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Family Friendly Policy



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1. Introduction

- 1.1. East West Railway Company (EWR Co.) recognises the importance of family life and the need for our employees to have the ability to balance their work and family lives. This is particularly important during such times as pregnancy, when a child is born, adopted, or fostered. Arrangements have been put in place to allow employees to take time off in such circumstances.
- 1.2. To achieve this vision, we are committed to:
 - Review our procedures regularly to comply with any legal, regulatory and best practice requirements;
 - Brief all employees and interim workers, regardless of seniority or function, on this document to ensure an understanding of the requirements placed upon individuals and to ensure consistent application of the Family Friendly Policy; and
 - The Family Friendly Policy will be made available to all those in scope of its use, through the accessible EWR Co. communication channels.

2. Purpose

- 2.1. The purpose of this policy is to inform employees wishing to take leave of their statutory maternity rights and entitlements and additional enhancements offered by EWR Co.

3. Scope and applicability

- 3.1. This policy applies to all EWR Co. employees – both those working within a permanent or a fixed-term contract of employment.

4. Maternity Leave

Notification of Pregnancy

- 4.1. To qualify for maternity leave, you must notify EWR Co. (either through your line manager or the Head of HR) in writing, no later than the end of the 15th week before your expected week of childbirth. You must include of the following details:
 - Your pregnancy
 - The expected week of childbirth, or placement, and
 - The date you intend to start your maternity leave.
- 4.2. EWR Co. understands that there will be times when it may not be reasonably practicable to provide the original MATB1 (the certificate confirming your pregnancy which will be provided to you by your midwife) within the above timescale, if this is the case you must notify your line manager and mention the reason for the delay.

- 4.3. You need to be aware that if you do not give EWR Co. the required notice, you may lose your rights to commence your maternity leave on the intended date and to receive Statutory Maternity Pay (SMP).
- 4.4. Your line manager will also make the necessary arrangements and undertake a risk assessment. This assessment is carried out to protect both you and your unborn baby's health and safety. In the meantime, it is recommended you do no heavy lifting or stretching and take regular breaks as and when you feel tired.
- 4.5. If you have any further concerns, following the assessment mentioned above and specifically in relation to the pregnancy, you should contact your line manager immediately.
- 4.6. Once EWR Co. receive your notification of your pregnancy, you will receive a letter explaining your entitlements and providing clarification on any other information you may require before you take your maternity leave.
- 4.7. Should you wish to change your plans about starting maternity leave, you must indicate this in writing, giving at least 28 days' notice.

Ante-natal care

- 4.8. You are entitled to take 'reasonable' paid time off, during working hours, to enable you to attend for ante-natal care, where this has been prescribed by a registered medical practitioner, registered midwife or registered health advisor.
- 4.9. In order to facilitate the necessary arrangements for your release, you should give your line manager as much notice as possible and show them an appointment card, or other document confirming that the appointment has been made.

Maternity Leave

- 4.10. Provided you comply with the relevant notification timescales, your period of maternity leave will normally commence on the date you request. There are two exceptions to this:
 - If your baby is born before the date you have notified to us, your maternity leave period begins automatically on the date upon which childbirth takes place and you will be placed on compulsory maternity leave; or
 - If you are absent because of a 'pregnancy-related' illness, your maternity leave period begins automatically on the first day you are absent immediately following the beginning of the fourth week before your baby is due.
- 4.11. All female employees are entitled to 52 weeks maternity leave as set out in the below sections.

'Ordinary' Maternity Leave (OML)

- You will be entitled to 26 weeks OML, which is full pay;
- Leave can commence from the 11th week before your baby is due; and

- You may, if you wish, continue working nearer to the date that your baby is due providing you are capable of doing your job adequately.

'Additional' Maternity Leave (AML)

- You also have an entitlement to a maximum of 26 weeks AML. Of this, 13 weeks are paid at SMP and the latter 13 weeks of this leave are unpaid;
- If you take advantage of the time off afforded by the provisions of both OML and AML, these are subject to a maximum of 52 weeks combined; and
- In order that plans for your subsequent return to work can be made you should, as soon as practicably possible, tell the company the date on which your baby is born.

Compulsory Maternity Leave

- 4.12. Should you give birth prior to the date your maternity leave was originally scheduled to start, legislation states that you are not permitted to work for a period of two weeks, commencing on the day on which childbirth occurs.

