

Introduction

Greener Ealing Limited (GEL) recognises the importance of supporting our employees who are about to become parents or who already have parental responsibilities.

This policy covers the main provisions for new and existing parents:

- Maternity
- Paternity
- Adoption
- Parental Leave
- Shared parental leave

GEL complies with the legal requirements relating to each of the above areas and will not unfairly discriminate against employees on the grounds of pregnancy, childbirth, childcare, or for taking the relevant leave or otherwise.

Scope

This policy applies to all GEL employees except those covered by:

- an alternative agreement with a recognised trade union
- other arrangements as a consequence of joining the company under the provisions of the Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

Responsibilities

1. **GEL** - has the responsibility to ensure that the appropriate policies and procedures are in place to ensure employees with parental responsibilities are able to make best use of the statutory provisions.
2. **Managers** - have the responsibility to comply with the requirements of this policy and associated procedures and to ensure requests from employees are dealt with promptly and fairly.
3. **HR** - has the responsibility to monitor the implementation of this policy and to ensure procedures are managed fairly across the organisation. The HR team will provide guidance and support to managers on the operation of this policy.
4. **All employees** - have a responsibility to comply with the procedures for requesting leave and time off in relation to pregnancy and parental responsibilities.

Definitions

Statutory Maternity Leave (SML)

All employees are entitled to take up to 52 week's SML around the birth of their child. This is made up of 26 weeks of Ordinary Maternity Leave (OML) and 26 weeks of Additional Maternity Leave (AML).

Statutory Maternity Pay (SMP)

An employee who meets certain qualifying conditions will be entitled to receive SMP which is payable for the first 39 weeks of SML.

Contractual Maternity Pay (CMP)

An employee may be eligible to receive enhanced payments subject to the provisions of their employment contract.

Statutory Paternity Leave (SPL)

An employee who meets certain qualifying criteria will be entitled to take up to two weeks of SPL.

Statutory Paternity Pay (SPP)

An employee who meets certain eligibility criteria will be entitled to receive SPP.

Statutory Adoption Leave (SAL)

An employee who meets certain qualifying criteria will be entitled to take up to 52 weeks of SAL when they adopt a child. This is made up of 26 weeks of Ordinary Adoption Leave (OAL) and 26 weeks of Additional Adoption Leave (AAL).

Statutory Adoption Pay (SAP)

An employee who meets certain eligibility criteria will be entitled to receive SAP which is payable for the first 39 weeks of SAL.

Contractual Adoption Pay (CAP)

An employee may be eligible to receive enhanced payments subject to the provisions of their employment contract.

Parental Leave

An employee who meets the statutory qualification and notification requirements is entitled to up to 18 weeks' unpaid leave for each child under the age of 18.

Shared parental leave

Shared parental leave allows qualifying parents and adopters to share between them up to 50 weeks of leave before a child's first birthday. Parents can be off work at separate times or together and can each take up to three separate blocks (discontinuous leave).

Statutory shared parental pay (ShPP)

Shared parental leave is paid for up to 37 weeks at the flat rate of statutory maternity pay ('SMP'). This is currently capped at the lower of SMP or 90% of pay. Unlike SMP, where the mother is entitled to receive an enhanced rate of 90% of actual pay for the first six weeks, shared parental pay will all be paid at the flat rate.

Information on Statutory Provisions

For full guidance on statutory entitlements and eligibility criteria please refer to <http://www.direct.gov.uk/en/Parents/Moneyandworkentitlements/WorkAndFamilies/index.htm> and the relevant GEL Leave and Pay policies.

Revision Status

Revision	Date	Amendment	Content Owner	Mandated By
First Issue	Feb 21		Bill Gilmour	Kevin O'Leary