

Parental Leave Policy

This policy includes several individual policies including;

- Maternity Leave
- Paternity Leave
- Adoption and Surrogacy Leave
- Shared Parental Leave
- Breastfeeding and Expressing Milk Policy

Purpose

This policy sets out the relevant entitlements, timescales and eligibility criteria for all types of parental leave, including maternity, paternity, adoption, surrogacy and shared parental leave. SOS Homecare Ltd is committed to providing a supportive and “family friendly” working environment. As an employer SOS Homecare Ltd has an obligation to provide a safe working environment and support staff through their pregnancy or adoption.

Parental Leave “is an employee benefit that provides paid or unpaid time off work to care for a child or make arrangements for the child's welfare. Often, the term parental leave includes maternity, paternity, and adoption leave”

Maternity Leave

Statutory Maternity Leave

All pregnant employees are entitled to 52 weeks Statutory Maternity Leave (SML). This is made up of:

- Ordinary Maternity Leave (OML) – the first 26 weeks
- Additional Maternity Leave (AML) – the last 26 weeks

Employees do not have to take 52 weeks, but they must take 2 weeks’ leave after the baby is born.

The entitlement to Statutory Maternity Leave is regardless of length of service.

Eligibility & Notification

At least 15 weeks before the expected week of childbirth staff must inform their line manager, in writing, of the following:

- The date the baby is due
- The date they want their maternity leave to start – they can change this with 28 days’ notice
- The date they intend to return to work – they can change this if they give 8 weeks’ notice

Start date

The earliest SML can start is 11 weeks before the expected week of childbirth.

SML will also start:

- The day after the birth if the baby is early

- Automatically if the employee is off work for a pregnancy-related illness in the 4 weeks before the expected week of childbirth.

Employer Notification

Managers must write to the employee to confirm the start and end date for the SML. This must be done within 28 days. Managers cannot refuse maternity leave or change the amount of leave the employee wants to take.

Employment Rights

An employee's employment rights are protected when on Statutory Maternity Leave. This includes their right to:

- Pay rises
- Build up (accrue) holiday
- Return to work

Return to Work

The HR team will have formally confirmed, in writing, the date on which the employee intends to return to work. The employee is expected to return on this date unless they notify the line manager otherwise. If the employee wishes to return earlier than the expected return date, they must give the line manager at least 8 weeks' notice of their new return date.

When returning to work after Ordinary Maternity Leave (the first 26 weeks of Statutory Maternity Leave), employees have the right to the same job and the same terms and conditions as if they had not been away. This also applies after an employee returns to work from Additional Maternity Leave (the last 26 weeks of Statutory Maternity Leave). However, if the company can show that it is not reasonably practical to return to the original job (for example, because the job no longer exists) the employee must be offered alternative work with the same terms and conditions as if they had not been away.

New mothers, mothers who have given birth within the last 6 months, will have a risk assessment upon their return to work. All mothers who are breastfeeding their child upon their return to work, will also have a risk assessment. Please see the policy on breastfeeding and expressing milk.

Previous Pregnancy

If an employee previously had a period of statutory maternity leave or absence and resumed work afterwards, all weeks between the date when they were first absent and the date they resumed work count towards their period of continuous employment.

Statutory Maternity Pay

Statutory Maternity Pay (SMP) is treated as pay and is subject to the usual deductions for National Insurance, Income Tax etc. SMP is payable for a period of up to 39 weeks – known as the Maternity Pay Period. The current rates can be found on gov.uk.

Eligibility & Notification

To qualify for SMP staff must:

- Have worked for the company continuously for at least 26 weeks continuing into the “qualifying week” (15th week before the expected week of childbirth).
- Earn on average at least the qualifying amount per week (before tax). Figures can be found on the GOV.UK website
- Give the correct notice of the date they want their SML to start
- Give 28 days’ notice of the date they want the SMP to start
- Provide their line manager with their MatB1 form within 21 days of the SMP start date. (The MatB1 form is given by doctors and midwives no more than 20 weeks *before* the due date)

If an employee is not entitled to SMP, the Finance team will complete form SMP1 and give it to the employee. This must be done within seven days of deciding the employee is not entitled to SMP so that they may then claim the Maternity Allowance from the government.

