

# THE CHURCH OFFICE



## Parental Leave Policy

# [Your Church Name Here] | *Parental Leave Policy*

[Insert Your Church Name/Your Church Trust Name Here]

## **Maternity Policy**

*Incorporating Adoption/Parental/Paternity/Shared Parental Leave*

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## 1. Policy statement

- 1.1 This policy and guidance notes are based on the [Maternity Pay and Leave guidelines](#)<sup>1</sup> on Gov.uk, the United Kingdom public sector information website, created by the Government Digital Service to provide a single point of access to HM Government services.
- 1.2 This Maternity policy – incorporating adoption, parental, paternity and shared parental leave - provides a summary of your statutory rights, as well as the enhanced maternity and adoption pay provided by **[Insert Your Church Name/ Your Church Trust Name Here]**. The sections on statutory maternity rights are not intended to be a complete or definitive statement of the law, but should give you the guidance needed. It is recommended that you **read the full guidelines on Gov.uk** referred to in 1.1.
- 1.3 The policy has been produced to advise all pending parents of their rights with regard to maternity, and paternity leave as well as those employees considering adoption.

## 2. Scope of Policy

- 2.1 This policy covers any employee of **[Insert Your Church Name/ Your Church Trust Name Here]**<sup>2</sup> who become pregnant, or adopt, during their time of employment. It also covers employees who take paternity leave following the birth or adoption of a child.

## 3. Maternity and Adoption Leave

- 3.1 **[Insert Your Church Name/ Your Church Trust Name Here]**'s policy in relation to Maternity/Parental/Paternity/Shared Parental Leave is based upon, and does not vary from, the [Maternity Guidance at Gov.uk](#). For that reason, it has not been repeated here.

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<sup>1</sup> <https://www.gov.uk/maternity-pay-leave/overview>

<sup>2</sup> **[Hyperlink Your Church Trust Here]**

## 4. Maternity and Adoption Pay

4.1 The amount of pay received depends on how long you have been employed and if you decide to return to work. [Gov.uk](https://www.gov.uk) will provide you with comprehensive information to confirm your eligibility for statutory funding and allowances.

You may be eligible for:

- [Maternity Allowance](#) (MA)<sup>3</sup>
- [Statutory Maternity Pay](#) (SMP)<sup>4</sup> or [Statutory Adoption Pay](#) (SAP)<sup>5</sup>
- ***\*If Relevant\** [Name Of Any Enhanced Maternity/Adoption Pay Offered By Your Church]**

4.2 ***\*If Relevant\**** You will be eligible for **[Name Of Any Enhanced Maternity/Adoption Pay Offered By Your Church]** if you have more than **[Number Of Months Continuous Service Required To Qualify]** months' continuous service at the Expected Week of Confinement (EWC), and intend to come back full or part time for at least **[Minimum Number Of Weeks Employee Is Expected to Work For Your Church On Return From Maternity Leave]** weeks after your maternity leave has ended.<sup>6</sup>

You will receive **[Name Of Enhanced Maternity/ Adoption Pay Offered By Your Church]** for **[Number Of Weeks It Will Be Received By Employee For]** weeks:

- **[Number of Weeks]** weeks at **[Percentage Of Normal Salary The Enhanced Pay Will Be Offered At]**% of normal salary (inclusive of Statutory Maternity Pay), or SMP, if higher;
- **[Number Of Weeks]** weeks at half pay plus SMP/SAP if level of earnings qualify employee (the total must not exceed normal pay)

You will then receive 21 weeks [Statutory Maternity Pay/Statutory Adoption Pay](#) and can take up to 18 weeks of additional unpaid leave.

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<sup>3</sup> <https://www.gov.uk/maternity-allowance/overview>

<sup>4</sup> <https://www.gov.uk/maternity-pay-leave/pay>

<sup>5</sup> <https://www.gov.uk/adoption-pay-leave/pay>

<sup>6</sup> If you don't return to work, or return and then leave before the **[Minimum Number Of Weeks Employee Is Expected To Work For Your Church On Return From Maternity Leave]**-week mark, **[Insert Your Church Name/ Your Trust Name Here]** reserves the right to reclaim the enhanced maternity/adoption pay.



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- 4.3 **[Insert Your Church Name/ Your Trust Name Here]** will continue to make a pension contribution for your period of maternity/adoption leave, based on your salary at the point of commencement of your leave.
- 4.4 To qualify for any maternity funding or allowances, you must provide a MATB1 Certificate signed by a Doctor or Midwife as evidence of your pregnancy and of the expected date of childbirth.
- 4.5 If you are on a Fixed Term/Temporary contract that expires during your maternity/adoption leave, or within **[Minimum Number Of Weeks Employee Is Expected to Work For Your Church On Return From Maternity Leave]** weeks after you are supposed to return to work, your entitlement to **[Name Of Any Enhanced Maternity/Adoption Pay Offered By Your Church]** will stop at the end of the contract. However, any outstanding entitlement to Statutory Maternity/Adoption Pay will continue for the full 39 weeks.

