
Family Friendly Policy

1. Background

Family is at the heart of GRAHAM and our objective is to be a great place to work for all our employees.

When a family grows following a birth, adoption or surrogacy, parents need time away from work to care for their family and adjust to the change.

Conversely, we understand the emotional stress involved when planning a family or in dealing with miscarriage, and we offer support to our employees in these circumstances.

This policy creates an inclusive approach to family leave aligned to our values and covers the following types of leave: maternity, paternity, miscarriage, fertility, adoption, surrogacy, and shared parental.

This policy puts family first and creates an inclusive approach, supporting families when they need it most.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at HR-GFM@graham.co.uk

2. Who does this policy apply to?

This policy applies to all employees directly employed by GRAHAM.

This policy is inclusive and applies equally regardless of an employee's or their partner's gender.

3. Eligibility

Employees with 12 months continuous service at the date their leave is due to commence, will be eligible for GRAHAM enhanced paid family leave. Both full-time and part-time employees are eligible.

Subject to Government criteria employees with less than 12 months continuous service at the date their leave is due to commence, will be entitled to the statutory provision for the type of leave they wish to take: maternity, paternity, shared parental, or adoption (including surrogacy).

Details of both enhanced and statutory provision are outlined in the appropriate policy section and Appendices.

4. Enhanced Family Leave Pay

4.1 General eligibility and Pay Levels

Employees with over 12 months continuous service at the date their leave commences will be entitled to enhanced family leave pay.

For Maternity, Adoption and Surrogacy leave the primary carer is entitled to full pay for the first 26 weeks of family leave, followed by an additional 13 weeks leave at statutory pay and 13 week's unpaid leave.

For Shared Parental Leave, the mother / primary adopter must take the first 2 weeks leave at full pay. After this, Partners may opt to share the following 24 weeks leave at full pay, followed by 13 weeks leave at statutory pay and 13 week's unpaid leave.

This entitlement is an enhancement of the statutory provisions in place for maternity, adoption and shared parental leave.

4.2 Repayment of enhanced leave:

Employees must return to work for a minimum of 12 months following enhanced paid family leave. In the event of leaving within this minimum period, the employee must return the enhanced element above the statutory limits as follows:

- Within 6 months - 100% repayable of the enhanced family leave pay
- Between 6 months and up to 12 months - 50% repayable of the enhanced family leave pay

5. Pregnancy and Birth

5.1 Maternity and Paternity leave

Mothers who have 12 months service or more at the time leave commences, are entitled to take up to 52 weeks leave including 26 weeks enhanced paid family leave (paid at normal salary and is inclusive of any statutory entitlement), 13 weeks at SMP and 13 week's unpaid leave.

Fathers or partners who have 12 months service or more at the time leave commences can take up to 2 weeks paid paternity leave, which is paid at normal salary and is an enhancement to both statutory paternity leave and pay.

If an employee has less than 12 months service, they can opt to take statutory maternity leave (for mothers) or statutory paternity leave (for fathers or partners) subject to the eligibility criteria outlined in Section 3.

Refer to Appendices 1 through 4 for more details.

5.2 Miscarriage and Stillbirth

In the event that an employee suffers a miscarriage before the 24th week of pregnancy, they will be entitled to 2 weeks off work at full pay. Any additional time off work will be classed as sick leave and the employee should follow the rules outlined in the Sickness Absence Policy.

In the event that after the beginning of the 24th week of pregnancy an employee suffers a miscarriage, their baby is stillborn, or their baby is born alive, but subsequently passes away, they will still be entitled to family leave and pay, subject to the eligibility rules.

If an employee experiences any of these very difficult situations, please be aware of the support that is available through our Wellbeing Manager, Employee Assistance Programme and Parent Cloud, details of which can be found on the Hub.

5.3 Fertility Treatment

If an employee or their partner are undergoing fertility treatment e.g. IVF, they are entitled to paid time off to attend appointments, scans and procedures (up to 5 days per annum which should be taken as full or half days). We understand that appointments of this nature can be unpredictable, and attendance can be required at very short notice at certain stages of the process. Employees should keep their Line Manager informed and where possible, provide as much notice as possible.

6. Adoption and Surrogacy

6.1 Adoption

Adoption leave is only available if an employee is adopting through a UK or overseas adoption Agency. It is not available if there is no Agency involved, for example, if an employee is formally adopting a stepchild or other relative.

If an employee has 12 months service or more at the time the leave commences and if they are adopting as a couple, the primary adopter can opt to take up to 52 weeks leave, including 26 weeks enhanced paid family leave, which is paid at normal salary and is inclusive of any statutory entitlement.

The other partner can take up to 2 weeks leave paid at normal salary if they meet the eligibility rules. This is an enhancement to statutory paternity pay.

Eligible employees who are adopting alone can opt to take 52 weeks leave including 26 weeks enhanced paid family leave.

Where an employee has less than 12 months service, they can opt to take statutory adoption leave if they are the primary carer or adopting alone. If their Partner is the primary carer, then they can opt to take statutory paternity leave.

Refer to Appendices 5 through 8 for more details.

6.2 Surrogacy

If an employee has 12 months service or more at the time their leave commences, and if they are having a baby via a surrogate as a couple, one partner can opt to take up to 52 weeks leave, including 26 weeks enhanced paid family leave which is paid at normal salary and is inclusive of any statutory entitlement.

The other partner can take up to 2 weeks leave paid at normal salary. This is an enhancement to statutory paternity pay.

Where an employee is having a baby via a surrogate alone, they can opt to take up to 52 weeks leave, including 26 weeks enhanced paid family leave.

Where an employee has less than 12 months service, they can opt to take statutory adoption leave if they are the primary carer or adopting alone. If their Partner is the primary carer, then they can opt to take statutory paternity leave.

Refer to Appendices 9 through 12 for more details.