Payment of SMP

SMP is payable daily and is regarded as taxable earnings. If an employee who is entitled to SMP leaves or is dismissed after the start of the qualifying period, SMP will still be paid.

Payment of SMP normally starts on the same day as SML, but the employee can specify different dates if they wish.

Proof of Pregnancy

Employees must give the company proof that they are pregnant to receive SMP. It is not needed for Statutory Maternity Leave.

At least 21 days’ before the start of SMP (or as soon as possible if the baby is born early) the employee must provide their line manager with either:

- A letter from their doctor or midwife, confirming the pregnancy and the estimated week of childbirth, or
- Their MatB1 certificate (issued by doctors and midwives no more than 20 weeks *before* the estimated week of childbirth)

Employees will *not* get SMP if they do not provide proof that the baby is due.

Working during the Maternity Leave Period – ‘Keeping In Touch’ (KIT) Days

An employee is entitled to work for up to 10 days during their maternity leave period (excluding compulsory maternity leave i.e. the 2-week period immediately after the baby is born) without that work bringing their maternity leave to an end and without loss of a week’s Statutory Maternity Pay. These are known as ‘Keeping in Touch Days’ and can include work activities such as training or any other activity undertaken to assist them in keeping in touch with the workplace, such as attending appraisals or team meetings.

Any work carried out during maternity leave will count towards a keeping in touch day. Once the 10 keeping in touch days have been used up, the employee will lose a week’s SMP for *any* day worked during maternity leave. For example, if the employee works 1 day (in addition to their KIT days) They will lose SMP for that whole week. Please note that any keeping in touch days worked do not extend the period of maternity leave and the employee will be expected to return at the end.

The employee is under no obligation to work during their maternity leave and should not suffer any detriment by refusing to work, nor does They have any right to undertake work and each request will be judged on its own merit in agreement with the line manager. However, as the purpose of keeping in touch days is to assist the employee in their return to work it is unlikely that a request would be refused.

Employees will continue to receive their SMP payment for the week in which they work; in addition, they will be paid at their normal contractual rate of pay for any work undertaken during the keeping in touch days. SMP will not be offset against any payment for attending a 'keeping in touch' day except where the total payment exceeds normal contractual pay.

Contact During Maternity Leave

The employer has the right to make "reasonable contact" with an employee during their maternity leave. Such contact might be to keep an employee informed of any developments at work that might impact upon them when they return, any special events, job vacancies and training opportunities in addition to well wishes on the adoption. Such contact would not constitute "work" as defined above and would not therefore count towards the 10 days.

Maternity Allowance

Maternity Allowance is claimed direct from the Benefits Agency by an employee who is not eligible for SMP. The length of time that Maternity Allowance is paid for, and the rate at which it is paid, can vary dependent upon the contributions made by the employee. More information can be found at gov.uk.

Early Births or Still Births

An employee will still be entitled to Statutory Maternity Leave, Statutory Maternity Pay and Maternity Allowance if their baby:

- Is born early
- Is stillborn after the start of the 24th week of pregnancy
- Dies after being born

Paternity Leave

Paternity Leave

Employees taking time off because their partner is having a baby or adopting a child. The leave must be taken in one go, and a week is the same number of days that the employee would normally work in a week (e.g. if they only work on Mondays and Tuesdays a week is 2 days).

If your employee or worker is having a baby through surrogacy and they or their partner have a genetic link to the child, they can apply for a 'parental order'. A parental order transfers the parental rights from the surrogate parent, so they become the 'intended parents' by law. If they're eligible, one of the intended parents can take adoption leave and one can take statutory paternity leave. It is up to the parents to decide which each of them uses. They cannot change or swap which one they're taking once they have informed their employers. Paternity Leave cannot start before the birth of the child. It must end within 56 days of the birth. Employees must give their manager at least 28 days' notice if they want to change the start date.

Employees are also entitled to *unpaid* time off to:

- accompany their partner (or the surrogate mother) to 2 antenatal appointments, or
- attend 2 adoption appointments after they have been matched with a child.

