



The Victoria Inn - Threemilestone
The Victoria Inn - Roche
The Norway Inn – Perranarworthal

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Family Friendly Policy

Introduction

Being a parent can be one of the most significant events you will experience. We want to support employees in balancing work and family/home life, by ensuring you have the information needed to understand your leave entitlements, and in taking time away from work when needed.

This policy covers:

- Maternity Leave
- Adoption Leave
- Shared Parental Leave
- Paternity Leave
- Parental Leave
- Neonatal Care Leave

Employees can also see the *Maternity Policy – a guide for employees*, for more information on Maternity Leave.

Scope

This policy applies in the workplace.

Throughout this policy, the term “employees” refers to all employees. It does not apply to agency workers, self-employed contractors, consultants or other workers.

If you are an agency worker, self-employed contractor or consultant and you have concerns, or have any further questions, you should inform your manager or your agency.

If you are unsure about any part of this policy or how it might apply to you, then you should seek guidance from your manager.

This policy is for your guidance only and does not form part of your contract of employment. We may amend the policy from time to time at our absolute discretion.





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Policy Principles

All employees will be treated with dignity and respect and any discussions regarding pregnancy and/or family leave will be held in confidence and with sensitivity.

Maternity Leave

As soon as you feel comfortable, let your manager know about your pregnancy. We want to ensure you and your baby are safe and supported while you are at work. To ensure you receive your statutory maternity pay you need to let us know about your pregnancy no later than 15 weeks before the expected week of childbirth. Your manager will then complete a risk assessment with you to identify any potential risks. Risk assessments will always be carried out at the point the employee notifies the company of their pregnancy; and will then be reviewed regularly as the pregnancy progresses.

You can start your maternity leave as early as 11 weeks before the expected week of childbirth. Your doctor or midwife will provide you with a MATB1 form around the 20th week of your pregnancy – please pass this to your manager as soon as you receive it. When you have decided on your leave details please complete the maternity leave notification form. You can change the dates if you need to, ideally providing 28 days’ notice, although we understand that this is not always possible.

Your maternity leave will automatically start if you are off work due to a pregnancy-related illness in the four weeks before the baby is due. If your baby is born earlier than expected or is premature, your maternity leave will automatically start straight away.

We will presume you will be taking the full 52 weeks’ leave, unless you tell us otherwise before your leave starts. If you want to return to work earlier or later than you intended, please give your manager at least eight weeks’ notice.

If you return to work after six months, you will return to the same role you occupied before your maternity leave, with the same terms and conditions. Unless a redundancy situation or reorganisation means your role no longer exists and, if this is the case, we will consult with you regarding the changes. If you have taken more than 26 weeks’ leave, we will try to ensure you return to the same role. Where this is not possible, we will seek to offer an alternative role with terms and conditions that are no less favourable than before.





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A miscarriage, stillbirth or death of a child following birth is a traumatic experience, and our priority is to ensure that employees and their families receive the support and assistance they need. Please speak to your line manager or another trusted manager in the first instance.

In the unfortunate event that you suffer a miscarriage before week 24 of your pregnancy, we want to ensure that you are supported and would encourage you to seek medical advice to ensure you are well enough to return to work. If you suffer a miscarriage after week 24 of your pregnancy, or your baby is stillborn, you can take your full maternity leave entitlement.

Parents who suffer the loss of a child are entitled to two weeks parental bereavement leave after you have finished your maternity or paternity leave.

If you do not wish to return to work following your period of ordinary maternity leave or additional maternity leave, you are required to give appropriate notice of your resignation. Your notice should be given in writing to your line manager and the duration of notice should be as set out in your contract of employment.

If you fall ill at the end of your maternity leave period and are unable to return to work on the date agreed, you should follow the normal sickness absence reporting arrangements and contact your line manager as soon as is practicable.

Maternity Pay

Statutory Pay: If you have been employed for a minimum of 26 weeks before your qualifying week (15 weeks before the expected week of childbirth) and you earn at least the Government’s lower earnings limit in the ‘relevant period’, you will be entitled to statutory pay. The statutory rate of pay changes each year – you can find more details on gov.uk.