Where the employee is the surrogate (the pregnant person carrying a baby for another couple/person) the employee is entitled to family/statutory maternity leave, subject to eligibility criteria. (Refer to Section 5.1).

6.3 Disrupted Adoption / Surrogacy

Adoption or surrogacy leave is disrupted if it has started but

- The employee is notified that the placement will not take place
- The child is returned to the adoption agency after placement
- The child passes away after placement

In a case of disruption an employee's entitlement to leave will continue for a further eight weeks from the end of the week in which disruption occurred, unless their entitlement to leave and/or pay would have ended earlier in the normal course of events.

7. Shared Parental Leave

Shared parental leave is available to all staff and allows partners to share the responsibility of working and caring for a child, provided the mother / primary adopter returns to work prior to using all their entitlement to maternity / adoption leave.

If an employee has 12 months service or more at the time the leave commences, the mother / primary adopter must take the first two weeks as enhanced paid family leave, which is paid at normal salary. After that, parents can opt to share up to 50 weeks leave, including 24 weeks enhanced paid family leave, which is paid at normal salary. This is an enhancement to statutory leave.

If an employee has less than 12 months service, they can opt to take statutory shared parental leave subject to the eligibility criteria outlined in this policy.

Refer to Appendices 13 through 15 for more details.

8. Keeping in Touch

Employees who are on family leave, statutory maternity leave or statutory adoption leave will be entitled to use up to 10 Keeping in Touch (KIT) days. Employees who are on shared parental leave will be entitled to use up to 20 Shared Parental Leave in Touch (SPLIT) days. KIT and SPLIT days are optional, should be approved by management and are paid at normal salary.

Employees should note that any work carried out during a KIT day or SPLIT day counts as one KIT / SPLIT day, regardless of the amount of time spent working.

The Company will also keep in touch with employees whilst they are on family or statutory leave to update them on any changes to the workplace or any opportunities for promotion.

See the relevant Appendix for each leave type for further details.

9. Major Event Impact on Family Leave Pay

In the circumstance of a major world event (eg Covid) any pay reductions which are in place at the time an employee's family leave commences, will continue to be applied during the period of leave.

As and when this pay reduction is removed any employee who remains on family leave will have their full salary reinstated, as with all other employees. Employees will receive advance notification of any changes in salary, in line with communications issued to all employees.

10. Parent Cloud

All employees have access to Parent Cloud, an online portal with resources to support those who are pregnant, and parents with children of all ages and stages. They also provide support for fertility, adoption, still birth, miscarriage, and surrogacy. Details can be found on the Hub.

Appendix 1

Family Leave: following the birth of a baby

For those with 12 months service when leave commences

Who is entitled to take the leave?	Mother	Father/ partner taking paternity leave
Service Requirement	12 months' service on the date your family leave commences	12 months' service on the date your paternity leave commences
Total amount of leave available	52 weeks	2 weeks. Taken in one-week blocks or all at once.
Paid leave (full-pay)	26 weeks family leave	2 weeks paid leave
Statutory pay (paid at current rates)	13 weeks statutory maternity pay	Not applicable - leave entitlement more than statutory provision
Unpaid leave	13 weeks unpaid leave	Not applicable
When can my leave start?	11 weeks before your due date. Leave must start by the day following the birth of your baby.	From the birth of your baby and within the first year.
How much notice do I need to give?	15 weeks before your baby is due	15 weeks before your baby is due.
How much notice do I need to give to change the start date?	28 days. Although if your baby doesn't arrive when expected we can be flexible with the start date.	28 days. Although if your baby doesn't arrive when expected we can be flexible with the start date.
What documents do I need to provide?	MATB1 form (you'll get this from your midwife) and the form at Appendix 2.	A copy of the mother's MATB1 form (they will get this from their midwife) and the form at Appendix 2.
What are my rights on my return to work?	If you take up to 26 weeks you have the right to return to the same role on the same terms and conditions. If you take more than 26 weeks you are entitled to return to the same or similar role on the same terms and conditions.	You are entitled to return to the same role on the same terms and conditions.
How much notice do I need to give of my return to work?	We will assume employees are taking 52 weeks unless you tell us otherwise. If you want to change your return date, please provide 8 weeks' notice.	You should let us know the intended dates and duration of your family leave on your application form.

What happens to my benefits?	You are entitled to all the same terms and conditions (except pay) during maternity leave. Your holidays accrue as normal (including bank holidays).	You are entitled to all the same terms and conditions during paternity leave. Your holidays accrue as normal (including bank holidays).
Can I take time off to attend antenatal appointments?	Yes, you are entitled to paid time off to attend antenatal appointments that are organised by your midwife/doctor.	Yes, you are entitled to paid time off to attend antenatal appointments that are organised by your partner's midwife/doctor.
Can I use keeping in touch (KIT) days?	You are entitled to take up to 10 KIT days. These are optional and are paid at your normal salary. If you work part of a day that counts as one KIT day.	Not applicable.
What happens if I am off sick whilst I am pregnant?	It is treated as normal sick leave. However, if you are absent for a pregnancy related reason in the 4 weeks before your due date your maternity leave will commence on your second day of absence.	Not applicable.
What happens if my role is made redundant whilst I am on leave?	You will be consulted with prior to any redundancy occurring. Where a suitable alternative exists, you have the right to be offered it before any other employee not on maternity leave.	You will be consulted with prior to any redundancy occurring. Suitable alternatives will be explored with you.
Is there anything else I need to do?	<p>You should complete a risk assessment during your pregnancy. Please contact a member of the Health and Safety team to arrange this.</p> <p>Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave.</p> <p>Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility</p>	

	for keeping equipment up-to-date, please contact IT for more details.	
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Appendix 2