Maternity Pay

- 4.13. In order to qualify for maternity pay, you must have already completed, or be due to complete, 52 week's continuous employment with the company, ending with the qualifying week - that is, the 15th week before the expected week of childbirth.
- 4.14. Should you not qualify for maternity pay (as above) please contact the Head of HR as you may qualify for maternity allowance (MA).

Terms and conditions of employment

- 4.15. During your period of leave, whether on OML or AML, you remain an employee and your employment is treated as being continuous throughout. This means your Terms and Conditions, for example, annual leave entitlement and pension rights, continue during maternity leave as if you were still at work. Your remuneration is the exception to this and is covered above.

Right to return to work

- 4.16. If you are returning to work during or at the end of the first 26 weeks (OML), you are entitled to return to the same position on terms and conditions as if you had not been away, unless a return to this position is not practicable, for example because the position has been withdrawn where a re-organisation has occurred. In such circumstances you have the right to return to a similar position which has similar status and terms and conditions as your previous post.
- 4.17. If you take more than 26 weeks (AML), you are likely to return to the same position on the same terms and conditions, however, have no statutory right to do so. If this is not reasonably practical, you are entitled to return to a suitable position on terms and conditions at least as good as your previous position.

Notice of your return to work

- 4.18. It is assumed that you will return to work immediately after the end of your OML. If you wish to return to work earlier, i.e. before your maternity leave expires, you must give 56 days prior notice, in writing, of your proposed return date.
- 4.19. You must, however, ensure that your date for return does not extend beyond the date your entitlement to Maternity leave expires. Should you not wish to return to work after your maternity leave, you must give the company the notice of termination required by your contract of employment.

Keeping in touch

- 4.20. Whilst on maternity leave, the company is entitled to make reasonable contact with you should they need to do so.
- 4.21. To enable you to keep in touch with your workplace during your leave, you are entitled to work or undertake training/activities for up to 10 days during your maternity leave period, without bringing that period to an end. Any such work must be by agreement with your line manager. It is not compulsory that you take up Keeping in Touch Days and the company are not obliged to offer them to you. Any work that you do undertake shall not have the effect of extending the maternity leave period.
- 4.22. Any work or training/activities will be paid at the standard hourly rate of pay for the number of hours that you undertake them.
- 4.23. Should you wish to arrange a Keeping in Touch Day, please put your request in writing to your line manager.

5. Paternity leave

Eligibility and leave entitlement

- 5.1. The legislation covering paternity leave allows for fathers or partners of mothers or adopters (of either sex) to take Statutory Paternity Leave (SPL) in the form of Ordinary Paternity Leave (OPL) in the first year of their child's life or the first year after the child's placement for adoption.
- 5.2. The two-week period of OPL can be taken in one block of either one week or two weeks. If you choose to take one week, you will lose the right to the second week at a later stage. This leave must be taken consecutively within 56 days of the birth/placement of the child or when a child enters the UK for an overseas adoption.
- 5.3. To qualify for OPL in a *birth situation*, you must have at least 26 weeks' continuous service ending with the 15th week before the expected week of childbirth, be the child's biological father or the partner of the mother, and have or expect to have, the main responsibility for the child's upbringing.
- 5.4. To qualify for OPL in an *adoption situation within the UK*, you must have at least 26 weeks' continuous service into the week in which you are notified of having been matched with a child for adoption. The matching week starts on a Sunday and ends on

a Saturday. You must be either one of two parents jointly adopting a child or the partner of someone adopting a child individually, and have or expect to have, responsibility for the child's upbringing with the other joint adoptive parent or the individual adopter.

- 5.5. To qualify for OPL in an *overseas adoption situation*, you must have at least 26 weeks' continuous service into the week in which you receive official notification or by the time you want the OPL to begin, whichever is later. You must be the partner of the adopter, and have or expect to have, responsibility for the child's upbringing with the other joint adoptive parent or the individual adopter.

Multiple births/adoptions

- 5.6. You can only get one period of ordinary paternity leave regardless of the number of children resulting from a single pregnancy or the number of children matched with you at the same time or adopted from overseas as part of the same arrangement.