Current rates of Paternity Pay can be found on gov.uk.

Eligibility & Notification

The employee must be taking time off to look after the child and be one of the following:

- the father
- the husband or partner of the mother (or adopter)
- the child's adopter
- the intended parent (if having a baby through a surrogacy arrangement)

The employee must also fulfil the following conditions to qualify for leave and pay. The employee must:

- Have worked for the company continuously for at least 26 weeks by the end of the "qualifying week" (the 15th week before the expected week of childbirth)
- Inform their manager in writing, at least 15 weeks before the qualifying week, of the following:
 - The baby's due date
 - When they want the leave to start (eg the day of the birth, or the week after the birth)
 - Whether they want to take 1 or 2 weeks' leave

Paternity Pay

The employee must:

- Have worked for the company for at least 26 weeks by the end of the qualifying week
- Be employed by the company up to the date of the birth
- Earn at least the qualifying amount (before tax). Figures can be found on the GOV.UK website

- Give their manager the completed SC3 form.

Who Is Not Eligible?

- a relative of the parent of the child, i.e. their mother, father, brother, sister, aunt, uncle or grandparent.
- the biological father if they are not expecting to have responsibility for the upbringing of the child.

Employer Notification

Managers must write to the employee to confirm the start and end date for the Paternity Leave. This must be done within 28 days of receiving written notification from the employee that they wish to take Paternity Leave.

Managers *cannot* refuse paternity leave or change the amount of leave the employee wants to take.

The finance department will be responsible for confirming with the employee how much Statutory Paternity Pay they will get, and when it will start and stop. This must be done within 28 days of receiving the employees request for Statutory Paternity Pay. If they decide that the employee is not eligible, they will provide the employee with form SPP1 within 7 days of making the decision.

Returning Early from Paternity Leave

If an employee requests to return early the decision to allow an early return would be at management discretion. Please note that the term 'birth' in this guidance relates to the live birth of a child, or a still-birth after a pregnancy lasting 24 weeks.

Loss of baby

An employee will still be entitled to Paternity Leave and Pay if their baby:

- Is stillborn after the start of the 24th week of pregnancy
- Dies after being born

Adoption

Employees who have worked for the company continuously for at least 26 weeks by the "matching week" may be entitled to Paternity Leave and Pay. The "matching week" is either:

- The end of the week the employee is matched with the child (UK adoptions)
- The date the child enters the UK or when the employee wants the pay to start (overseas adoptions)

Employees must also meet the other eligibility conditions for paternity leave or pay.

The period of Paternity Leave can start:

- On the date of the placement
- An agreed number of days after the date of the placement
- On the date the child arrives in the UK or an agreed number of days after this (overseas adoptions only)
- The day the child is born or the day after if the employee is working that day (surrogate parents)

Leave must be taken within 56 days of the date of the placement or the child's arrival in the UK (overseas adoptions).

Employees must give their manager 28 days' notice if they want to change the start date.

Claiming Paternity Leave and Pay - Adoption

Employees must use form SC4 to claim paternity leave or pay. They must give this form to their manager within the following deadlines:

- Leave – no later than 7 days after their co-adopter or partner is matched with a child
- Pay – 28 days before they want the paternity pay to start

Form SC4 can be found on gov.uk. For overseas adoptions form SC5 must be used, and the notice period is different. Form SC5 can be found on gov.uk.

Employees must also provide proof of adoption to qualify for Paternity Pay. Proof could be a letter from the adoption agency or the matching certificate and must be provided within 28 days.

Proof of adoption is not required for paternity leave

Claiming Paternity Pay and Leave - Surrogacy

If an employee is using a surrogate to have a baby, they may be eligible for Paternity Leave and pay.

The employee must:

- Be in a couple
- Be responsible for the child (with their partner)
- Have worked for the company continuously for at least 26 weeks by the end of the 15th week before the expected week of childbirth.

At least 15 weeks before the due date the employee must tell their manager, in writing, when the baby is due and when they want to start their leave. They must also provide a written statement to confirm that they intend to apply for a parental order in the 6 months after the child's birth. This document must be signed in the presence of a legal professional.

