period of three months.

**7.2** Employees planning to take [Shared Parental Leave](#) can read the policy and must work with HR and their line manager to confirm dates.

### **7.3 Maternity Allowance**

If an employee is not eligible for Statutory or Enhanced Maternity Pay, they may be eligible to apply for Maternity Allowance.

Employees that satisfy the employment and earnings rules set by the Department of Work and Pensions will be entitled to Maternity Allowance for a maximum period of 39 weeks. The amount of Maternity Allowance an employee will receive depends on their gross average weekly earnings. Employees will receive the current rates of Maternity Allowance or 90 per cent of their gross average weekly earnings, if this calculation results in a figure which is less than the standard rate.

### **7.4 Unpaid Maternity Leave**

If mothers-to-be are not eligible for either the enhanced QMUL Scheme or SMP, then they are still entitled to take unpaid maternity leave of up to 52 weeks (and return to work).

A summary of the various types of Maternity pay, and leave are overleaf.

## 7.5 Schemes – Leave, pay and qualifying requirements – a summary

	QMUL University Scheme	Statutory Scheme	Other entitlements
<b>Qualifying Service &amp; qualifying date of service required.</b>	1 years' service by the qualifying week (15 weeks before the expected week of birth)	26 Weeks of service by 15 weeks before the expected week of birth	Day One for unpaid leave for 52 weeks
<b>Maternity Leave Entitlement</b>	52 weeks	52 weeks	52 weeks (unpaid)
<b>Maternity Pay Entitlement</b>	18 weeks on full pay 8 weeks on half pay 13 weeks at standard rate SMP (see above) 13 weeks unpaid	6 weeks on 90% of full pay 33 weeks at standard rate SMP 13 weeks unpaid	Unpaid <i>(However, could qualify for Maternity Allowance payable by the Department of Work and Pensions)</i>
<b>Return to Work</b>	Must return for at least 3 months after maternity leave. <i>(The term will increase for instances of returning on reduced hours)</i>	Not required to return to qualify for SMP	N/A

## **8. During Pregnancy**

### **8.1 Risk assessment**

It is important that the employee and their line manager undertake a [Work Risk Assessment](#) (also available in the Employee Guide appendix) during pregnancy, and as early as possible, to ensure safe working. Risk assessments of working environments in the University are routinely carried out to protect the safety of mother and child for any employee who is, or may become, pregnant.

In certain areas, e.g., laboratories, special precautions may be necessary. Should a pregnant employee's working environment or duties pose a threat to their health and safety, the duties will be modified or alternative work of a suitable nature found. Should this not be possible, the employee will be suspended from work on full pay on medical grounds until the start of their maternity leave.

Further advice is available from the [Occupational Health provider](#) or from your Departmental Safety Officer. The leaflet published by Occupational Health is also available from the [Safety Office website](#).

### **8.2 Ante Natal Appointments**

Expectant mothers are entitled to paid time off to attend ante natal appointments before Maternity Leave. This could include a visit to the GP for pregnancy related appointments, hospital clinic visits and prescribed parent classes. Again, we encourage advanced notice and planning where possible.

### **8.3 Annual Leave**

Annual leave entitlement as stated in the relevant contract of employment will continue to accrue as normal for the entire period of maternity leave.

Employees often choose to use annual leave just before and after their agreed Maternity Leave. All accrued annual leave must be taken within three months of returning to work following maternity leave. Where annual leave will happen over the new annual leave year, employees are encouraged to take leave before the start of their Maternity leave and can carry over up to a maximum of 5 days.

### **8.4 Sickness absence during pregnancy**

An employee absent from work due to illness unrelated to pregnancy can remain on sick leave until they start maternity leave on the date that was previously requested.

An employee on sick leave due to pregnancy-related illness at the beginning of the 4th week before the expected week of childbirth will need to commence maternity leave at that date and will transfer from sick pay to maternity pay. If an employee becomes sick with a pregnancy-related illness after the beginning of the 4th week before the expected week of childbirth their maternity leave will commence on the first day of illness.

If expectant mothers are unwell during their pregnancy, they should report sickness in the usual way, but it will not count towards sickness monitoring data.

### **8.5 Support during Maternity leave**

An employee who is due to go on, or is currently taking, maternity leave is entitled to access all the usual support networks available to staff. This includes those within their department, within HR (e.g. an HR representative in the team), the Occupational Health Service, training and counselling services.

During maternity leave the contract of employment continues. All terms and conditions of the contract continue apart from stipend or salary. Continuity of service is maintained, and any standard incremental pay progression during the maternity leave will be implemented.