Application for family leave following the birth of a baby

Employees with 12 months service when their leave commences are eligible

Name			
Employee Number			
Start Date			
Region/Department			
Line Manager			
Due Date			
<p><i>If you are the mother giving birth, please complete section 1. If you are the father/partner taking paternity leave, please complete section 2.</i></p>			
<p>Section 1 - For the mother giving birth to complete</p>			
Date you would like family leave to commence? <i>See Appendix 1 for further guidance</i>			
Anticipated return to work date? <i>Note you don't have to confirm this now and we'll assume 52 weeks leave unless you confirm otherwise. See Appendix 1 for further guidance.</i>			
Please include your MATB1 if you have been issued it. If not, please forward it to HR as soon as you receive it from your midwife.			
Employee Signature			
Date			
<p>Section 2 - For the father/partner taking paternity leave</p>			
Date(s) you would like paternity leave to commence? <i>See Appendix 1 for further guidance</i>			
Please confirm the amount of time you would like to take:	1 week	2 weeks	
Please include a copy of the mother's MATB1 if they have been issued it. If not, please forward it to HR as soon as they receive it.			
Employee Signature			
Date			

Please send your completed form to HR

Appendix 3

Statutory Leave: following the birth of a baby

For those with less than 12 months service when leave commences

Who is entitled to take the leave?	Mother	Father/partner taking paternity leave
Entitlement to leave	All employees are entitled to take 52 weeks statutory maternity leave comprising of 26 ordinary maternity leave (OML) plus 26 weeks additional maternity leave (AML)	You need to have 26 weeks continuous employment ending with 15th week before the expected week of childbirth to qualify.
Total amount of leave available	52 weeks	2 weeks. Taken in one-week blocks or all at once.
Service Requirement for Statutory Maternity/Paternity Pay (SMP/SPP)	26 weeks continuous employment ending with 15th week before the expected week of childbirth	26 weeks continuous employment ending with 15th week before the expected week of childbirth
Earnings Requirements for SMP/SPP	Average earnings above the lower limit for national insurance contributions	Average earnings above the lower limit for national insurance contributions
Current SMP/SPP rates	Visit www.gov.uk/maternity-pay-leave for current rates	Visit www.gov.uk/paternity-pay-leave for current rates
Statutory pay (paid at current rates)	Six weeks at 90% of average weekly earnings followed by 33 weeks paid at SMP rate or 90% of average weekly earnings, whichever is the lower	One or two weeks paid at SPP rate or 90% of average weekly earnings, whichever is the lower
Unpaid leave	13 weeks unpaid leave	Not applicable
When can my leave start?	11 weeks before your due date. Leave must start by the day following the birth of your baby.	From the birth of your baby and within the first year.
How much notice do I need to give?	15 weeks before your baby is due	15 weeks before your baby is due
How much notice do I need to give to change the start date?	28 days	28 days. Although if your baby doesn't arrive when expected we can be flexible with the start date.

What documents do I need to provide?	MATB1 form (you'll get this from your midwife) and the form at Appendix 4	A copy of the mother's MATB1 form (they will get this from their midwife) and the form at Appendix 4
What are my rights on my return to work?	If you take up to 26 weeks you have the right to return to the same role. If you take more than 26 weeks you are entitled to return to the same or similar job on the same terms and conditions.	You are entitled to return to the same job on the same terms and conditions.
How much notice do I need to give of my return to work?	We will assume you are taking 52 weeks unless you tell us otherwise. If you want to change your return date, please provide 8 weeks' notice	You should let us know the intended dates and duration of your family leave on your application form.
What happens to my benefits?	You are entitled to all the same terms and conditions (except pay) during maternity leave. Your holidays accrue as normal (including bank holidays)	You are entitled to all the same terms and conditions (except pay). Your holidays accrue as normal (including bank holidays)
Can I take time off to attend antenatal appointments?	Yes, you are entitled to paid time off to attend antenatal appointments that are organised by your midwife/doctor.	Yes, you are entitled to paid time off to attend antenatal appointments that are organised by your partner's midwife/doctor.
Can I use keeping in touch (KIT) days?	You are entitled to take up to 10 KIT days. These are optional and are paid at your normal salary. If you work part of a day that counts as one KIT day.	Not applicable
What happens if I am off sick whilst I am pregnant?	It is treated as normal sick leave. However, if you are absent for a pregnancy related reason in the 4 weeks before your due date your maternity leave will commence on your second day of absence.	Not applicable
What happens if my role is made redundant whilst I am on leave?	You will be consulted with prior to any redundancy occurring. Where a suitable alternative exists, you have the right to be offered it before any other	You will be consulted with prior to any redundancy occurring. Suitable alternatives will be explored with you.

	employee not on maternity leave.	
<p>Is there anything else I need to do?</p>	<p>You should complete a risk assessment during your pregnancy. Please contact a member of the Health and Safety team to arrange this.</p> <p>Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave.</p> <p>Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility for keeping equipment up-to-date, please contact IT for more details.</p>	<p>Not applicable</p>

Appendix 4

Application for statutory leave following the birth of a baby

For those with less than 12 months' service. Refer to Appendix 3 for details on eligibility

Name			
Staff Number			
Start Date			
Region/Department			
Line Manager			
Due Date			
<i>If you are the mother giving birth, please complete section 1. If you are the father/partner taking paternity leave, please complete section 2.</i>			
Section 1 - For the mother giving birth to complete			
Date you would like statutory maternity leave to commence? <i>See Appendix 3 for further guidance</i>			
Anticipated return to work date? <i>Note you don't have to confirm this now and we'll assume 52 weeks leave unless you confirm otherwise. See Appendix 3 for further guidance.</i>			
Please include your MATB1 if you have been issued it. If not, please forward it to HR as soon as you receive it from your midwife.			
Employee Signature			
Date			
Section 2 - For the father/partner taking paternity leave			
Date(s) you would like statutory paternity leave to commence? <i>See Appendix 3 for further guidance</i>			
Please confirm the length of leave you would like to take:	1 week	<input type="checkbox"/>	2 weeks
Please include your MATB1 if you have been issued it. If not, please forward it to HR as soon as you receive it from your midwife.			
Employee Signature			
Date			

Please send your completed form to HR

Appendix 5

Family Leave: following an adoption

For those with 12 months service when leave commences

Following adoption the primary adopter can opt to take adoption leave and the other parent can take paternity leave. If you are adopting alone, you can take adoption leave.