Employment Rights

An employee's employment rights are protected when on Statutory Paternity Leave. This includes their right to:

- Pay rises
- Build up (accrue) holiday
- Return to work

Adoption and Surrogacy Leave

Employees taking time off to adopt a child or have a child through a surrogacy arrangement may be eligible for:

- Statutory Adoption Leave
- Statutory Adoption Pay

Statutory Adoption Leave

Statutory Adoption Leave is 52 weeks. It is made up of:

- 26 weeks of Ordinary Adoption Leave
- 26 weeks of Additional Adoption Leave

Only 1 person in a couple can take adoption leave. The other partner could get paternity leave instead. Employees who are taking adoption leave are also entitled to paid time off work to attend 5 adoption appointments after they have been matched with a child.

There is only one period of leave per adoption regardless of the number of children placed.

Adoption leave can start:

- Up to 14 days before the date the child starts living with the employee (UK adoptions)
- When the child arrives in the UK or within 28 days of this date (overseas adoptions)
- The day the child is born or the day after (if the employee has used a surrogate to have a child)

The employee must tell their manager within 28 days if the date of placement (or UK arrival date for overseas adoptions) changes. They must also give their manager at least 8 weeks' notice if they want to change their return-to-work date.

Statutory Adoption Pay

Statutory Adoption Pay is paid for up to 39 weeks. Details of the current weekly amounts can be found on [gov.uk](https://www.gov.uk). It is paid in the same way as wages, and Tax and National Insurance will be deducted.

Eligibility and Notification

To qualify for Statutory Adoption Leave, the employee must:

- Be an employee
- Within 7 days of being matched with a child, tell their manager in writing:
 - How much leave they want
 - The date the leave will start
 - The date the child is placed with them
- Give proof of the adoption or surrogacy

To qualify for Statutory Adoption Pay (UK adoptions), the employee must:

- Have worked for the company continuously for at least 26 weeks by the week they are matched with a child
- Earn on average at least the qualifying amount per week (before tax). Figures can be found on the GOV.UK website

- Provide 28 days' notice, in writing, to their manager of the date they want the Statutory Adoption Pay to start
- Provide proof of the adoption or surrogacy

The rules are slightly different if the employee is adopting from overseas. Managers should seek advice from the Human Resources Department.

To qualify for Statutory Adoption Pay (Surrogacy arrangements), the employee must also:

- Have worked for the company continuously for at least 26 weeks by the 15th week before the baby's due
- At least 15 weeks before the due date tell their manager, in writing, when the baby is due and when they want to start their leave.
- Provide a written statement to confirm that they intend to apply for a parental order in the 6 months after the child's birth. This document must be signed in the presence of a legal professional.
- Expect the order to be granted

Exceptions

Employees will not qualify for Statutory Adoption Leave or Pay if they:

- Arrange a private adoption
- Become a special guardian or kinship carer
- Adopt a stepchild
- Adopt a family member

Employer Notification

Managers must write to the employee to confirm the start and end date for the Statutory Adoption Leave. This must be done within 28 days of receiving written notification from the employee that they wish to take Statutory Adoption Leave. Managers *cannot* refuse adoption leave or change the amount of leave the employee wants to take.

The finance department will be responsible for confirming with the employee how much Statutory Adoption Pay they will get, and when it will start and stop. This must be done within 28 days. If they decide that the employee is not eligible, they will provide the employee with form SAP1 within 7 days.

Proof of adoption

Employees must provide proof of adoption to qualify Statutory Adoption Pay and Leave. The proof must show:

- The employees name and address, and that of the adoption agency
- The match date (eg the matching certificate)
- The date of the placement (eg a letter from the agency)
- The relevant UK authority's "official notification" confirming the employee is allowed to adopt (overseas adoptions only)
- The date the child arrived in the UK eg a plane ticket (overseas adoptions only)

Employment Rights

An employee's employment rights are protected when on Statutory Adoption Leave. This includes their right to:

- Pay rises
- Build up (accrue) holiday
- Return to work

Working During Adoption Leave -Keeping in Touch Days

An employee is entitled to work for up to 10 days during their adoption leave period without that work bringing their adoption leave to an end and without loss of a week's Statutory Adoption Pay. These are known as 'Keeping in Touch Days' and can include work activities such as training or any other activity undertaken to assist them in keeping in touch with the workplace, such as attending appraisals or team meetings.