### **8.6 Sabbatical / Secondment leave**

If academic staff qualify for leave under Special Ordinance C (i) 1, then any term they spend on maternity leave will still count towards the service needed for sabbatical leave.

### **8.7 Pensions**

The following paragraphs give general information about the procedures operating in the pension schemes available to staff in the University. However, this does not cover all individual circumstances and any member of staff who has queries on their pension entitlement should contact the Pensions Office for information.

For pension members, contributions continue during paid maternity leave, based on normal salary rather than reduced pay. During the first 39 weeks of paid maternity leave, employee contributions are made on actual maternity pay received (e.g. SMP or enhanced pay), not full salary. The employer will continue to make contributions based on the full, normal salary that would have been earned if the employee were not on leave, making up for the shortfall and ensuring pensionable service remains uninterrupted. During unpaid leave, contributions pause, but the employee can buy back this "missing" service upon returning. Members paying Additional Voluntary Contributions (AVCs) can maintain these but should contact the [Pensions Team](#).

More information is available on [USS](#), [SAUL](#) or [NHS](#) websites or via the Pension team.

## **9. During Leave**

### **9.1 Keeping in Touch (KIT) Days**

Reasonable contact between an appropriate colleague in their workplace and the employee on leave is encouraged during any extended leave.

An employee may, with the agreement of their line manager, carry out up to 10 days' work during their maternity leave without bringing their maternity leave to an end. Any work carried out on any day will constitute a full day's work and pay.

Work means any work done under the contract of employment and may include training, attending meetings/committees, or any activity undertaken for the purposes of keeping in touch with the workplace.

There is no obligation on either QMUL or the employee to make use of these days.

Any days' work carried out will not have the effect of extending the maternity leave period.

## 9.2 Payment for KIT days

An employee will receive full pay (at the appropriate rate according to their salary spine point), inclusive of SMP, for a KIT Day.

<p><b>During the first 26 weeks (if receiving contractual QMUL maternity pay)</b></p>	<p>No additional payment.</p>
<p><b>During the SMP period</b></p>	<p>SMP is broken down by the system in daily rates. If a KIT Day is worked, employee loses entitlement to SMP for that day, but gains entitlement for a standard basic wage payment for the day.</p>
<p><b>During nil pay</b></p>	<p>Paid for days worked</p>

Alternatively, an employee may choose to take 'time off in lieu' (TOIL) instead of payment for hours worked. Therefore, an employee who takes a KIT Day may choose to receive no additional payment for that day beyond their SMP but instead choose to gain additional annual leave to be taken after their return to work (e.g. if they work 4 hours on a KIT Day, they gain 4 hours of TOIL).

## 9.3 Changes to roles, redeployment and protection from redundancy

QMUL has a duty to consult with any employee who may be away from their post on maternity leave if their post is at risk due to an organisational change.

An employee on maternity leave who is at risk of redundancy is legally entitled to be offered a suitable alternative vacancy where one exists before it is offered to other employees (including those who are also at risk of redundancy).

This additional protection starts when notice of the pregnancy is given and lasts until 18 months after the date of the child's birth, or the week of expected birth if notice of birth is not provided. This includes where the employee suffers a miscarriage after 24 weeks of pregnancy. Where an employee is pregnant but suffers a miscarriage before 24 weeks, this additional protection ends two weeks after the end of the pregnancy.

An alternative role, if available, should in all cases be offered before the end of the original contract and begin the day immediately following the day on which their original contract comes to an end. The new post must be suitable and appropriate for the employee in the circumstances, and the new contractual provisions must not be substantively less favourable than those of the previous contract.

Redeployment support and advice is available from the relevant HR team to an employee on maternity leave. Further information on protection from redundancy and redeployment is available from your [Employee Relations team](#) and [Reorganisation, Redundancy, Redeployment Policy and Procedure \[PDF 295KB\]](#)

#### **9.4 Fixed Term/Open Ended Contracts and Maternity Leave**

If an employee is on maternity leave when their contract is due to cease, it should be picked up in the planning stage.

Our procedures for the [ending of Fixed Term Contracts](#) must be followed. In these circumstances, the relevant HR representative and manager will contact the employee to give notice in advance of the contract end date.

Where a fixed term contract ceases after the qualifying week (15th week before the expected week of childbirth) or during paid maternity leave, any contractual maternity pay will cease with effect from the contract end date. The University will continue to pay SMP, if eligible, as a lump sum.

