

# RENFREWSHIRE VALUATION JOINT BOARD



## PARENTING LEAVE AND PAY POLICY HR14

<b>Title</b>	Parenting Leave and Pay Policy
<b>Author</b>	Assistant Assessor
<b>Approved By</b>	Management Team
<b>Date of Approval</b>	13 <sup>th</sup> May 2025
<b>Reviewer</b>	Assistant Assessor
<b>Review Date</b>	2 yearly

### Review History

Review No.	Details	Release Date

<b>Contents</b>	<b>Page Number</b>
1. Introduction	3
2. Purpose of the policy	3
3. Scope	4
4. Responsibilities	4
5. Ante-natal Leave and Pay	4
6. Maternity, Adoption and Surrogacy Leave and Pay	4
7. Maternity, Adoption and Surrogacy Support Leave and Pay	5
8. Paternity Leave and Pay	6
9. Shared Parental Leave and Pay	6
10. Parental Leave	7
11. Neonatal Care Leave and Pay	7
12. Parental Bereavement Leave	7
13. Additional Supportive Leave	8
14. Redeployment Rights	8
15. Confidentiality	8
16. Equality and Human Rights Impact Assessment	9
17. Monitoring and Review	9

## **1. Introduction**

- 1.1 We are working to be the most supportive, caring and inclusive employer we can be. We want to provide you with a workplace where you feel safe, valued and listened to, a place where you will have a good experience each day and feel supported to achieve your own goals and aspirations, helping you to reach your full potential. We want to support you with parenting responsibilities to achieve a better balance between your life inside and outside of work.
- 1.2 Wherever you are employed in Renfrewshire Valuation Joint Board (RVJB), the work you carry out every day matters to all our stakeholders and without it, we cannot deliver our functions or achieve our Service mission and vision.
- 1.3 The Parenting Leave Policy is designed to offer you support and flexibility at particular stages in your life, encouraging shared parenting responsibilities between both parents and supporting RVJB to address its gender pay gap priorities.
- 1.4 This policy covers leave and pay provisions relating to:
  - Ante-natal.
  - Maternity, Adoption and Surrogacy
  - Paternity
  - Shared Parental Leave
  - Parental Leave
  - Neonatal Care
  - Parental Bereavement
- 1.5 Depending on the type of leave and pay entitlements, requests approved will be prorated in line with your working hours/work pattern. For example, if you only work on Mondays and Tuesdays, then one week of leave is 2 days.
- 1.6 To ensure fair, inclusive and consistent implementation of this policy, including eligibility criteria, pay rates as well as requesting and approval processes, supporting guidance will be available on the RVJB's document management system and from the Board's Personnel Practitioner in conjunction with Renfrewshire Council's People & Organisational Development (OD) Team.

## **2. Purpose of the Policy**

- 2.1 The purpose of the policy is to outline RVJB's parenting leave and pay provisions available to the workforce, which supports and encourages our people to share parenting responsibilities.

The policy aims to:

- Support employees who have parenting responsibilities and help them achieve a better balance between working and parenting commitments;
- Provide information and raise awareness of the different types of parenting leave available in RVJB, eligibility criteria and the associated pay rates;

- Meet all legislative employment requirements and demonstrate best practice;
- Apply fair, inclusive and consistent requesting and approval processes;
- Support RVJB's workforce planning, and gender pay priorities.

2.2 This policy complements other RVJB policies such as Flexible Working, Special Leave, Pregnancy Loss, Respect at Work, and Equality & Diversity.

### **3. Scope**

3.1 This policy applies to all RVJB employees. Advice and guidance on this and other leave provisions are available from the Board's Personnel Practitioner in conjunction with Renfrewshire Council's People & OD team.

### **4. Responsibilities**

4.1 Managers, Elected Members, People & OD and the Trade Unions all have a part to play in ensuring the principles of this policy are applied effectively.

### **5. Ante-natal Leave and Pay**

5.1 Antenatal leave is available to employees, which allows pregnant employees and the father, partner or intended parent, the ability to request reasonable paid time off to attend ante-natal care appointments including parentcraft and dental. You can request this leave using Business World.

### **6. Maternity, Adoption and Surrogacy Leave and Pay**

6.1 You are entitled to take up to 52 weeks Statutory Maternity Leave or Adoption Leave from day one of your employment.

6.2 You do not have to take 52 weeks Maternity Leave however the mother is required by law to take the first 2 weeks leave after the baby is born. This is called Compulsory Maternity Leave.

6.3 Maternity and Adoption leave is made up of:

- 26 weeks Ordinary Maternity Leave or Ordinary Adoption Leave (OML/OAL) and;
- 26 weeks Additional Maternity Leave or Additional Adoption Leave (AML/AAL).