Any work carried out during adoption leave will count towards a keeping in touch day. Once the 10 keeping in touch days have been used up, the employee will lose a week's SAP for any day worked during adoption leave. Please note that any keeping in touch days worked do not extend the period of adoption leave and the employee will be expected to return at the end. The employee is under no obligation to work during their adoption leave and should not suffer any detriment by refusing to work, nor do they have any right to undertake work and each request will be judged on its own merit in agreement with the line manager. However, as the purpose of keeping in touch days is to assist the employee in their return to work it is unlikely that a request would be refused.

Employees will continue to receive their SAP payment for the week in which they work; in addition they will be paid at their normal contractual rate of pay for any work undertaken during the keeping in touch days. SAP will not be offset against any payment for attending a 'keeping in touch' day except where the total payment exceeds normal contractual pay.

Contact During Adoption Leave

The employer has the right to make "reasonable contact" with an employee during their adoption leave. Such contact might be to keep an employee informed of any developments at work that might impact upon them when they return, any special events, job vacancies and training opportunities in addition to well wishes on the adoption. Such contact would not constitute "work" as defined above and would not therefore count towards the 10 days.

Returning Early From Adoption Leave

If the employee wishes to return from adoption leave early during the Ordinary Adoption Leave or Additional Adoption Leave period they must give at least 8 weeks notice in writing of the date on which they intend to return.

Returning to Work

Following Adoption leave an employee is entitled to return to the job in which he/They was employed under his/her original contract of employment and on terms and conditions no less favourable than those that would have been applicable to him/her had he/They not been absent.

“Job” for this purpose means the nature of the work, which he/They is employed to do and the capacity and place in which he/They is so employed. (Special Conditions apply if redundancy or reorganisation has happened in between.)

Redundancy and Re-organisation

Where a redundancy situation arises during an adoption leave the employee on adoption leave must be treated like any other employee; they must be consulted in advance, and objective and fair redundancy selection criteria must be applied by the employer.

Where suitable alternative employment exists in terms of type of job, its location and the terms and conditions (not substantially less favourable than the previous job) the employee is entitled to be offered that job.

If the employee unreasonably refuses the suitable alternative employment offered, there is no dismissal in law.

What If the Adoption Fails?

Where after starting their leave, an employee is notified that the child will not be placed, or after the child is placed, the child dies or is returned to the adoption agency, the employee will not be entitled to full adoption leave. In this situation the adoption leave will end 8 weeks after the end of the week that the disruption occurred. There is no extension of AAL if the above occurs with less than 8 weeks to go.

Shared Parental Leave

Employees may be entitled to Shared Parental Leave and Statutory Shared Parental Pay if they have had a baby or adopted a child.

Employees can start Shared Parental Leave if they are eligible, and they or their partner end their maternity or adoption leave or pay early. The remaining leave will be available as Shared Parental Leave. The remaining pay may be available as Shared Parental Pay.

Employees can take Shared Parental Leave in up to 3 separate blocks. They can also share the leave with their partner if the partner is also eligible. Parents can choose how much of the Shared Parental Leave each of them will take.

Shared Parental Leave and Shared Parental Pay must be taken between the baby's birth and first birthday (or within one year of adoption).

Eligibility

Sometimes only one parent in a couple will be eligible to get Shared Parental Leave and Statutory Shared Parental Pay. In this case they will not be able to share the leave.

To qualify for Shared Parental Leave, the staff member must share responsibility for the child with one of the following:

- Their husband, wife, civil partner or joint adopter
- The child's other parent
- Their partner (if they live with them)

The staff member, or their partner, must be eligible for maternity pay or leave, adoption pay or leave, or Maternity Allowance.