## **10. Returning to Work**

**10.1** The University has specific policies in place to support staff returning from maternity leave to support a flexible and smooth return to work.

**10.2** An employee may request to return from maternity leave in graduated steps, for e.g. on a phased return or a part time basis under our [Flexible Working Policy](#).

If an employee wishes to discuss any change in working arrangements on their return to work, they should contact their line manager at the earliest opportunity and, where possible, no later than eight weeks before they are due back.

Any agreement to a change in working arrangements (e.g. to work part time) will be considered based on the operational requirements of the department/School and the requirements of the policy.

In the case of research staff, any arrangements will be subject to the needs of the project on which they are employed and the willingness of the sponsor to make the flexible arrangements, as necessary. The employee should first discuss the situation with their research project supervisor.

### 10.3 Notification of return to work

Employees are assumed to take the full 52 weeks of maternity leave unless they notify the organisation otherwise.

If an employee intends to return to work earlier than their originally-agreed return date, they must complete [Appendix 5 - Notice of Early Return](#).

If an employee wants to extend their maternity leave or return earlier than a date previously specified, then they are required to give 8 weeks' notice of this intention. If an employee gives less than 8 weeks' notice, their maternity leave may be extended for 8 weeks after the date of giving notice of return, to allow QMUL to make any necessary arrangements.

### 10.4 Non-return to work

If an employee does not wish to return to work, then they will need to give the required notice by using [Appendix 6 - Notice of Resignation \[DOC 88KB\]](#)

If an employee is unable to return to work at the end of their maternity leave because they are medically unfit, they should report their sickness absence and submit medical certification in the usual way. The employee will transfer from maternity leave to sick leave. Subsequently, normal sickness procedures will be followed. This could include consideration of any [Reasonable Adjustments for Staff Policy \[PDF 173KB\]](#) or flexible working options to support a return to the workplace.

If an employee does not return to work following a period of maternity leave, their job remains open, and they do not automatically lose their right to return. However, their absence will be treated as unauthorised absence under the University's disciplinary policies for that category of staff.

### 10.5 Repayment

If an employee decides not to return to work after maternity leave or returns to work but subsequently decides not to continue in the employment of the University for a period of at least three months, the University has the right to reclaim any contractual maternity pay paid in addition to any SMP entitlement.

The amount reclaimed as a proportion of the contractual maternity pay as follows:

<b>No return or up to one month</b>	All contractual maternity pay
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<b>From one month to two months</b>	Two-thirds of contractual maternity pay
<b>Two months up to three months</b>	One-third of contractual maternity pay

In exercising this right to reclaim pay, the University will consider personal circumstances.

## 11. Supporting unplanned events

QMUL recognises that despite planning, unexpected circumstances may affect those plans. In these often-stressful circumstances, certain provisions are available. They are set out below and additional information and support is available in our [Special Leave Policy and Procedure](#).

### Premature birth

If the birth is early, Maternity Leave (and any related pay) will commence the day after the birth. Where this is the case, we ask that employees inform their line manager and HR as soon as possible after the birth.

### Neonatal care leave

An employee is entitled to take [Neonatal Care Leave](#) if their baby receives neonatal or palliative care for a continuous period of 7 days or more in the 28 days following birth. Neonatal care leave is taken after maternity leave.

### Miscarriage and neo-natal loss

If a pregnancy sadly ends in stillbirth after the 24<sup>th</sup> week of pregnancy or an employee experiences neonatal loss (where the baby is born alive and dies shortly after birth) at any stage of pregnancy, the employee remains entitled to maternity leave and pay commencing from the day after the date of birth.

### Loss of a Primary Carer / Adopter

If a baby's mother or Primary Adopter dies within the first year, the surviving parent is entitled by law to up to 52 weeks of Bereaved Partner's Paternity Leave from day one of employment.

### Emergency leave

All employees have a statutory right to short periods of unpaid leave to decide to deal with family emergencies. In addition to this statutory provision, Heads of Department have the discretion to grant compassionate leave where circumstances justify doing so.

### Unpaid Parental Leave

Employees will be eligible for, and have a statutory right to, (unpaid) Parental Leave from day one of their employment, even if the baby was not born during the employee's employment at QMUL This can equate to up to 4 weeks of unpaid leave per year until the child is 18 years old.

