

# CCHQ Parental Leave and Pay Policies

## 26 September 2018

### 1. Time off for ante-natal care

Where an Employee has made an appointment to receive ante-natal care, they will be entitled to take time off work to attend the appointment. The Employee is asked to produce to the Party an appointment card or similar document showing that the appointment has been made, except where it is the first ante-natal care appointment. The Employee should endeavour to arrange appointments so as to minimise disruption to their work.

The Employee shall be entitled to be paid their normal rate of remuneration during time off for ante-natal care.

An expectant father or the partner (including same sex) of a pregnant woman will be entitled to take unpaid time off work to accompany them to up to two ante-natal appointments. "Partner" includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long term relationship with her.

### 2. Maternity Pay

For staff who qualify for Statutory Maternity Pay the following payments will be made when taking maternity leave:

- If employed by CCHQ for up to one year you will receive 13 weeks full salary then 26 weeks SMP.
- If employed by CCHQ for over one year you will receive 26 weeks full salary then 13 weeks SMP.

Please contact the HR team if you require further information about Maternity Leave or Pay.

### 3. Adoption Pay

Adoption pay will mimic CCHQ's maternity pay. Please contact the HR team for further information.

### 4. Paternity Pay

For staff who qualify for Statutory Paternity Pay you will receive your full salary for one or two weeks depending on how much leave you take.

You can choose to take either 1 or 2 weeks of Ordinary Paternity Leave - you can't take odd days off and if you take 2 weeks, you must take them together. You must start and end Ordinary Paternity Leave within 56 days of your baby's arrival. If you require information about Additional Paternity Leave or Pay please contact the HR team.

### 5. Parental Leave

All Employees who have completed one year of service with the Party are entitled to eighteen weeks unpaid parental leave, such leave to be taken at any time until the day a child turns 18 if they have - or expect to have - parental responsibility for the child

Parental leave applies in relation to each child. Therefore, in the case of multiple births, the eighteen week entitlement must be multiplied by the number of children. Similarly, where a second child is born employees will be entitled to an additional eighteen weeks of unpaid parental leave in respect of that second child.

All periods of parental leave will be unpaid.

For more information on the process and how to apply please contact the HR Team.

## **6. Shared Parental Pay & Leave**

Parents are entitled to request shared parental leave (SPL), if employees are eligible they are able to share either the female's maternity leave or the main adopter's adoption leave.

Payment and leave entitlement will be determined by what leave has already been taken. If this is something that yourself and your partner are considering then please speak with the HR team for the full policy, more information and how this could potentially work for you.