Notification requirements

- 5.7. Under the EWR Co.'s Scheme employees are paid in full for 2 weeks.
- 5.8. To qualify for OPL in a *birth situation* you must inform the company by no later than the end of the 15th week before your partner's expected week of childbirth, or if this is not possible, as soon as is reasonably practicable.
- 5.9. To qualify for OPL in a *UK adoption situation* you must inform the company no more than 7 days after you have been notified you've been matched with a child, or if this is not possible, as soon as is reasonably practicable.
- 5.10. To qualify for OPL in an *overseas adoption situation* you must inform the Company in 3 stages:

Stage 1

- The date on which the main adopter received official notification; or
- The date your child is expected to arrive in the UK

Stage 2

- You must give at least 28 days' notice of the actual date you want to start OPL.

Stage 3

- After your child has entered the UK, you must tell the company of the actual date they entered the UK (within 28 days of arrival)
- 5.11. If you wish to change the start date of your OPL, you must give notice at least 28 days before the earlier of the original start date and the new start date.
- 5.12. Whilst on paternity leave, the company is entitled to make reasonable contact with you should they need to do so.

Terms and conditions of employment

- 5.13. During your period of leave, you remain an employee and, your employment is treated as being continuous throughout. This means your terms and conditions, for example,

annual leave entitlement, pension rights, continue during Paternity Leave as if you were still at work.

6. Shared parental leave

Eligibility and leave entitlement

- 6.1. Shared Parental Leave is a new way for parents to share statutory leave and pay on the birth of a child. Shared Parental Leave allows the mother to choose to bring her maternity leave to an end at any point after the initial two-week compulsory maternity leave period following the birth of a child. The parents can then choose how to split the remaining weeks of leave between them. Shared Parental leave can be taken by each parent separately or at the same time.
- 6.2. Parents continue to be entitled to full maternity or paternity leave; however, the mother may choose to bring her maternity leave to an end early and share the remainder of leave with their partner by opting into Shared Parental Leave (SPL).
- 6.3. The option to use the Shared Parental Leave rights apply for parents who meet the eligibility criteria (set out below) and for children who are placed for adoption on or after that date.
- 6.4. A parent who intends to take Shared Parental Leave must:
 - Be entitled to maternity/adoption leave; or to statutory maternity/adoption pay or maternity allowance;
 - Be an employee of EWR Co;
 - Share the primary responsibility for the child with the other parent at the time of the birth or placement for adoption; and
 - Follow a two-step process to establish eligibility.

Shared parental leave pay

- 6.5. In addition, if you wish to take SPL you are required to satisfy the 'continuity of employment test' and your partner must meet the 'employment and earnings test':
 - Continuity of Employment Test - A parent seeking to take Shared Parental Leave must have worked for the same employer for at least 26 weeks at the end of the 15th week before the child's expected due date/matching date and is still working for EWR Co. at the start of each leave period.
 - Employment and Earnings Test - In the 66 weeks leading up to the baby's expected due date/matching date, the person has worked for at least 26 weeks and earned an average of at least £30 a week in any 13 weeks.
- 6.6. Up to 37 weeks of shared parental pay can be shared between the parents. To qualify for Shared Parental Pay, you must meet the 'continuity of employment test' and your partner must meet the 'employment and earnings test'. In addition, you must have earned above the 'Lower Earnings Limit' in the eight-week leading up to and including

the 15th week before the child's due date/matching date. Shared Parental pay will be paid at the statutory rate of £145.18 (as at April 2018) or 90% of your normal weekly earnings (subject to the lower earnings limit). The remaining 12 weeks of shared parental leave are unpaid.

6.7. If either the mother or partner wishes to claim Shared Parental Pay then the mother must give notice to reduce or end their maternity/adoption pay or allowance entitlement. They also must give notice which must include:

- How much Shared Parental Pay both parents are entitled to take;
- How much Shared Parental Pay each parent intends to take; and
- When they expect to take Shared Parental Pay.

6.8. A declaration from the employee's partner confirming their agreement to the employee claiming their amount of Shared Parental Pay.

Notification of shared parental leave

6.9. If you meet the necessary eligibility criteria and intend to take Shared Parental Leave (SPL) you must provide EWR Co. with a notice of entitlement to take SPL. The notice of entitlement must be submitted at least eight weeks before the intended period of SPL.