Who is entitled to take the leave?	Parent taking adoption leave	Parent taking paternity leave
Service Requirement	12 months' service on the date your leave commences	12 months' service on the date your leave commences
Total amount of leave available	52 weeks	2 weeks paid. Taken in one-week blocks or all at once.
Paid leave (full-pay)	26 weeks family leave	2 weeks paid leave
Statutory pay (paid at current rates)	13 weeks statutory adoption pay	Not applicable - leave entitlement more than statutory provision
Unpaid leave	13 weeks unpaid leave	Not applicable
When can my leave start?	14 days before the date the child starts living with you (UK adoptions) Or, when the child arrives in the UK or within 28 days of this date (overseas adoptions)	From the date of placement and must be taken within the first year (UK adoptions) On the date the child arrives in the UK and must be taken within the first year (overseas adoptions)
How much notice do I need to give?	Within 7 days of being matched with a child please let us know you intend to take leave, when you would like it to start and the date of placement- ideally giving 28 days' notice	28 days' notice
How much notice do I need to give to change the start	28 days. Although if your child doesn't arrive when expected we can be flexible with the start date	28 days. Although if your child doesn't arrive when expected we can be flexible with the start date

date?		
What documents do I need to provide?	The form at Appendix 6 along with a copy of your matching certificate and the name and address of the adoption agency and confirmation of the date of placement. For overseas adoptions, please also provide the relevant UK authority's official notification and the date the child arrived in the UK.	The form at Appendix 6 along with a copy of your matching certificate and the name and address of the adoption agency and confirmation of the date of placement. For overseas adoptions, please also provide the relevant UK authority's official notification and the date the child arrived in the UK.
What are my rights on my return to work?	If you take up to 26 weeks you have the right to return to the same role. If you take more than 26 weeks you are entitled to return to the same or similar role on the same terms and conditions.	You are entitled to return to the same role on the same terms and conditions.
How much notice do I need to give of my return to work?	We will assume you are taking 52 weeks unless you tell us otherwise. If you want to change your return date, please provide 8 weeks' notice.	You should let us know the intended dates and duration of your family leave on your application form.
What happens to my benefits?	You are entitled to all the same terms and conditions (except pay) during adoption leave. Your holidays accrue as normal (including bank holidays)	You are entitled to all the same terms and conditions during paternity leave. Your holidays accrue as normal (including bank holidays)
Can I take time off to attend appointments?	Yes, you are entitled to paid time off to attend 5 adoption appointments after you've been matched with a child	Yes, you are entitled to paid time off to attend 5 adoption appointments after you've been matched with a child
Can I use keeping in touch (KIT) days?	You are entitled to take up to 10 KIT days. These are optional and are paid at your normal salary. If you work part of a day that counts as one KIT day.	Not applicable
What happens if my role is made redundant whilst I am	You will be consulted with prior to any redundancy occurring. Where a suitable alternative exists, you have the right to be offered it	You will be consulted with prior to any redundancy occurring. Suitable alternatives will be explored with you.

on leave?	before any other employee not on adoption leave	
Is there anything else I need to do?	<p>Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave.</p> <p>Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility for keeping equipment up-to-date, please contact IT for more details.</p>	Not applicable

Appendix 6

Application for family leave following an adoption

Employees with 12 months service when their leave commences are eligible

Name			
Staff Number			
Start Date			
Region/Department			
Line Manager			
Date of placement			
<p><i>If you are the parent taking adoption leave, please complete section 1. If you are the parent taking paternity leave, please complete section 2.</i></p>			
Section 1 - For the parent taking adoption leave			
Date you would like family leave to commence? See Appendix 5 for further guidance			
Anticipated return to work date? Note you don't have to confirm this now and we'll assume 52 weeks leave unless you confirm otherwise. See Appendix 5 for further guidance.			
Employee Signature			
Date			
Section 2 - For the parent taking paternity leave			
Date(s) you would like paternity leave to commence? See Appendix 5 for further guidance			
Please confirm the amount of time you would like to take:	1 week	<input type="checkbox"/>	2 weeks
Employee Signature			
Date			

Please complete the following additional information to support this form:

Please include your matching certificate with this form.	
Name and Address of Adoption Agency	

For overseas adoptions only please include the relevant UK authorities' official notification and date child arrived in UK

Please send your completed form to HR

Appendix 7

Statutory Leave: following an adoption

For those with less than 12 months service when leave commences

Following adoption, the primary adopter can opt to take adoption leave and the other parent can take paternity leave

