



## Family Leave Policy

Last Updated: 7 Mar 2024

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### Policy Scope

Family leave is the right of any FEAST With Us (hereby known as FEAST) employee that has a child (through birth or adoption) during their employment. This policy applies to all paid staff, with their qualification of family leave depending on the length of service at FEAST.

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### Maternity Leave

FEAST adheres to the Statutory Guidelines outlined by: <https://www.gov.uk/maternity-pay-leave>.

When you take time off to have a baby you might be eligible for Statutory Maternity Leave (SMP) This period can be up to 52 weeks. You don't have to take 52 weeks, but you must take 2 weeks' leave after your baby is born. Staff are eligible for SMP if they earn at least £123 per week on average, give correct notice of the pregnancy, and have been in continuous employment with FEAST for 26 weeks prior to the qualifying week (defined as the 15<sup>th</sup> week prior to the expected due date).

SMP consists of:

- 6 weeks leave at 90% salary.
- 33 weeks at SMP weekly rate of £172.
- 13 weeks unpaid leave (optional).

FEAST offers Enhanced Maternity Leave (EMP) for qualifying staff. To qualify for EMP, staff must have been in continuous employment with FEAST for 52 weeks prior to their qualifying birth week (defined as the 15<sup>th</sup> week prior to the expected due date).

FEAST EMP consists of:

- 6 weeks leave at 100% salary.
- 12 weeks at 50% salary.
- 21 weeks at SMP weekly rate of £172.
- 13 weeks unpaid leave (optional).

You must provide 28 days' notice if you want to change your start date.

SMP is paid in the same way as your wages (for example monthly or weekly). Tax and National Insurance will be deducted.

If you are not eligible for either SMP or EMP, you may be eligible for Maternity Allowance, more information for which can be found here: <https://www.gov.uk/maternity-allowance>.

You may also be eligible to get Shared Parental Leave and Pay.

Your employment rights are protected while on Statutory Maternity Leave. This includes your right to:

- Pay rises.
- Holiday accrual.
- Return to work.

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### Shared Parental Leave

FEAST adheres to the Statutory Guidelines outlined by: <https://www.gov.uk/shared-parental-leave-and-pay>.

You and your partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if you're having a baby or adopting a child.

You can share up to 50 weeks of leave and up to 37 weeks of pay between you.

You need to share the pay and leave in the first year after your child is born or placed with your family.

You can use SPL to take leave in blocks separated by periods of work or take it all in one go. You can also choose to be off work together or to stagger the leave and pay.

To get SPL and ShPP, you and your partner need to:

- Meet the eligibility criteria – these differ for birth parents and adoptive parents.
- Give notice to FEAST.

To be eligible for Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP), both parents must:

- Share responsibility for the child at birth.
- Meet work and pay criteria – these differ depending on which parent wants to use the shared parental leave and pay.

You're not eligible if you started sharing responsibility for the child after it was born.

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## Paternity Leave

FEAST adheres to the Statutory Guidelines outlined by: <https://www.gov.uk/paternity-pay-leave>.

When you take time off because your partner's having a baby, adopting a child, or having a baby through a surrogacy arrangement you might be eligible for

When you take time off to have a baby you might be eligible for Paternity Leave & Pay (PLP) This period can be up to 4 weeks. Staff are eligible for PLP if they earn at least £123 per week on average, work up until the birth date, give correct notice of the pregnancy, and have been in continuous employment with FEAST for 26 weeks prior to the qualifying week (defined as the 15<sup>th</sup> week prior to the expected due date).

PLP consists of:

- 2 weeks leave at PL weekly rate of £172.48.
- Additional weeks taken as Shared Parental Leave (where agreed prior to birth).

FEAST offers Enhanced Paternity Leave (EPL) for qualifying staff. To qualify for EPL, staff must have been in continuous employment with FEAST for 52 weeks prior to their qualifying birth week (defined as the 15<sup>th</sup> week prior to the expected due date).

FEAST EPL consists of:

- 4 weeks leave at 90% salary.
- Additional weeks taken as Shared Parental Leave (where agreed prior to birth).

EPL is paid in the same way as your wages (for example monthly or weekly). Tax and National Insurance will be deducted.

EPL must be taken in blocks of 1 week. A week is the same amount of days that you normally work in a week - for example, a week is 2 days if you only work on Mondays and Tuesdays. All paternity leave allowance must be taken within 3 months of the birth date of your child.

The following limitations apply to all Paternity Leave:

- Leave can't start before the birth. It must end within 56 days of the birth.
- You must provide 28 days' notice if you want to change your start date.

- You don't have to give a precise date when you want to take leave (for example 1 February). Instead, you can give a general time, such as the day of the birth or 1 week after the birth.

Your employment rights are protected while on paternity leave. This includes your right to:

- Pay rises.
- Holiday accrual.
- Return to work.

You can get time off to accompany your partner (or the surrogate mother) to 2 antenatal appointments.

If you're adopting a child, you can get time off to attend 2 adoption appointments after you've been matched with a child.

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## Contacting Us

If you have any questions about this policy, please contact your line manager or [info@feastwithus.org.uk](mailto:info@feastwithus.org.uk).

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Reviewed and approved on 8 March 2024 by Caroline Monkhouse Flower, CEO, and Helen Burgess, Chair of the Board of Trustees, on behalf of the board.

Signed by:



Helen Burgess  
Chair of the Board of Trustees

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FEAST With Us, Registered Charity in England and Wales

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