## 5. Rights during Maternity/Adoption Leave

- 5.1 During your Maternity/Adoption Leave, your contract of employment will continue as normal and you will be bound by (and entitled to) all the terms of your employment, except those obliging you to come to work and those relating to salary. This includes accruing annual leave and bank holiday entitlement, which you may wish to tag onto the end of your maternity leave to extend your paid period.

## 6. Paternity Leave and Pay

- 6.1 If you are the biological father or husband/partner of the mother, in either case with parental responsibility for a child's upbringing, you are entitled to up to 2 weeks paternity leave.
- 6.2 You can choose to take either one week, or two consecutive weeks paternity leave. It cannot be taken as odd days or as two separate weeks.
- 6.3 The amount of pay received depends on how long you have been employed at **[Insert Your Church Name/ Your Trust Name Here]**. You may be eligible for:
- [Statutory Paternity Payment](#)<sup>7</sup>.

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<sup>7</sup> <https://www.gov.uk/paternity-pay-leave/leave>



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6.4 If you have worked for **[Insert Your Church Name/ Your Trust Name Here]** for at least **[Number Of Weeks To Have Worked At Your Church To Qualify]** weeks at **[Number Of Weeks Into Pregnancy To Have Worked The Number Of Weeks Necessary To Be Eligible For Leave By]** weeks before the baby is due, or in the case of adoption, at the point a match is confirmed, you are entitled to<sup>8</sup>:

- 1 week at the **enhanced level** - paid at Full Salary
- 1 week at [Flat Rate Statutory Paternity Payment](#)

6.5 Paternity Leave cannot start until the birth of the baby or, in the case of adoption:

- the end of the week you're matched with the child (UK adoptions);
- the date the child enters the UK or when you want your pay to start (overseas adoptions)

## 7. Shared Parental Leave

7.1 Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible employees have a statutory right to take [Shared Parental Leave](#)<sup>9</sup>. There may also be an entitlement to some [Shared Parental Pay.Gov.uk](#)<sup>10</sup> confirms the statutory eligibility and payment.

## 8. Keeping in Touch Days

8.1 Keeping in Touch (KIT) days are intended to facilitate a smooth return to work after maternity or adoption leave and are an [employee right](#)<sup>11</sup> as determined by Gov.uk. Before going on leave the employer and employee should discuss and agree any voluntary arrangements for keeping in touch. You may work up to 10

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<sup>8</sup> Employees can take only one period of leave even if more than one baby is born as a result of the same pregnancy.

<sup>9</sup> <https://www.gov.uk/shared-parental-leave-and-pay/eligibility>

<sup>10</sup> <https://www.gov.uk>

<sup>11</sup> <https://www.gov.uk/employee-rights-when-on-leave>

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KIT days during maternity or adoption leave without bringing your maternity or adoption leave to an end.

- 8.2 ***\*If Relevant\**** [Insert Your Church Name/ Your Trust Name Here] operates an **enhanced** KIT payment scheme - attendance at KIT days will be paid at an hourly rate in line with your normal salary.
- 8.3 KIT days can be consecutive or not and can include training or other activities which enable you to keep in touch with the workplace. Any such work must be by agreement and neither the employer or employee can insist upon it.

## 9. Returning to Work

- 9.1 If you intend to return to work on the same terms at the end of your 52 weeks of Maternity/Adoption Leave, you do not need to formally notify [Insert Your Church Name/ Your Trust Name Here] in advance of your return, unless you plan to return earlier. It would of course be helpful if you could liaise with your Line Manager as regards your return.
- 9.2 If you wish to return before the end of your Maternity Leave, you must give [Insert Your Church Name/ Your Trust Name Here] a minimum of 8 weeks' notice in writing of the date of your return.<sup>12</sup>
- 9.3 If you decide not to return to work following your Maternity/Adoption Leave you must provide the appropriate written notice to [Insert Your Church Name/ Your Trust Name Here]. If you don't return to work, or return and then leave before the [Insert Number Of Weeks Here]-week mark, [Insert Your Church Name/ Your Trust Name Here] reserves the right to reclaim the enhanced maternity/adoption pay.

## 10. Rights on Return to Work

- 10.1 Your rights with regard to returning to work are different depending on the type of leave taken. Gov.uk provides comprehensive information on [employee rights](#)<sup>13</sup> when returning from maternity, adoption, parental or paternity leave.

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<sup>12</sup> Without 8 weeks' notice [Insert Your Church Name/ Your Trust Name Here] reserves the right to postpone an individual's return until a period equal to the 8 weeks' notice has elapsed or until the end of the Maternity/Adoption Leave, whichever is earlier.

<sup>13</sup> <https://www.gov.uk/employee-rights-when-on-leave>

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- 10.2 **[Insert Your Church Name/ Your Trust Name Here]** will consider requests to return to work part-time or job share. Whether such a request is approved will depend on a number of factors, such as the nature of the job to which you are returning, Trust requirements, and personal circumstances. The Trust welcomes the opportunity to discuss a proposal, in principle, before a formal written request is submitted.