

# Parental Leave Policy

Author	Created By: Ben Twist	
Effective Date: 12/06/15	Reviewed By: Ben Twist	Date Reviewed: 4/06/15
Standard: ISO20121	Approved By: CCS Board	Date Approved: 12/06/15

## Revision History

Revision	Date	Description of changes	Requested By
1.0		Initial Release	Ben Twist
1.1	22/06/15	Formatting changes	Catriona Patterson
1.2	17/01/18	Formatting changes	Catriona Patterson
1.3	20/06/18	Creative Scotland logo updated	Mike Elm
1.4	9/08/18	Shared Parental Leave text added	Alexis Woolley

**Policy:** This policy seeks to meet best practice in parental leave and all relevant legislation.

**Purpose:** Its purpose is to safeguard the rights of all of those who work from Creative Carbon Scotland.

**Scope:** All staff may be affected by this policy.

**Related Policies & Procedures:** This policy will affect all staff and freelance contracts.

**Responsibilities:** This policy applies to anyone who works or volunteers with Creative Carbon Scotland, including but not limited to: Trustees, Staff, Interns, Freelance or casual staff and volunteers.

## Our Policy

### Maternity leave and pay

Creative Carbon Scotland will comply with all statutory requirements for maternity and paternity leave and pay. We will uphold your rights to time off for ante-natal care and protection of employment.

CCS' current understanding of the requirements is that all employees are entitled to 52 weeks of maternity leave, and some employees may be entitled to statutory maternity pay.

See the Government guidance for details (<https://www.gov.uk/maternity-pay-leave/overview>).

While on maternity leave all your normal employment rights apply, and you will build up holiday and earn pay rises in the normal manner.

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. You get:

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- £138.18 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

Tax and National Insurance will be deducted.

Certain actions are required of employees who are pregnant in order to initiate these statutory rights and you should tell your line manager that you are pregnant at least 15 weeks before your baby is due (or if you were unaware of your pregnancy as soon as possible thereafter).

### Paternity leave and pay

Creative Carbon Scotland will also comply with all statutory requirements relating to paternity leave and pay, and any related employment rights.

CCS' current understanding of the requirements is that employees:

- who have worked for us continuously for more than 26 weeks before the end of the 15<sup>th</sup> week before the birth of the child;
- who give the correct notice (15 weeks); and
- who are taking time off to look after the child and are either the child's father or adopter or the partner of the mother or adopter of the child

may be entitled to 1 or 2 weeks paid Ordinary Paternity Leave; and up to 26 weeks' paid Additional Paternity Leave if the mother or co-adopter returns to work.

The statutory weekly rate of Ordinary Paternity Pay and Additional Paternity Pay is £138.18, or 90% of your average weekly earnings (whichever is lower). Tax and National Insurance will be deducted.

See the Government guidance at <https://www.gov.uk/paternity-pay-leave/overview> for details.

### Shared Parental leave and pay

Creative Carbon Scotland will also comply with all statutory requirements relating to shared parental leave and pay, and any related employment rights.

You may be entitled to share up to 50 weeks of leave (Shared Parental Leave – SPL) and up to 37 weeks of pay (Statutory Shared Parental Pay - ShPP); such sharing arrangements must occur within the first year after your child is born or placed with your family.

You must meet the eligibility criteria set by the Government – see the guidance at <https://www.gov.uk/paternity-pay-leave/overview> for details.