6.4 If you have 26 weeks or more continuous service at the 15th week before Expected Week of Childbirth/Expected Week of Adoption (EWC/EWA), you will receive Occupational Maternity Pay or Ordinary Adoption Pay (OMP/OAP) and Statutory Maternity Pay or Statutory Adoption Pay (SMP/SAP) at the following rates:

Week 1-6	6 weeks at 90% of a week's pay, including SMP where eligible.
Week 7-18	12 weeks at 50% of a week's pay plus the lower rate of SMP provided earnings do not exceed normal pay.
Week 19-39	21 weeks at the SMP rate.
Week 40-52	Unpaid

- 6.5 If you have less than 26 weeks continuous service at the 15th week before the EWC/EWA, you will not be eligible for either OMP/OAP or SMP/SAP. However, you may be entitled to receive up to 39 weeks of Maternity Allowance or Adoption Allowance payable by the Government.
- 6.6 If you are a surrogate or intended parent and apply for a parental order in respect of the child within 6 months of the birth, and you expect the order to be granted, you are entitled to take leave in line with the maternity, adoption and Surrogacy leave and pay provisions at section 6.4 above.
- 6.7 Payments made by RVJB during Maternity Leave or Adoption Leave which are over and above your statutory entitlement are made on the understanding that you will return to employment with RVJB for a period of at least 3 months. SMP/SAP payments made to you would not be recovered.
- 6.8 You should inform your line manager that you are pregnant as soon as you are happy to do so and no later than the 15<sup>th</sup> week before the EWC/EWA. At this time, a maternity risk assessment for new and expectant mothers will be completed by your line manager.
- 6.9 You should request Maternity Leave on Business World and attach the required documentation such as your MATB1 form, Matching Certificate and /or Parental Order, when available.
- 6.10 During your Maternity or Adoption Leave, you can choose to work up to 10 days which can be worked in agreement with your line manager throughout the year. These are called Keeping in Touch (KIT) days. The hours you work on an agreed KIT day will be paid at your normal rate of pay. This will not affect your statutory entitlements.
- 6.11 We support and encourage colleagues who wish to continue to breastfeed or express milk in the workplace (including milk to be donated). We will encourage flexible arrangements so that you can breastfeed and will provide suitable facilities so you can express milk and store it. We will raise awareness of the facilities available at work locations. You should discuss any requirements should you feel comfortable to do so with your line manager.

## **7. Maternity, Adoption and Surrogacy Support Leave and Pay**

- 7.1 Maternity, Adoption and Surrogacy Support Leave of up to a maximum of 1 weeks' paid leave (pro-rated) can be requested by fathers, partners, or intended parents who have less than 26 weeks continuous service with RVJB or around the time of the birth or adoption placement/match. In addition, Maternity, Adoption and Surrogacy Support Leave of up to a maximum of 1 weeks' paid leave will also be available to request for a nominated carer of an expectant mother, adopter, or intended parent at or around the time of the birth or adoption placement/match. This will enable nominated carers to assist in the care of the child and provide support to the mother, primary adopter, or intended parent.
- 7.2 You may take this leave during the period from 1 week before the EWC/EWA and up to 3 weeks after the birth, match, or placement for adoption.

7.3 When you request Maternity, Adoption and Surrogacy Support Leave you must provide your line manager with evidence that you are a nominated carer for the child. This evidence must be either confirmation from your GP or a birth certificate confirming the child's date of birth and a declaration from the person you are supporting. Leave will only be approved once this evidence is provided.

7.4 Maternity, Adoption and Surrogacy Support Leave is not available to fathers, partners or intended parents who access paid Paternity Leave provisions.

## **8. Paternity Leave and Pay**

8.1 If you are responsible for your child's upbringing and wish to take time off work to care for your child or support the primary adopter of your child, you can request paid Paternity Leave.

8.2 You can request up to a maximum of 4 weeks Paternity Leave if you have 26 weeks continuous service with RVJB at the start of the 15th week before the EWC/EWA and are either:

- A biological father;
- A partner or husband who is not the baby's biological father;
- A mother's female partner or civil partner in a same sex couple;
- A partner/husband/wife of a person adopting a child;
- A partner/civil partner of a person adopting a child;
- the intended parent (if you are having a baby through a surrogacy arrangement)

8.3 You will be paid at 100% of a weeks' pay for the first week, followed by 3 weeks paid at 90% of a weeks' pay (including SPP). This can be taken consecutively or in separate one-week blocks at any point in the first 12 months following the birth of your child or after placement for adoption. You get the same amount of leave even if you have more than one child, for example, twins.

8.4 You will need to provide 4 weeks' notice for each period of Paternity Leave and submit your request on Business World. You can vary the dates if you give at least 4 weeks' notice of the variation. We recognise that notice periods for Adoption Leave will vary due to the inherent fluctuations in the adoption process.

## **9. Shared Parental Leave and Pay**

9.1 Shared Parental Leave allows eligible mothers, fathers, partners, and adopters to choose how to share time off work after their child is born or when placed with them for adoption. This provides you with more flexibility in how to share the care of your child in the first year following birth or adoption. You can decide to be off work at the same time as your partner and/or take it in turns to have periods of leave to look after your child. You can share up to 50 weeks of leave and up to 37 weeks of pay between you and your partner.

