

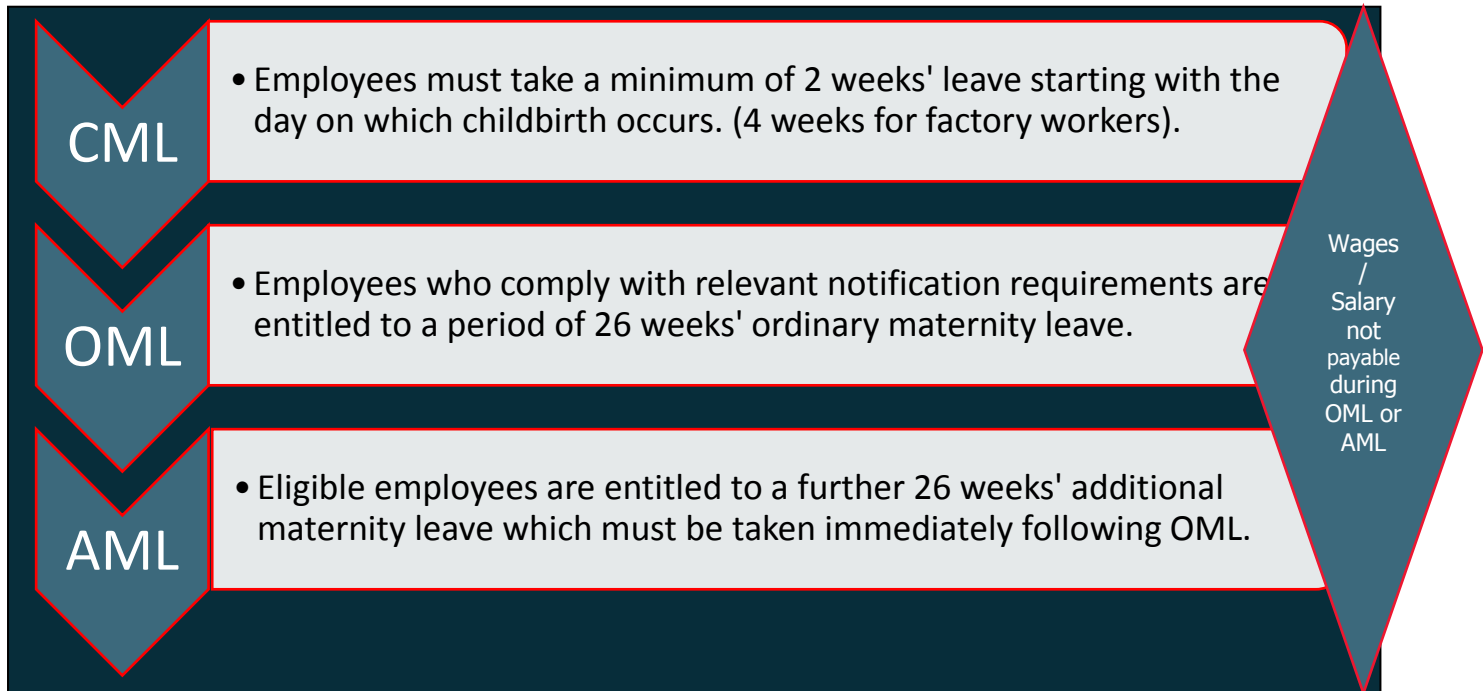
FAMILY FRIENDLY RIGHTS

Key Facts 2017



MATERNITY LEAVE AND PAY

There is no minimum length of service required for maternity leave. There are 3 different types of statutory maternity leave; Compulsory Maternity Leave (CML), Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML). For more information on each, look below:



Statutory Maternity Pay is payable for 39 weeks at the following rates:

- The 'earnings related rate' (90% of average earnings) for the first 6 weeks;
- The 'prescribed rate' (currently £139.58) (or earnings-related rate if lower) for the remaining 33 weeks.

PATERNITY LEAVE AND PAY

Eligible employees have a statutory right to take 1 or 2 weeks' paternity leave on the birth/adoption of a child. This must be taken between the date on which the child is born/placed and 56 days after that date and is only available to employees who've had continuous employment for at least 26 weeks ending with:

- The week immediately prior to the 14th week before the EWC, or
- The week the employee is notified of a match with a child.

Also, must either be the child's father or spouse, civil partner or partner of the child's mother or adopter and:

- ✓ Must have responsibility for the child's upbringing.
- ✓ Must not have already taken SPL in respect of the same child.
- ✓ Must comply with all notification and evidential requirements.

Statutory Paternity Pay is payable for 2 weeks at the lesser of:

- 90% of the employee's normal weekly earnings and;
- The 'prescribed rate' (currently £139.58) set by government each tax year.

SHARED PARENTAL LEAVE

	PREGNANT WORKERS Entitled to: Time off during working hours No minimum length of service requirement Entitled to be paid at normal hourly rate of pay			ACCOMPANYING PREGNANT WORKERS Employees with a qualifying relationship are entitled to:- Attend antenatal appointments on 2 occasions of up to 6.5 hours each, unpaid. Annual leave can be used for additional appointments.	
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TIME OFF FOR DEPENDANTS

Employees have a statutory right to take unpaid time off to deal with emergencies involving their dependants. The amount of time is limited to what is reasonable (normally 1-2 days) and doesn't apply to planned time off.

Time off must be necessary in order to:

- ✓ Provide assistance if a dependant falls ill, gives birth, is injured or assaulted;
- ✓ Make care arrangements for a dependant who is ill or injured;
- ✓ Deal with the death of a dependant;
- ✓ Deal with unexpected disruption for the care of a dependant; or
- ✓ Deal with an unexpected incident which involved the employee's child during school hours.

This is available to employees, not workers, and there is no minimum length of service requirement.

TAKING PARENTAL LEAVE

- Each parent is entitled to take 18 weeks' parental leave per child.
 - Leave can be taken up until the child's 18th birthday.
 - The parent cannot take more than four weeks' leave in respect of any individual child during any particular year.
 - Employees are not entitled to take parental leave for less than one week or in anything other than multiples of a week – this doesn't apply where the child is entitled to disability living allowance, armed forces independence payment or personal independence payment.
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FLEXIBLE WORKING

Employees may request changes to their working hours, working time or working location whether or not they have children but they:

- ✓ Must be employees, not workers.
- ✓ Must have at least 26 weeks' continuous employment.
- ✓ Must have only made 1 request in any 12 month period.

WORKING WITH YOU YOUR TEAM



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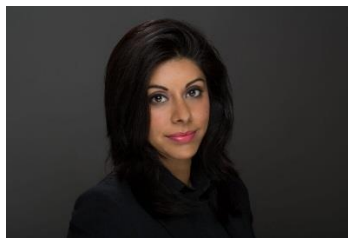
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