6.10. The notice of entitlement to take Shared Parental Leave must include:

- How many weeks maternity/adoption leave (or maternity/adoption pay or maternity allowance if the mother was not eligible for maternity/adoption leave) has been/will be taken
- How much leave both parents are entitled to take;
- How much leave each parent intends to take;
- When they expect to take their leave;
- The signatures of both parents; and
- At least one parent must book a period of SPL at the same time as submitting their notice of entitlement

6.11. Your partner must also provide EWR Co. with a signed declaration stating:

- Their name, address and national insurance number;
- They share the main responsibility for the care of the child with the employee; and
- They meet the employment and earnings test.

6.12. Consent to the employee taking the number of weeks of SPL specified in the employee's notice of entitlement.

Leave arrangements

6.13. The maximum amount of leave that can be shared between parents is 50 weeks, the leave can be taken during the 12 months following the birth of the child but cannot begin earlier than 2 weeks following the child's birth.

- 6.14. Shared Parental Leave only becomes available once notification is received from the mother to end maternity leave early. Any period of maternity leave taken by the mother will be deducted from the 50 weeks' shared parental leave (excluding the 2 weeks compulsory leave), the balance available can then be shared between the parents.
- 6.15. A written notice to book SPL must be submitted at least eight weeks before any period of leave would begin and should include what leave you intend to take.
- 6.16. If you have submitted a notice to book SPL and wish to make any changes, you must give at least eight weeks' notice before the start of any period of leave begins.
- 6.17. SPL can start on any day of the week, can only be taken in complete weeks, and can be taken using three separate notices to book leave. The leave can then be taken by parents separately or at the same time and can be booked in continuous or discontinuous blocks:

Continuous block

- Taking an unbroken period of leave i.e. 12 weeks. Requests for a continuous block will not be refused.

Discontinuous block

- Leave over a period of time with breaks between where you will return to work. I.e. four weeks back at work, three weeks SPL, four weeks back at work followed by four weeks SPL. Discontinuous leave given in a single notice will be agreed at the discretion of EWR Co. and will be considered over a 14-calendar day discussion period. If a block of discontinuous leave is not agreed then the total amount of leave in the request must be taken as one continuous block, unless you withdraw the notice and submit a new request.

Terms and conditions of employment

- 6.18. During your period of leave you remain an employee and, your employment is treated as being continuous throughout. This means your terms and conditions, for example, annual leave entitlement, pension rights etc. will continue during adoption leave as if you were still at work. Your remuneration is the exception to this and is covered above.

Right to return to work

- 6.19. You have the right to return to your former position on the basis set out below:
- 6.20. If you are returning to work during or at the end of the first 26 weeks (SPL), you are entitled to return to the same position on terms and conditions as if you had not been away, unless a return to this position is not practicable, for example because the position has been withdrawn where a re-organisation has occurred. In such circumstances you have the right to return to a similar position which has similar status and terms and conditions as your previous post.
- 6.21. If you take more than 26 weeks (SPL), you are entitled to return to the same position on the same terms and conditions. If this is not reasonably practical, you are entitled to return to a suitable position on terms and conditions at least as good as your previous position.

7. Adoption leave

Entitlement

7.1. If you meet certain criteria, you are entitled to take 52 weeks statutory adoption leave (SAL) and received statutory adoption pay (SAP) for 39 weeks. The rules are different depending on whether the child you are adopting is from within the UK or from overseas.

7.2. In the case of *UK adoption situations*, you will qualify for 52 weeks SAL when you:

- Have been matched with a child to be placed with you by a UK adoption agency;
- Have notified the agency that you agree that the child should be placed with you and you agree on a date of placement;
- Have continuously been employed by the company for at least 26 weeks into the week in which you are notified of having been matched with your child (the 'matching week'). The matching week starts on a Sunday and ends on a Saturday; and
- Notify the company of when you want to take your SAL no more than 7 days after you have been notified that you have been matched with a child.

The SAL period is made up of 26 weeks Ordinary Adoption Leave (OAL) and is followed immediately by 26 weeks of Additional Adoption Leave (AAL).