Statutory Maternity Pay (SMP) is paid for up to 39 weeks as follows:

- 90% of your average weekly earnings (before tax) for the first 6 weeks;
- The current statutory rate of SMP, or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks;
- The remaining 13 weeks leave is unpaid.

Employees who do not have the qualifying length of service above, or who do not meet the minimum salary threshold, will be entitled to maternity allowance rather than statutory pay. We will provide you





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The Norway Inn – Perranarworthal

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with the relevant form so you can apply for maternity / adoption allowance from the Department for Work and Pensions.

Adoption Leave

Once the adoption agency notifies you that you have been matched with a child, please tell your manager within seven days, letting them know how much leave you intend to take, when your leave will start (giving at least 28 days’ notice of the start date), and the date of the child’s placement with you. If the child you are adopting is from overseas, please inform your manager within 28 days.

Adoption leave can either begin:

- From the date of the child's placement
- From a fixed date up to 14 days before the placement date
- From the date the child enters the country (overseas adoption), or
- From a fixed date no later than 28 days after the child enters the country (overseas adoption)
- From the date of the child’s birth, or the day after if in a surrogacy arrangement

Please complete the adoption leave notification form and provide your manager with the matching certificate from the adoption agency.

If you return to work within six months, you will return to the same role you occupied before your adoption leave with the same terms and conditions, unless a redundancy situation or reorganisation means your role no longer exists and if this is the case, we will consult with you regarding the changes. If you have more than 26 weeks’ leave, we will try to ensure you return to the same role. If this is not possible, we will offer you an alternative role with terms and conditions that are no less favourable than before.

Adoption Pay

Statutory Pay: If you have been employed for a minimum of 26 weeks by the week you were matched with a child, and you earn at least the Government’s lower earnings limit in the ‘relevant period’, you will be entitled to statutory pay. The statutory rate of pay changes each year – you can find more details on gov.uk.

Statutory Adoption Pay (SAP) is paid for up to 39 weeks as follows:





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The Victoria Inn - Roche
The Norway Inn – Perranarworthal

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- 90% of your average weekly earnings (before tax) for the first 6 weeks;
- The current statutory rate of SAP, or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks;
- The remaining leave is unpaid.

Employees who

do not have the qualifying length of service above, or who do not meet the minimum salary threshold, may be entitled to support from your local council rather than statutory pay. We will provide you with the relevant form so you can apply.

If you are in a surrogacy arrangement, the requirements are the same except you must have been continuously employed for at least 26 weeks by the 15th week before the expected week of childbirth. Please tell us the baby's due date and when you want to start your leave, at least 15 weeks before the expected week of birth, and provide us with a written statement ('statutory declaration') to confirm you've applied or will apply for a parental order in the 6 months after the child's birth – you can find more details on gov.uk.

Shared Parental Leave

Shared parental leave (SPL) enables new mothers and adopters to share up to 50 weeks of their maternity or adoption leave with their partners. SPL can only start after the first two weeks of maternity or adoption leave. T

he total amount of pay available cannot exceed the amount of untaken statutory maternity or adoption pay (maximum 37 weeks).

If you would like to end your maternity or adoption leave early, please complete the form to confirm your intention to take SPL. You can take SPL as a continuous period of leave, take leave in turns, or be on leave together with your partner. We will approve any request for continuous leave. If you would like to request discontinuous leave, i.e. periods of shared parental leave where you return to work in between, please discuss this with your line manager.

Eligibility criteria for shared parental leave

If your partner is taking maternity or adoption leave, for you to be eligible for shared parental leave, one of the following must apply:





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The Victoria Inn - Roche
The Norway Inn – Perranarworthal

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- In the case of a woman on maternity leave, you are either the father of her child, or her spouse, civil partner, or partner (of either sex), or
- In the case of an individual who is adopting, you are either their spouse, civil partner, or partner (of either sex), or
- In the case of a couple who are adopting jointly, you are the adoptive parent who is not taking adoption leave, or
- You are a parent in a surrogacy arrangement and will have shared responsibility for the child from the child’s birth date – please also see above regarding obtaining a parental order.

The total amount of shared parental leave and pay you can take as parents cannot exceed the unused balance of maternity or adoption leave. If you are both on leave for a week together, this will use up two weeks of your joint entitlement.