## 12. Roles and responsibilities

**Employees** who are expectant mothers have certain responsibilities in the process namely to:

- Inform manager and HR of pregnancy as soon as possible and before 15<sup>th</sup> week before the EWC.
- Confirm with HR and manager entitlements to pay and leave in addition to reading this policy.
- Take part in, and comply with, Workplace Risk Assessments.
- Inform managers if planned start dates are amended in the appropriate notice period.
- Make HR and line manager aware of any unforeseen or planned changes during leave e.g. premature birth.
- Use Keeping in Touch days as agreed.
- Inform manager and HR of any changes to planned return dates and any flexible working proposals.
- Work with managers and HR if employment finishes during maternity leave or you choose not to return.

**Managers** will be responsible for, and undertake, the following:

- Inform and work with HR to confirm individual entitlements and to plan leave and any cover.
- Conduct, update and monitor risk assessments with pregnant employees to ensure safe working.
- Provide paid time off for antenatal appointments, classes, and travel.
- Work with employee and inform HR / Payroll if there are changes to return date or circumstances.
- Work to ensure employees on Fixed term contracts are informed of notice, redeployment and payments.
- Work with HR to formally consult with absent employees if there is organisational change and roles are at risk.
- Consider changes that may arise during maternity leave, and plan long-term return or non-return arrangements. Inform HR and Payroll.

- Consider any formal flexible working requests using our Flexible Working Policy.

**HR** will work with expectant mothers to ensure their individual plan meets their eligibility and requirements. **HR and Payroll** will work with the individual to plan their leave and pay entitlements and amend as necessary.

### **13. Appeals and complaints (if relevant/applicable)**

If an employee is concerned or has a complaint about their treatment, advice or support during this process, they are asked to contact HR in the first instance. If this does not resolve the issue, a complaint should be raised in writing with the Head of HR, outlining concerns.

### **14. Legislative context**

In addition to setting out our support and provisions, this policy is legally compliant, with The Equality Act 2010 and the new Employment Rights Act 2025.

QMUL aims to provide maternity benefits which comply with our legal duties on maternity rights and exceed where possible, our legal requirements through our enhanced QMUL Maternity Scheme. The policy covers legislation including:

- Protection from Redundancy (Pregnancy and Family Leave) Act 2023.
- Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024.
- Employment Rights Act amendments 2025-2026
- Bereaved Partner's Paternity Leave 2025

### **15. Review**

This policy will be reviewed at least every three years or earlier if legislative changes are required.

Minor updates to this policy that do not affect the rules, principles or intent of this policy may be approved by HR on behalf of the Policy Scrutiny Group.

## **Appendices**

[Appendix 1 - Queen Mary Pregnancy Risk Assessment Form and Guidance](#)

[Appendix 2 – Maternity leave Employee Guide and Planners](#)

[Appendix 3 - Written notice of pregnancy to HR](#)

[Appendix 4 - Change in Start of Maternity Leave](#)

[Appendix 5 - Notice of Early Return](#)

[Appendix 6 - Notice of Resignation](#)

[Appendix 7 - Opting for SMP](#)

## Policy Information and Document Control

<b>Policy title</b>	Maternity Leave and Pay Provisions Policy
<b>Version number</b>	2.1 Splits original Code of Practice into various parental leave areas.
<b>Related policies and procedures</b>	<a href="#">Maternity leave Employee Guide and Planners</a> <a href="#">Flexible Working Policy 2024 [PDF 193KB]</a> <a href="#">Reasonable Adjustments for Staff Policy [PDF 173KB]</a> <a href="#">Reorganisation, Redundancy, Redeployment Policy and Procedure [PDF 295KB]</a> <a href="#">Shared Parental Leave and Pay - Guide for Employees and Managers [PDF 904KB]</a>  <a href="#">Special Leave Policy and Procedure</a>
<b>Superseded policies</b>	Code of Practice Family Leave
<b>Approval level</b>	HR Legislative changes Policy Steering Group
<b>Approval date</b>	April 2026
<b>Effective date</b>	April 2026
<b>Next review due</b>	April 2029
<b>Policy owner</b>	Louise Lester
<b>Policy contact</b>	Lesley Haddow

## Version Control

<b>Version</b>	<b>Date</b>	<b>Reason for updates/Summary of key changes</b>
<b>2.1</b>	6 April 2026	Split of original Code of Practice on family leave into various leave policies. Changes also include:  References to Unpaid Leave. New day one rights to unpaid leave Employment Rights Act 2025  Bereaved Partner's Paternity Leave legislation 2025  SMP to be paid in lump sum if Fixed Term Contract expires during maternity leave.  Pension updates  Organisational change and consultation and protection

		provisions Government website updates for Maternity Allowance and SMP. KIT payroll changes
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