Who is entitled to take the leave?	Parent taking adoption leave	Parent taking paternity leave
Entitlement to leave	All employees are entitled to take 52 weeks statutory adoption leave comprising of 26 ordinary adoption leave (OAL) plus 26 weeks additional adoption leave (OAL)	You will need to have 26 weeks service by the week you are matched with the child
Total amount of leave available	52 weeks leave	2 weeks. Taken in one-week blocks or all at once.
Service Requirement for Statutory Adoption/Paternity Pay (SAP/SPP)	26 weeks service by the week you are matched with the child	26 weeks service by the week you are matched with the child
Earnings Requirements for SAP/SPP	Average earnings above the lower limit for national insurance contributions	Average earnings above the lower limit for national insurance contributions
Current SAP/SPP rates	Visit www.gov.uk/adoption-pay-leave for current rates	Visit www.gov.uk/paternity-pay-leave for current rates
Statutory pay (paid at current rates)	Six weeks at 90% of average weekly earnings followed by 33 weeks paid at SAP rate or 90% of average weekly earnings, whichever is the lower	One or two consecutive weeks paid at SPP rate or 90% of average weekly earnings, whichever is the lower
Unpaid leave	13 weeks unpaid leave	Not applicable
When can my leave start?	14 days before the date the child starts living with you (UK adoptions) Or, when the child arrives in	From the date of placement and must be taken within the first year (UK adoptions) On the date the child arrives

	the UK or within 28 days of this date (overseas adoptions)	in the UK and must be taken within the first year (overseas adoptions)
How much notice do I need to give?	Within 7 days of being matched with a child please let us know you intend to take leave, when you would like it to start and the date of placement - ideally giving 28 days' notice	28 days' notice
How much notice do I need to give to change the start date?	28 days' notice	28 days' notice
What documents do I need to provide?	The form at Appendix 8 and a copy of your matching certificate along with the name and address of the adoption agency and confirmation of the date of placement. For overseas adoptions, please also provide the relevant UK authority's official notification and the date the child arrived in the UK.	The form at Appendix 8 and a copy of your matching certificate along with the name and address of the adoption agency and confirmation of the date of placement. For overseas adoptions, please also provide the relevant UK authority's official notification and the date the child arrived in the UK.
What are my rights on my return to work?	If you take up to 26 weeks you have the right to return to the same role. If you take more than 26 weeks you are entitled to return to the same or similar job on the same terms and conditions.	You are entitled to return to the same job on the same terms and conditions.
How much notice do I need to give of my return to work?	We will assume you are taking 52 weeks unless you tell us otherwise. If you want to change your return date, please provide 8 weeks' notice	You should let us know the intended dates and duration of your family leave on your application form.
What happens to my benefits?	You are entitled to all the same terms and conditions (except pay) during adoption leave. Your holidays accrue as normal (including bank holidays)	You are entitled to all the same terms and conditions (except pay). Your holidays accrue as normal (including bank holidays)

<p>Can I take time off to attend appointments ?</p>	<p>Yes, you are entitled to paid time off to attend 5 adoption appointments after you've been matched with a child</p>	<p>Yes, you are entitled to paid time off to attend 5 adoption appointments after you've been matched with a child</p>
<p>Can I use keeping in touch (KIT) days?</p>	<p>You are entitled to take up to 10 KIT days. These are optional and are paid at your normal salary. If you work part of a day that counts as one KIT day.</p>	<p>Not applicable</p>
<p>What happens if my role is made redundant whilst I am on leave?</p>	<p>You will be consulted with prior to any redundancy occurring. Where a suitable alternative exists, you have the right to be offered it before any other employee not on adoption leave</p>	<p>You will be consulted with prior to any redundancy occurring. Suitable alternatives will be explored with you.</p>
<p>Is there anything else I need to do?</p>	<p>Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave.</p> <p>Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility for keeping equipment up-to-date, please contact IT for more details.</p>	<p>Not applicable</p>

Appendix 8

Application for statutory leave following an adoption

For those with less than 12 months' service. Refer to Appendix 7 for details on eligibility

Name			
Staff Number			
Start Date			
Region/Department			
Line Manager			
Date of placement			
<i>If you are the parent taking adoption leave, please complete section 1. If you are the parent taking paternity leave, please complete section 2.</i>			
Section 1 - For the parent taking adoption leave			
Date you would like statutory adoption leave to commence? See Appendix 7 for further guidance			
Anticipated return to work date? Note you don't have to confirm this now and we'll assume 52 weeks leave unless you confirm otherwise. See Appendix 7 for further guidance.			
Employee Signature			
Date			
Section 2 - For the parent taking paternity leave			
Date(s) you would like statutory paternity leave to commence? See Appendix 7 for further guidance			
Please confirm the length of leave you would like to take:	1 week		2 weeks
Employee Signature			
Date			

Please complete the following additional information to support this form:

Please include your matching certificate with this form.	
Name and Address of Adoption Agency	
For overseas adoptions only please include the relevant UK authorities' official notification and date child arrived in UK	

Please send your completed form to HR

Appendix 9

Family Leave: following a surrogacy

For those with 12 months service when leave commences

Following surrogacy, the primary adopter can opt to take adoption leave and the other parent can take paternity leave.

Who is entitled to take the leave?	Parent taking adoption leave	Parent taking paternity leave
Service Requirement	12 months' service on the date your leave commences	12 months' service on the date your leave commences
Total amount of leave available	52 weeks	2 weeks. Taken in one-week blocks or all at once.
Paid leave (full-pay)	26 weeks family leave	2 weeks paid leave
Statutory pay (paid at current rates)	13 weeks statutory adoption pay	Not applicable - leave entitlement more than statutory provision
Unpaid leave	13 weeks unpaid leave	Not applicable
When can my leave start?	The day the child is born, or the day after.	From the birth of your baby and needs to be completed within the first year of your baby being born.
How much notice do I need to give?	15 weeks before your baby is due	15 weeks before your baby is due
How much notice do I need to give to change the start date?	28 days. Although if your baby doesn't arrive when expected we can be flexible with the start date	28 days. Although if your baby doesn't arrive when expected we can be flexible with the start date.
What documents do I need to provide?	The form at Appendix 10 and a copy of the MATB1 issued to the surrogate. We may also ask you for a written statement ('statutory declaration') to confirm you've applied or will apply for a parental order in the 6 months after the child's birth. You must sign this in the presence of a legal professional.	The form at Appendix 10 and a copy of the MATB1 issued to the surrogate. We may also ask you for a written statement ('statutory declaration') to confirm you've applied or will apply for a parental order in the 6 months after the child's birth. You must sign this in the presence of a legal professional.