7.3. In the case of *overseas adoption situations*, you will qualify for 52 weeks SAL when you:

- Have received official notification from the relevant UK authority of your eligibility to adopt a child from abroad;
- Have continuously been employed by the company for at least 26 weeks by the time you have received official notification or by the time your SAL is due to begin, whichever is later; and
- Are the child's adopter; this is the person who will adopt or has adopted the child or, in the case where the child will be or has been adopted by two people jointly, whichever of the adopters has chosen to take statutory adoption leave in respect of the child.

7.4. If you are a foster parent you may be able to take SAL if you go on to adopt a child, but only if:

- The child that you foster is then matched with you for adoption by a UK adoption agency; and
- The child is then placed with you.

Notification requirements

7.5. To qualify for SAL in a *UK adoption situation*, you need to notify the company no more than 7 days after you are matched with a child:

- That you intend to take SAL;
- When you intend to start it; and

- The date your child is expected to be placed with you for adoption.

7.6. If it is not reasonably practicable for you to meet this deadline then you should notify us as soon as possible. You can begin your SAL on either the date the child is placed with you for adoption or a pre-determined date no earlier than 14 days before the expected date of placement and no later than the expected date of placement.

7.7. In the case of *overseas adoptions*, you need to notify the Company in 3 stages, that you intend to take SAL:

Stage 1

- You need to advise the company of the date you receive official notification and the date the child is expected to arrive in the UK;
- If you already have 26 weeks continuous service with the company when you receive the official notification, you will need to give us this information within 28 days of receiving the official notification; and
- If you receive the official notification before you have completed 26 weeks continuous service with the Company, you will need to give the notice within 28 days of completing your 26 weeks service.

Stage 2

- You will need to give 28 days' notice of when you want your SAL to start – you can give this at the first stage if you know it but this leave cannot start before the child enters the UK; and
- You can choose to start your SAL from either the date the child enters the UK of a fixed date (as notified to you) no later than 28 days after the date the child enters the UK.

Stage 3

- You will need to advise the company on the date the child entered the UK – this has to be within 28 days of the child's arrival; and
- If you wish to change your intended SAL start date, you can do this by whichever is the earlier of 28 days before your original SAL start date or 28 days before your new SAL start date. Once EWR Co. receive your letter, a reply will be forwarded within 28 days confirming the last date of your SAL.

Payment arrangements

7.8. There are different eligibility criteria for SAP for UK and overseas adoptions.

7.9. In the case of *UK adoption situations*, you will qualify for SAP as long as you have:

- At least 26 weeks continuous employment with the company extending into the 'matching week' – this is the week (beginning on a Sunday and ending on a Saturday) in which you are notified of having been matched with a child;
- Given the company at least 28 days' notice of the date you want payment of SAP to begin; and

- Provided documentary evidence to show you are adopting a child through an adoption agency showing the name and address of the adoption agency and you, the date the child is expected to be, or was, placed for adoption and the date you were told by the adoption agency that you had been matched with a child.

7.10. In the case of *overseas adoption situations*, you will qualify for SAP as long as you have:

- Received official notification;
- Worked for the company continuously for at least 26 weeks by the later of the week you receive official notification or the time when you want payment of SAP to begin;
- Given the company at least 28 days' notice of the date you want payment of SAP to begin; and
- Provided documentary evidence in the form of the official notification, a declaration you are claiming SAP (form SC6) and evidence of the child's date of entry into the UK.

7.11. The maximum entitlement of SAP that is paid is usually 39 weeks, however, the company provide enhanced payments, known as Company Adoption Pay, and if you qualify you will be paid the greater of, either:

Company Adoption Pay

- The first twelve weeks paid at 100% of your Basic Salary;
- Followed by fourteen weeks paid at 50% of your Basic Salary; and
- The remaining thirteen weeks paid at Statutory Adoption Pay

Or:

Statutory Adoption Pay

You shall be paid the lower of either:

- The standard weekly rate of statutory adoption pay, or
- 90% of your average weekly earnings*
*Average Weekly Earnings are calculated in the eight weeks up to and including the last pay day before the end of the qualifying week.

Terms and conditions of employment

7.12. During your period of leave, whether on OAL or AAL, you remain an employee and, your employment is treated as being continuous throughout. This means your terms and conditions, for example, annual leave entitlement, pension rights, etc. will continue during adoption leave as if you were still at work. Your remuneration is the exception to this and is covered above.