9.2 To be eligible for Shared Parental Leave, both parents must meet the requirements set out in the Supporting Guidance. Shared Parental Leave will be paid in line with RVJB's current Maternity and Adoption Pay provisions.

- 9.3 During your Shared Parental Leave, you can choose to work up to 20 days. These are called Shared Parental Leave in Touch (SPLIT) days, which can be worked in agreement with your line manager throughout the year. The hours you work on an agreed SPLIT day will be paid at your normal rate of pay. This will not affect your statutory provisions.

## **10. Parental Leave**

- 10.1 Parental Leave is an additional entitlement and allows parents to request up to 18 weeks' unpaid leave, per child up to their 18th birthday, to look after their child's welfare. You can request up to a maximum of 4 weeks' unpaid parental leave for each child in a 12-month period. You must take parental leave as whole weeks, for example, 1 week or 2-week blocks and you can request this leave using Business World.

## **11. Neonatal Care Leave & Pay**

- 11.1 Neonatal Care Leave is available to support you if your child is receiving or has received neonatal care within the first 28 days after the day of their birth and for a continuous period of at least 7 days. This leave is available from day one of your employment.
- 11.2 You are entitled to request 1 weeks' leave for every 7 days your child spends in neonatal care up to a maximum of 12 weeks leave. This leave can be used within the first 68 weeks of your child's birth but not at the same time as any other leave you may be taking such as Maternity Leave.
- 11.3 If you have 26 weeks or more continuous service with RVJB you will receive Statutory Neonatal Care Pay throughout the leave period. If you have less than 26 weeks continuous service, you will not be eligible for Statutory Neonatal Care Pay.
- 11.4 You can request this leave using Business World.

## **12. Parental Bereavement Leave**

- 12.1 Losing a child is an unimaginable trauma. Parental Bereavement Leave is available to you if you lose a child under the age of 18 or suffer a stillbirth after 24 weeks of pregnancy. This leave is available from day one of your employment. Your manager will also provide you with any additional support or assistance you may need. We will continue our journey to improve the workplace experience by creating an environment where our people who have experienced trauma can feel safe and have a sense of control to re-engage and return to productivity.
- 12.2 You are entitled to 2 weeks leave and this can be taken as a single block or as 2 separate weeks within 56 weeks of the date of the death or stillbirth. This leave is in addition to any other leave you may take and should not be taken at the same time.
- 12.3 If you have 26 weeks or more continuous service with RVJB you will receive Statutory Parental Bereavement Pay throughout the leave period. If you have less than 26 weeks continuous service, you will not be eligible for Statutory Parental Bereavement Pay.

### **13. Additional Supportive Leave**

- 13.1 You can request a period of unpaid supportive leave, up to a maximum of 1 year to support any of the above leave provisions.
- 13.2 The Assessor & Electoral Registration Officer (ERO) may approve unpaid supportive leave if your service is able to cover the duties of your post, without serious disruption to the service or significant financial cost.
- 13.3 You can request this in writing to the Assessor & ERO explaining the reasons for the request and the requested start and end date.
- 13.4 Additional leave may be available in line with other RVJB policies to support the above leave provisions.

### **14. Redeployment Rights**

- 14.1 We will prioritise offers of suitable alternative employment to a wider range of employees where their roles no longer exist as part of a service review. Those who are away from work because they are on maternity, adoption or shared parental leave, already have this right. Under the regulations this right extends to cover the following:
  - Pregnant employees - From the date you inform your manager that you are pregnant, until your maternity leave starts, or where the pregnancy ends and you are not entitled to maternity leave, until two weeks after the end of the pregnancy.
  - On maternity or adoption leave - For 18 months from the date of birth or the date of placement for adoption.
  - On shared parental leave – For 18 months from the date of birth or the date of placement for adoption, when taking a period of at least 6 weeks continuous leave. When taking less than 6 weeks continuous leave or discontinuous leave, the protected period will end on the last day of each period of leave taken.

### **15. Confidentiality**

- 15.1 Information relating to Parenting Leave and Pay provisions will be recorded, maintained and processed confidentially and securely by your service, line manager, People & OD and relevant partners. Information will not be divulged to any third parties without your written consent.
- 15.2 Information processed may include paper or electronic records and will be done so in line with the General Data Protection Regulation (Regulation EU 2016/679) (“GDPR”), the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as may be amended by the proposed Regulation on Privacy and Electronic Communications) and any legislation that, in respect of the United Kingdom, replaces, or enacts into domestic law, or any other law relating to data protection, the processing of personal data and privacy as a consequence of the United Kingdom leaving the European Union.



## **16. Equality and Human Rights Impact Assessment**

- 16.1 This policy has been impact assessed in line with the RVJB's obligation to comply with the Equality Act 2010 and the Public Sector Equality Duty.

## **17. Monitoring and review**

- 17.1 This policy will be reviewed regularly and in line with any legislative and organisational changes. The recognised trade unions will be consulted on any future changes to this policy.