What are my rights on my return to work?	If you take up to 26 weeks you have the right to return to the same role. If you take more than 26 weeks you are entitled to return to the same or similar job on the same terms and conditions.	You are entitled to return to the same job on the same terms and conditions.
How much notice do I need to give of my return to work?	We will assume you are taking 52 weeks unless you tell us otherwise. If you want to change your return date, please provide 8 weeks' notice	You should let us know the intended dates and duration of your family leave on your application form.
What happens to my benefits?	You are entitled to all the same terms and conditions (except pay) during adoption leave. Your holidays accrue as normal (including bank holidays)	You are entitled to all the same terms and conditions during paternity leave. Your holidays accrue as normal (including bank holidays)
Can I take time off to attend appointments?	You are entitled to paid time off to attend 5 appointments e.g. scans, midwife appointments etc with the surrogate.	You are entitled to paid time off to attend 5 appointments e.g. scans, midwife appointments etc with the surrogate.
Can I use keeping in touch (KIT) days?	You are entitled to take up to 10 KIT days. These are optional and are paid at your normal salary. If you work part of a day that counts as one KIT day.	Not applicable.
What happens if my role is made redundant whilst I am on leave?	You will be consulted with prior to any redundancy occurring. Where a suitable alternative exists, you have the right to be offered it before any other employee not on adoption leave	You will be consulted with prior to any redundancy occurring. Suitable alternatives will be explored with you.
Is there anything else I need to do?	Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave. Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility for keeping equipment up-to-date, please contact IT for	Not applicable

	more details.	
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Appendix 10

Application for family leave following a surrogacy

Employees with 12 months service when their leave commences are eligible

Name			
Staff Number			
Start Date			
Region/Department			
Line Manager			
Due date of baby			
<p>If you are the parent taking adoption leave, please complete section 1. If you are the parent taking paternity leave, please complete section 2. If you are the surrogate carrying the child, please complete the relevant application form following a birth</p>			
Section 1 - For the parent taking adoption leave			
Date you would like family leave to commence? See Appendix 9 for further guidance			
Anticipated return to work date? Note you don't have to confirm this now and we'll assume 52 weeks leave unless you confirm otherwise. See Appendix 9 for further guidance.			
By signing below, you are confirming below that you are expecting a baby via a surrogate, and that you will be applying for a parental order within six months after the child's birth			
Please include a copy of the MATB1 issued to the surrogate. If this hasn't been issued yet, please forward it to HR as soon as you receive it.			
Employee Signature			
Date			
Section 2 - For the parent taking paternity leave			
Date(s) you would like family leave to commence? See Appendix 9 for further guidance			
Please confirm the length of leave you would like to take:	1 week	<input type="checkbox"/>	2 weeks
By signing below, you are confirming below that you are expecting a baby via a surrogate, and that you will be applying for a parental order within six months after the child's birth			
Please include a copy of the MATB1 issued to the surrogate. If this hasn't been issued yet, please forward it to HR as soon as you receive it.			
Employee Signature			

Date	
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Please send your completed form to HR

Appendix 11

Statutory Leave: following surrogacy

For those with less than 12 months service when leave commences

Following surrogacy, the primary adopter can opt to take adoption leave and the other parent can take paternity leave.

Who is entitled to take the leave?	Parent taking adoption leave	Parent taking paternity leave
Entitlement to leave	All employees are entitled to take 52 weeks statutory adoption leave comprising of 26 ordinary adoption leave (OAL) plus 26 weeks additional adoption leave (OAL)	You need to have 26 weeks continuous employment ending with 15th week before the expected week of childbirth to qualify.
Total amount of leave available	52 weeks	2 weeks. Taken in one-week blocks or all at once.
Service Requirement for Statutory Adoption/Paternity	26 weeks service by the week you are matched with the child	26 weeks continuous employment ending with 15th week before the expected week of childbirth
Pay (SAP/SPP)		
Earnings Requirements for SAP/SPP	Average earnings above the lower limit for national insurance contributions	Average earnings above the lower limit for national insurance contributions
Current SAP/SPP rates	Visit www.gov.uk/adoption-pay-leave for current rates	Visit www.gov.uk/paternity-pay-leave for current rates
Statutory pay (paid at current rates)	Six weeks at 90% of average weekly earnings followed by 33 weeks paid at SAP rate or 90% of average weekly earnings, whichever is the lower	One or two consecutive weeks paid at SPP rate or 90% of average weekly earnings, whichever is the lower
Unpaid leave	13 weeks unpaid leave	Not applicable
When can my leave start?	The day the child is born, or the day after	From the day the child is born and needs to be completed within the first year of your baby being born
How much notice do I need to give?	28 days	28 days

How much notice do I need to give to change the start date?	28 days	28 days
What documents do I need to provide?	The form at Appendix 12. We may also ask you for a written statement ('statutory declaration') to confirm you've applied or will apply for a parental order in the 6 months after the child's birth. You must sign this in the presence of a legal professional.	The form at Appendix 12. We may also ask you for a written statement ('statutory declaration') to confirm you've applied or will apply for a parental order in the 6 months after the child's birth. You must sign this in the presence of a legal professional.
What are my rights on my return to work?	If you take up to 26 weeks you have the right to return to the same role. If you take more than 26 weeks you are entitled to return to the same or similar job on the same terms and conditions.	You are entitled to return to the same job on the same terms and conditions.
How much notice do I need to give of my return to work?	We will assume you are taking 52 weeks unless you tell us otherwise. If you want to change your return date, please provide 8 weeks' notice	You should let us know the intended dates and duration of your family leave on your application form.
What happens to my benefits?	You are entitled to all the same terms and conditions (except pay) during adoption leave. Your holidays accrue as normal (including bank holidays)	You are entitled to all the same terms and conditions (except pay). Your holidays accrue as normal (including bank holidays)
Can I take time off to attend appointments?	You are entitled to paid time off to attend 5 appointments e.g. scans, midwife appointments etc with the surrogate.	You are entitled to paid time off to attend 5 appointments e.g. scans, midwife appointments etc with the surrogate.
Can I use keeping in touch (KIT) days?	You are entitled to take up to 10 KIT days. These are optional and are paid at your normal salary. If you work part of a day that counts as one KIT day.	Not applicable
What happens if my role is made redundant whilst I am on leave?	You will be consulted with prior to any redundancy occurring. Where a suitable alternative exists, you have the right to be offered it before any other employee not on adoption leave	You will be consulted with prior to any redundancy occurring. Suitable alternatives will be explored with you.