If you are the mother/primary adopter/ first surrogate parent, you and your partner must meet the same criteria. For your partner to be eligible, you must also:

- Have been employed or self-employed during at least 26 of the 66 weeks immediately before the expected week of childbirth (EWC) or expected date of placement, and
- Have average weekly earnings of at least the maternity allowance threshold for any 13 of those 66 weeks.

Eligibility criteria for shared parental pay (ShPP)

The total amount of shared parental pay (ShPP) available to both parents cannot exceed the amount of untaken statutory maternity or adoption pay (maximum 37 weeks).

To qualify for ShPP:

- If you are the mother/primary adopter/first surrogate parent, you must meet the same eligibility conditions as required for shared parental leave above, and be entitled to statutory maternity pay (SMP) or statutory adoption pay (SAP), or
- If you are the partner of the mother/primary adopter/first surrogate parent, you must meet the same eligibility conditions as required for shared parental leave above and must be entitled to statutory paternity pay (SPP).

Please provide specific information about your partner and a signed declaration confirming that they agree to ShPP by completing the notice of entitlement and intention to take shared parental leave and period of leave form.





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The Norway Inn – Perranarworthal

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Please inform us in writing how you intend to use your ShPP and provide evidence (such as a copy of the child’s birth certificate/declaration of the place and date of birth if the birth has not been registered yet or a placement confirmation from your adoption agency), at least eight weeks before the first week of ShPP.

Shared Parental Pay

If you are taking maternity or adoption leave, there is still entitlement to 39 weeks’ paid leave as explained above, dependent on your length of service. The birth parent or primary adopter must take a minimum of 2 weeks’ pay after the birth or adoption and the remaining 37 weeks of pay can be shared between the 2 parents.

If you decide to end your maternity or adoption leave before 39 weeks has passed, the remaining shared parental leave will be paid at the statutory rate and can be shared between you and your partner. For example, if you decide to return to work after 35 weeks’ maternity/adoption leave, your partner could take the remaining 17 weeks’ as shared parental leave. Of this, four weeks could be paid as statutory shared parental pay and the remaining as unpaid shared parental leave.

Paternity Leave

If you are a prospective father, or if your spouse, civil partner, or partner (of either sex) gives birth or adopts a child, or becomes the intended surrogate parent and you will have responsibility for the child from birth, you can take up to two weeks’ paternity leave around the time of the birth or adoption.

As soon as you are ready, let your manager know you are looking to take paternity leave and complete the paternity leave notification form. We just ask that you let us know at least 15 weeks before the baby is due. In the case of adoption, tell your manager within seven days (or 28 days if you are adopting from overseas). You need to take paternity leave within the first fifty two weeks of the baby’s birth/placement/entry into the country.

Paternity leave can begin on one of three dates:

- From the date the baby is born, or the child is placed for adoption (UK adoptions), or
- From a chosen number of days or weeks after the baby’s birth or placement for adoption (UK adoptions), or
- On the date the child arrives in the UK or an agreed number of days after this (overseas





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The Victoria Inn - Roche
The Norway Inn – Perranarworthal

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adoptions only).

In the unfortunate event that your partner suffers a miscarriage after week 24 of their pregnancy, or your baby is stillborn, you can take your 2 weeks of paternity leave entitlement.

You can only take one period of leave for each pregnancy or adoption, even if more than one child is born or placed at the same time. If you are considering taking shared parental leave, you will need to take paternity leave first.

Paternity Pay

Subject to the relevant eligibility conditions and notification requirements, employees are entitled to take up to two weeks' paternity leave following the birth of a child or following the placement of a child for adoption (from within the UK or from overseas). Paternity leave may only be taken in 'blocks' of one or two weeks. Odd days' leave are not permitted.

Employees who are eligible for statutory paternity leave will also qualify for statutory paternity pay during their leave period, provided their average weekly earnings are above the lower earnings limit for national insurance. Statutory paternity pay is paid at a standard rate, which is determined by Government.

Parental Leave

If you need to take an extended break away from work to fulfil your parental responsibilities, eligible employees can take a period of up to 18 weeks' unpaid leave for each child born or adopted up to their 18th birthday.