Right to return to work

7.13. You have the right to return to your former position on the basis set out below:

- If you are returning to work during or at the end of the first 26 weeks (OAL), you are entitled to return to the same position on terms and conditions as if you had not been

away, unless a return to this position is not practicable, for example because the position has been withdrawn where a re-organisation has occurred. In such circumstances you have the right to return to a similar position which has similar status and terms and conditions as your previous post; and

- If you take more than 26 weeks (AAL), you are entitled to return to the same position on the same terms and conditions. If this is not reasonably practical, you are entitled to return to a suitable position on terms and conditions at least as good as your previous position.

Notice of your return to work

- 7.14. It is assumed that you will return to work immediately after the end of your adoption leave. If you wish to return to work earlier, then you should provide EWR Co. with 8 weeks prior notice, in writing, of your proposed return to work date.
- 7.15. Should you not wish to return to work after your adoption leave, you must give EWR Co. the notice of termination as required by your contract of employment.

Keeping in touch days

- 7.16. Whilst on adoption leave, the company is entitled to make reasonable contact with you should they need to do so.
- 7.17. To enable you to keep in touch with your workplace during your leave, you are entitled to work or undertake training/activities for up to 10 days during your adoption leave period, without bringing that period to an end. Any such work must be by agreement with your line manager. It is not compulsory that you take up Keeping in Touch Days and the company are not obliged to offer them to you. Any work that you do undertake shall not have the effect of extending the adoption leave period.
- 7.18. Any work or training/activities will be paid at the standard hourly rate of pay for the number of hours that you undertake them.
- 7.19. Should you wish to arrange a Keeping in Touch Day, please put your request in writing to your line manager.

8. Fostering leave

Entitlement

- 8.1. If you newly foster a child, then EWR Co. will, at its discretion, provide you with:
- one day's leave, with pay, on each occasion of a short-term fostered child arriving in your home. This will be capped at 5 days leave per year.
- Or:
- five days leave with pay for a long-term fostered child arriving in their home, up to a maximum of five days per year.

9. Parental leave

Entitlement

- 9.1. If you have, or expect to have, parental responsibility for a new-born baby, a child under five or are adopting a child, you are entitled to unpaid parental leave providing you meet the following criteria:
- you are a parent, whether by birth or adoption, or you gain formal parental responsibility for raising or caring for a child in other circumstances, for example where you become a stepparent; and
 - you have one year's continuous service with EWR Co. at the point of your request.
- 9.2. Your leave entitlement will be a total of 18 weeks' unpaid leave, in respect of each child, which is to be taken before the child's fifth birthday.
- 9.3. Parents of disabled children are entitled to an additional five weeks, up to a maximum of 18 weeks per child, which is to be taken before the child's eighteenth birthday.
- 9.4. If you have an entitlement to leave for more than one child, weeks of leave in respect of one child are not transferable to another child.
- 9.5. Where both parents are employed by the company, the total leave entitlement remains at 18 weeks for each child per employee. Although both parents have the opportunity to take 18 weeks' leave per child, one parent cannot transfer their entitlement to the other parent.
- 9.6. If you work part-time you are entitled to leave on a 'pro-rata' basis to your hours of work.

Duration of leave entitlement

- 9.7. Your entitlement to leave commences at any time following the date your child is born and ceases on the date that your child reaches their fifth birthday.
- 9.8. There are, however, slight differences that apply in cases of fostering, or adoption, or other circumstances of parental responsibility. These are as follows:
- 9.9. leave may be taken during a five-year period beginning with the date of your child's placement with you as foster parents or the date at which you gain parental responsibility,
- Or:
- until your child reaches their eighteenth birthday, whichever is the sooner.
- 9.10. If your child has a disability, you may take your leave at any time before your child's eighteenth birthday.

Taking leave

- 9.11. Under these arrangements you may take up to a maximum of four weeks' leave in any one calendar year. Leave may be taken:

- at the end of your Ordinary and/or Additional Maternity leave

Or:

- in blocks of one complete week, or multiples of one complete week.