<p>Is there anything else I need to do?</p>	<p>Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave.</p> <p>Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility for keeping equipment up-to-date, please contact IT for more details.</p>	<p>Not applicable</p>
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Appendix 12

Application for statutory leave following a surrogacy

For those with less than 12 month's service. Refer to Appendix 11 for details on eligibility

Name	
Staff Number	
Start Date	
Region/Department	
Line Manager	
Due date	
<i>If you are the parent taking adoption leave, please complete section 1. If you are the parent taking paternity leave, please complete section 2. If you are the surrogate carrying the child, please complete the relevant application form following a birth</i>	
Section 1 - For the parent taking adoption leave	
Date you would like statutory adoption leave to commence? <i>See Appendix 11 for further guidance</i>	
Anticipated return to work date? <i>Note you don't have to confirm this now and we'll assume 52 weeks leave unless you confirm otherwise. See Appendix 11 for further guidance.</i>	
By signing below, you are confirming below that you are expecting a baby via a surrogate, and that you will be applying for a parental order within six months after the child's birth	
Please include a copy of the MATB1 issued to the surrogate. If this hasn't been issued yet, please forward it to HR as soon as you receive it.	
Employee Signature	
Date	
Section 2 - For the parent taking paternity leave	
Date(s) you would like statutory paternity leave to commence? <i>See Appendix 11 for further guidance</i>	
Please confirm the length of leave you would like to take:	<input type="checkbox"/> 1 week <input type="checkbox"/> 2 weeks
By signing below, you are confirming below that you are expecting a baby via a surrogate, and that you will be applying for a parental order within six months after the child's birth	
Please include a copy of the MATB1 issued to the surrogate. If this hasn't been issued yet, please forward it to HR as soon as you receive it.	
Employee Signature	

Date	
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Please send your completed form to HR

Appendix 13

Enhanced Shared Parental Leave`

For those with 12 months service when leave commences

Who is entitled to take the leave?	Mother / Primary Adopter	Partner
Service Requirement	12 months' service on the date your family leave commences	12 months' service on the date your shared parental leave commences
Total amount of leave available	The mother or primary adopter must take a minimum of 2 weeks maternity / adoptive leave. The remaining 50 weeks may be shared with the partner	Share a maximum of 50 weeks leave
Paid leave (full- pay)	2 weeks family leave, followed by a share of 24 weeks paid leave	Share of 24 weeks paid leave
Statutory pay (paid at current rates)	Share of 13 weeks statutory pay	
Unpaid leave	Share of 13 weeks unpaid leave	
When can my leave start?	SPL cannot be taken until after the birth / placement of the child	
How much notice do I need to give?	8 weeks before the date of the first period of SPL. Both parents must give written notice to their respective employers of their intention to take a block of SPL.	
Requesting blocks of leave	<p>Eligible employees have a statutory right to request 3 periods of SPL. If appropriate notice is given for a continuous period of SPL then the request will be confirmed in writing. Parents wishing to take several blocks of leave must give their employer at least 8 weeks' notice for each block of leave. If a request is for more than a single block GRAHAM may:</p> <ul style="list-style-type: none"> ● agree to your request ● insist you take the leave as a continuous block ● decline your request due to organisational need ● propose alternative dates or changes to the request <p>An employee can withdraw a request.</p> <p>Up to three separate requests for periods of shared parental leave and three withdrawal notices may be submitted. Any periods of leave that have been declined do not count towards these totals.</p>	
What documents do I need to	Submit the form at Appendix 15 plus a declaration letter (as below). When the SPL is following a birth or surrogacy you also need a MATB1 form (they'll get this from the midwife)	

provide?		
Declaration	<p>The parent must submit a signed letter to their line manager for each notice of entitlement and intention to take leave, stating:</p> <ul style="list-style-type: none"> ● their full name ● their partner’s full name ● the name and address of their partner’s employer ● confirmation that they are eligible for shared parental leave ● a statement that the information contained within the letter is accurate ● details of the amount of leave each partner is to take (this is non-binding) ● the consent of their partner, that they agree to the amount of shared parental leave each partner is to take. 	
What are my rights on my return to work?	<p>If you take up to 26 weeks you have the right to return to the same role on the same terms and conditions. If you take more than 26 weeks you are entitled to return to the same or similar role on the same terms and conditions.</p>	
What happens to my benefits?	<p>You are entitled to all the same terms and conditions (except pay) during SPL. Your holidays accrue as normal (including bank holidays).</p>	
Can I use keeping in touch (KIT) days?	<p>Both parents who are eligible for shared parental leave in touch days (SPLIT) may take up to a maximum of 20 days each. This is in addition to the 10 KIT days available during a period of maternity leave. SPLIT days should be approved by your line manager.</p> <p>If you choose to work a SPLIT day you will receive payment for this in the following months’ pay cycle (i.e. a SPLIT day worked in June would be paid in July), but it will not end your entitlement to shared parental leave or pay.</p>	
What happens if my role is made redundant whilst I am on leave?	<p>You will be consulted with prior to any redundancy occurring. Suitable alternatives will be explored with you.</p>	
Is there anything else I need to do?	<p>Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave.</p> <p>Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days</p>	

	if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility for keeping equipment up-to-date, please contact IT for more details.
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Appendix 14

