



Leave Policy

If you are unable to access the internet or if you have any questions, please contact your manager or relevant committee member for additional information.

This policy is subject to the associated legal frameworks and, therefore, should not be amended without reference to the relevant acts and appropriate statutory guidelines.

Maternity pay

An employee who becomes pregnant will be entitled to ordinary maternity leave (26 weeks OML), and additional maternity leave (26 weeks AML) dependant on their length of service.

Entitlement to Statutory Maternity Pay (SMP) is dependent on length of service and current earnings.

SMP is:

- the first six weeks at 90 per cent of employee's average gross weekly earnings
- the remaining 33 weeks at the lower of either the current statutory rate or 90 per cent of the employee's average gross weekly earnings.

These entitlements are in accordance with statutory maternity rights. This link will direct you to the government website where you can find a personalised statement of entitlements:

<https://www.gov.uk/calculate-your-maternity-pay>

As soon as you know you are pregnant, familiarise yourself with the statutory maternity guidelines and your responsibilities with regards to informing your employer. You must inform your employer 15 weeks before the start of the week your baby is due, however if you are able to tell your manager sooner, it will be easier to support you and help you make plans. You will be allowed reasonable time off with pay for attendance to ante natal care.

Your statutory rights apply while on maternity leave:

<https://www.gov.uk/maternity-pay-leave>

Paternity leave

Subject to fulfilling statutory criteria, you may be entitled to one/two weeks ordinary paternity leave and / or ordinary paternity pay.

In addition, for babies born after 3rd April 2011, you may be entitled to take an additional 26 weeks of Additional Paternity Leave. There is no statutory entitlement to paid time off for attending antenatal appointments.

As soon as you know you are likely to become a parent, familiarise yourself with your rights and responsibilities. You are required to give the correct amount of notice of your intention to take paternity leave.

You should tell your manager in writing either:

- at least 15 weeks before the beginning of the week when the baby's due
- within seven days of being told by the adoption agency that you have been matched with a child.

For more information:

<https://www.gov.uk/paternity-pay-leave>

Parental Leave

If you have a child aged under five, (or under 18 if your child is disabled), have legal parental responsibility for the child and have at least one year continuous service with Impstone Preschool, you may be entitled to parental leave.

Parental leave is unpaid and statutory entitlements apply:

<https://www.gov.uk/parental-leave>

Adoption leave

If you adopt a child, you may have the right to 52 weeks of Statutory Adoption Leave (26 weeks ordinary adoption leave and 26 weeks additional adoption leave) in accordance with statutory rights. As soon as you know you are likely to be adopting, familiarise yourself with the statutory adoption guidelines and your responsibilities with regards to informing your employer.

You must inform your employer within 7 days of being told you have been matched with a child, however if you are able to tell your manager sooner, it will be easier to support you and help you make plans.

You must give your employer documentary proof to show that you have the right to paid Statutory Adoption Leave. This is usually a matching certificate from your adoption agency. The adoption agency must be recognised in the UK.

Your statutory rights apply while on Adoption leave. Find out more about qualifying for Statutory Adoption Leave and how to tell your employer that you want to take it:

<https://www.gov.uk/adoption-pay-leave>

You may also find the following link useful:

<https://www.gov.uk/plan-adoption-leave>

Dependants' leave

Employees have the right to take a reasonable amount of time off to deal with an emergency involving a dependent. Emergencies are unexpected or sudden problems which may be medical, the result of an injury or assault, an unexpected breakdown in the care of a dependant or an unexpected incident which occurs to a dependant child during school hours.

Dependant care leave is unpaid. The amount of leave allowed will depend on the situation however is unlikely to be more than 1 or 2 days. The leave is permitted in order to deal with the initial needs of the dependant and to make arrangements for their longer-term care.

In the event of the death of a dependant, employees will be entitled to reasonable time off to make funeral arrangements and to attend a funeral.

It is the policy of Impstone Preschool that paid time will be honoured for the funeral of close family members only (this includes spouse, parent, siblings, grandparents, child):

<https://www.gov.uk/time-off-for-dependants/your-rights>

If you require time off for a funeral of someone not listed above, this will be at the discretion of the manager, generally on the condition that cover can be arranged and will be unpaid. If leave is refused and taken anyway, this will be logged as an unauthorised absence and will result in disciplinary action being taken.

Time off for public duties

Impstone Preschool will permit reasonable time to be taken for public duties as set out in the Employment Rights Act (1996). Payment for time off work for public duties will be made at the discretion of the Manager and the Parent Management Committee. The amount of time must be agreed with your manager and the Committee beforehand, and your request may be refused if it is felt to be unreasonable.

Jury Service

Impstone Preschool is required to allow you to take time off to undertake jury service duties. This time will be unpaid, but you can claim for travel, food expenses and loss of earnings from the court.

Ask the Manager/Parent management Committee Chair to complete a Certificate of Loss of earnings in order to make a claim.

Discretionary Payments

Impstone Preschool Parent Management Committee may undertake discretionary payments for employees during dependant's leave. This is subject to available funds and the individuals' circumstance. Where it is possible for an employee to undertake some duties (such as administration) whilst off, this will be recognised and paid accordingly. The main employment acts relevant to employee leave are the Employment Rights Act (1996) and Equality Act (2010).

This policy was adopted at a meeting of _____

Held on: _____

Date to be reviewed: _____

Signed on behalf of the provider: _____

Name of signatory: _____

Role of Signatory (e.g. chair/director, owner) _____