- 9.12. It should be noted that if you wish to take less than one complete week of leave, you will have been deemed to have taken one full week of your 18-week entitlement. In exceptional circumstances, and purely at the discretion of your Line manager in conjunction with the Head of HR, consideration may be given to determining whether to grant your leave in days rather than in blocks of one week or more.
- 9.13. If, however, your child has a disability you may take your leave one day at a time or longer if you wish, up to a maximum of four weeks' leave per calendar year.
- 9.14. For the purposes of these arrangements, a week's leave will equate to the total number of days that you would have been rostered to work during the week in which leave is taken.

Terms and conditions of employment

- 9.15. During your period of leave, you remain an employee and, your employment is treated as being continuous throughout. This means your terms and conditions, for example, annual leave entitlement, pension rights, etc. will continue during adoption leave as if you were still at work. Your remuneration is the exception to this and is covered above.

Notice requirements

- 9.16. In order to consider your application to take parental leave, you must give your line manager at least 21 days' notice of the dates required to be taken. Whilst it is appreciated this may not always be practical you should give as much notice as possible.
- 9.17. Even though you are applying for parental leave, you must still complete a leave application form, which your manager will countersign if your leave application is agreed.
- 9.18. If it is felt necessary, your manager may ask to see evidence that you have become a parent or the person responsible, legally or otherwise, for a child. Evidence may be in the form of the child's birth certificate, papers confirming a child's adoption or, in the case of a disabled child, a letter confirming the disability from the child's doctor.

Postponing leave

- 9.19. Whilst efforts will always be made to grant requests for parental leave, it may not always be practical to do so due to the operational requirements of the company.
- 9.20. In such circumstances, your manager may postpone your leave. The maximum period for postponement is six months.
- 9.21. Within seven days of receiving your application for leave, your manager will return a copy of the application form to you, indicating whether the leave is to be granted, or postponed.

9.22. If the leave is postponed, your manager must indicate on the application form the reason for the postponement and the dates on which the leave may be taken. In the event that you are unhappy with your manager’s reasons for postponing a leave request you have the right to progress the matter through the individual Grievance Procedure.

9.23. Your manager may not postpone leave in certain circumstances:

- When you give the required 21 days’ notice to take it immediately your child is born, or placed with you for adoption, or when you assume formal parental responsibility.
- When you ask to take a period of leave immediately before, or after, a period of Paternity or Maternity leave.

Returning from parental leave

9.24. Where you take a period of four weeks’ parental leave, or less, you need not give any notice of your return and, you are guaranteed the right to return to the same job in which you were employed.

9.25. If, however, a return to your former position is not practicable, for example because the position has been withdrawn where a re-organisation has occurred, you have the right to return to a similar position which has similar status and terms and conditions as your previous post.

9.26. If for any reason you ask to return early from a period of agreed leave, your request will be considered at management’s discretion, based on the requirements of the business.

10. Bereavement leave

Entitlement

10.1. Bereavement leave entitlement, also widely known as compassionate leave entitlement, is a certain period of time granted off work by an employer. Bereavement leave permits you time away from work to come to terms with and recover from your loss.

10.2. The following fully paid entitlement applies to all EWR Co’s employees:

<p>Bereavement - death of a close relative, not including a partner</p>	<p>Up to 5 days, plus 2 more days if responsible for funeral arrangements</p>	<p>The term “relative” may be taken to mean anyone who has a close relationship with you, whether or not they are related by blood or marriage. For the purposes of special leave with pay in the case of bereavement, a “close relative not including a partner” would normally mean a father, mother, brother, sister, son, daughter, grandparent, parent-in-law, or someone who has acted as a parent. An additional two days special</p>
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		<p>leave with pay may be granted to someone assuming primary responsibility for organising the funeral of a close relative, not including a partner. These may be deferred if circumstances require it.</p> <p>Special leave with pay is not intended to enable you to carry out consequential private business, such as executor's duties.</p>
Bereavement - Death of a partner	Up to 10 days	Up to 10 days special leave with pay may be granted upon the death of a partner, whether or not you are organising the funeral. These days may be taken at different times and deferred for up to three months.
Bereavement - Death of a child	Up to 2 weeks	You have a right to 2 weeks off if your child dies under the age of 18 or are stillborn after 24 weeks of pregnancy. This is called 'parental bereavement leave'.

10.3. All bereavement leave requests should be requested through HR system and be approved by the Line Manager.

11. Policy evaluation

10.1. This Family Friendly Policy should be reviewed every 12 months.