Statutory Shared Parental Leave

For those with less than 12 months service when leave commences

Who is entitled to take the leave?	Mother / Primary Adopter	Partner
Total amount of leave available	The mother or primary adopter must take a minimum of 2 weeks maternity / adoptive leave. The remaining 50 weeks may be shared with the partner	Share a maximum of 50 weeks leave
Service Requirement for statutory shared parental leave	26 weeks continuous employment, 15 weeks before the expected week of childbirth; or 26 weeks continuous employment, before being notified of being matched with the child	
Earnings Requirements	Average earnings above the lower limit for national insurance contributions	
Other Requirements	Have or expect to have with their partner the main responsibility for the care of the child	
Current SPL rates	Visit www.gov.uk/shared-parental-leave-and-pay for current rates	
Statutory pay (paid at current rates)	Six weeks at 90% of average weekly earnings followed by 33 weeks paid at ShPP rate or 90% of average weekly earnings, whichever is the lower	
Unpaid leave	Share of 13 weeks unpaid leave	
When can my leave start?	SPL cannot be taken until after the birth / placement of the child	
How much notice do I need to give?	8 weeks before the date of the first period of SPL. Both parents must give written notice to their respective employers of their intention to take a block of SPL.	
Requesting blocks of leave	Eligible employees have a statutory right to request 3 periods of SPL. If appropriate notice is given for a continuous period of SPL then the request will be confirmed in writing. Parents wishing to take several blocks of leave must give their employer at least 8 weeks' notice for each block of leave.	

	<p>If a request is for more than a single block GRAHAM may:</p> <ul style="list-style-type: none"> • agree to your request • insist you take the leave as a continuous block • decline your request due to organisational need • propose alternative dates or changes to the request <p>An employee can withdraw a request.</p> <p>Up to three separate requests for periods of shared parental leave and three withdrawal notices may be submitted. Any periods of leave that have been declined do not count towards these totals.</p>
What documents do I need to provide?	Submit the form at Appendix 15 plus a declaration letter (as below). When the SPL is following a birth or surrogacy you also need a MATB1 form (they'll get this from the midwife)
Declaration	<p>The parent must submit a signed letter to their line manager for each notice of entitlement and intention to take leave, stating:</p> <ul style="list-style-type: none"> • their full name • their partner's full name • the name and address of their partner's employer • confirmation that they are eligible for shared parental leave • a statement that the information contained within the letter is accurate • details of the amount of leave each partner is to take (this is non-binding) • the consent of their partner, that they agree to the amount of shared parental leave each partner is to take.
What are my rights on my return to work?	If you take up to 26 weeks you have the right to return to the same role on the same terms and conditions. If you take more than 26 weeks you are entitled to return to the same or similar role on the same terms and conditions.
What happens to my benefits?	You are entitled to all the same terms and conditions (except pay) during SPL. Your holidays accrue as normal (including bank holidays).
Can I use keeping in touch (KIT) days?	<p>Both parents who are eligible for shared parental leave in touch days (SPLIT) may take up to a maximum of 20 days each. This is in addition to the 10 KIT days available during a period of maternity leave. SPLIT days should be approved by your line manager.</p> <p>If you choose to work a SPLIT day you will receive payment for this in the following months' pay cycle (i.e. a SPLIT day worked in June would be paid in July), but it will not end your entitlement to shared parental leave or pay.</p>
What happens if	You will be consulted with prior to any redundancy occurring. Suitable alternatives will be explored with you.

<p>my role is made redundant whilst I am on leave?</p>		
<p>Is there anything else I need to do?</p>	<p>Your IT devices must be kept up-to-date during your family leave. If you are unable to keep them up-to-date then they must be returned to IT prior to commencing your family leave. Please note that passwords expire automatically 100 days from last change and computers are disabled after 30 days if not connected to the GRAHAM IT network. An information sheet is available outlining user's responsibility for keeping equipment up-to-date, please contact IT for more details.</p>	

Appendix 15

Application for shared parental leave

Name	
Employee Number	
Start Date	
Region/Department	
Line Manager	
Due date or date of placement <i>(please delete as appropriate)</i>	
Date you would like shared parental leave to commence? See Appendix 13 or 14 for further guidance	
Please include a signed letter for each notice of entitlement and intention to take leave, stating: <ul style="list-style-type: none">• their full name• their partner's full name• the name and address of their partner's employer• confirmation that they are eligible for shared parental leave• a statement that the information contained within the letter is accurate• details of the amount of leave each partner is to take (this is non-binding)• the consent of their partner, that they agree to the amount of shared parental leave each partner is to take.	
Employee Signature	
Date	

Please also complete the following additional information to support this form:

Application following birth of a baby

Please include your MATB1 if you have been issued it. If not, please forward it to HR as soon as you receive it from your midwife.	
Employee Signature	
Date	

Application following an adoption

Please include your matching certificate with this form.	
Name and Address of Adoption Agency	
For overseas adoptions only please include the relevant UK authorities' official notification and date child arrived in UK	
Employee Signature	
Date	
Please include your matching certificate with this form.	
Name and Address of Adoption Agency	
For overseas adoptions only please include the relevant UK authorities' official notification and date child arrived in UK	
Employee Signature	
Date	

Application following surrogacy

By signing below, you are confirming below that you are expecting a baby via a surrogate, and that you will be applying for a parental order within six months after the child's birth	
Please include a copy of the MATB1 issued to the surrogate. If this hasn't been issued yet, please forward it to HR as soon as you receive it.	
Employee Signature	
Date	

Please send your completed form to HR