To be eligible you must be named on the child's birth or adoption certificate or have parental responsibility. The child must be under 18.

You can request up to four (calendar) weeks unpaid leave per child per year to be taken in blocks of one week. If you are caring for a disabled child, you may take single days.

You should discuss any request as far in advance as possible with your manager, and at least 21 days before you would like to take the leave. Your manager will consider the request in line with business needs and do their best to accommodate it. If they are unable to, they may suggest postponing it to





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The Victoria Inn - Roche
The Norway Inn – Perranarworthal

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another suitable date within six months of your original request.

If your parental leave is for less than four weeks, you will return to your original role. If your leave lasts longer than four weeks or is combined with maternity/adoption/shared parental leave, in most cases you will return to your original role. If that is not possible, you will return to a role that has the same status, terms, and conditions as before.

Neonatal Care Leave

The term premature baby (neonatal) means a baby born before 37 weeks of pregnancy. Neonatal care leave entitles eligible employees to take additional leave when their baby receives at least one week of medical or palliative care within the first 28 days of birth.

The right to unpaid neonatal care leave is a day one right requiring no minimum length of service.

The right to paid neonatal care leave will require 26 weeks of service, in line with the entitlement to statutory maternity pay.

Parents of babies born before 37 weeks will be entitled to one day's neonatal care leave for every day their premature baby spends in hospital. The minimum entitlement will be one week up to a maximum of 12 weeks.

You must be the biological parent of the child, or the spouse or partner of the parent and have a responsibility for raising the child.

The leave must be taken in the first 68 weeks of the baby's birth. It is possible to take it in non-consecutive periods of at least a week, as is the case with shared parental leave.

Neonatal care leave will be added to the end of the employee's maternity or paternity leave period. This leave must not to be interchanged with maternity or paternity leave.

Parents who suffer the loss of a child are entitled to two weeks parental bereavement leave.

Time off to attend ante-natal / pre-placement appointments





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The Victoria Inn - Roche
The Norway Inn – Perranarworthal

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Pregnant employees are entitled to reasonable paid time off for antenatal appointments. Prospective fathers, or the mother’s spouse, civil partner, or partner (of either sex), and intended parents in a surrogacy arrangement, can take paid time off to attend two antenatal appointments with an expectant mother. If you need any further time off, please discuss it with your manager.

If you are adopting a child, or you are the spouse, civil partner, or partner (of either sex) of someone who is adopting, you can take paid time off to attend two pre-placement appointments with the adoption agency. If you need any further time off, please discuss it with your manager.

If you are eligible for adoption leave, you will be entitled to paid time off work for 5 adoption appointments once you have been matched with a child. These appointments will only be permitted if the adoption agency has arranged or asked for them.

Please try to schedule appointments at a time that minimises disruption to the business for example, at the start or end of the working day, and give as much notice as possible.

Keep in touch (KIT) / shared parental leave in touch (SPLIT) days

A KIT/SPLIT day is a great way to keep in touch with work activities while you are on maternity, adoption, or shared parental leave. You can use them to attend team meetings, project updates, or to undertake training.

With the exception of the first two weeks of maternity or adoption leave, you can agree with your manager to use up to 10 KIT days without bringing your family leave to an end or losing your family leave pay. KIT/SPLIT days are paid at your normal salary for actual hours worked. KIT/SPLIT days are not mandatory and similarly, if you request one, we may not be able to agree.

If you have opted to take shared parental leave you will be entitled to take up to 20 SPLIT days.

Holiday

You continue to accrue annual leave while on family leave. It may suit both you and the business to take holiday in blocks at the start or end of your leave period rather than in single days when you





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return.

The aim is that any outstanding leave entitlement should be taken in the leave year to which it applies; either before you start maternity leave or if this not possible immediately after maternity leave before you return to work. Please discuss this with your line manager.

Additional information and support

Please speak to your line manager in the first instance, if you have any questions or concerns regarding your entitlement to family leave.

You can also find out more in the gov.uk pages on Having a child, Parenting and Adopting:
<https://www.gov.uk/browse/births-deaths-marriages/child-adoption>