They must also:

- Have worked for the company continuously for at least 26 weeks by the end of the 15th week before the due date (or the date they adopted the child)
- Still be employed by the company while they take the Shared Parental Leave
- At least 8 weeks before they want the SPL to start, provide a written opt-in notice giving:
 - Their name and the name of the other parent
 - The start and end dates of their maternity leave (if they are the child's mother)
 - The start and end dates of the mother's maternity leave/pay/allowance (if the employee is the child's father or the mother's partner)
 - The total Shared Parental Leave available (which is 52 weeks minus the number of weeks' maternity leave/pay/allowance taken or to be taken)
 - The number of weeks of the available SPL that will be allocated to the employee, and the number to be allocated to the other parent (the full allocation does not have to be used)
 - If claiming Statutory Shared Parental Pay (SSPP), the total SSPP available, which is 39 weeks minus the number of weeks of the Statutory Maternity Pay or Maternity Allowance taken or to be taken)
 - The number of weeks of available SSPP to be allocated to the employee and the number allocated to the other parent (the full allocation does not have to be used)

- An indication of the pattern of leave they are intending to take, including suggested start and end dates for each period
- Declarations by both parents that they both meet the statutory conditions to enable them to take SPL and SSPP.

Starting Shared Parental Leave

For Shared Parental Leave to start the mother or primary adopter must do one of the following:

- End their maternity or adoption leave by returning to work
- Give “binding notice” of the date when they will end their maternity or adoption leave
- End Maternity Pay (or Maternity Allowance)

A mother must take a minimum of 2 weeks’ maternity leave following the birth.

The primary adoptive parent (the one getting Statutory Adoption Pay) must take at least 2 weeks’ adoption leave. They can take it from the day of the placement, or up to 14 days before the placement starts.

SPL can start for the partner while the mother or primary adopter is still on leave if binding notice to end the leave has been given.

Notification

An employee must give at least 8 weeks’ notice of any leave they wish to take. If the child is born more than 8 weeks early, this notice period can be shorter.

The employee must give written notice that they want to start Shared Parental Leave or Shared Parental Pay. This can be done using one of the forms created by Acas, which can be found in Appendices A - C.

Once written notice has been received, the company has 14 days to request:

- a copy of the child’s birth certificate
- the name and address of the partners employer.

The employee then has 14 days to provide this information.

The employee has a statutory right to a maximum of 3 separate blocks of Shared Parental Leave.

Shared Parental Leave in Touch (SPLIT) days

The employee can work up to 20 days during Shared Parental Leave without bringing it to an end. These are called “shared parental leave in touch” (or SPLIT) days. These days are in addition to the 10 “keeping in touch” (KIT) days already available to those on maternity or adoption leave.

Keeping in touch days are optional – both the employee and the company must agree to them.

Flexible Working

It is now a statutory right for a parent of a child under the age of seventeen (eighteen if disabled) to apply for flexible working arrangements (including work on a part time basis). The manager must consider all such requests seriously, taking into account the needs of the

business. There is no legal obligation to agree to flexible working requests which do not meet the needs of the business.

Breastfeeding and Expressing Milk Policy

Purpose

The purpose of this policy is to set out the Organisation's stance on the support given to new mothers who return to work after maternity leave whilst continuing to breastfeed or express milk.

Legal background

The organisation takes its obligations under health and safety legislation seriously and views the welfare of its employees as a priority.

Line manager duties

The organisation is committed to treating all employees with dignity and respect. In preparation for her return to work, line managers will discuss the needs of the employee, including any requirements associated with breastfeeding.

The organisation will endeavour, wherever possible, to ensure all reasonable support is offered to a breastfeeding/ expressing employee. The employee's line manager should be spoken to in the first instance to make these arrangements.

Risk assessment

An element of the organisation's health and safety obligations is to carry out risk assessments where it is deemed that an employee's role may pose a risk to their welfare. Risk assessments will always be carried out in respect of employees who have returned from maternity leave and are breastfeeding/expressing milk.

Risks identified must be addressed. The organisation will seek ways to eliminate the risk fully or alternatively a reduction in the risk where this is acceptable. Adjustments will be made to the employee's role in order to eliminate or reduce the risk for the period that the employee continues to breastfeed/express milk.

If no adjustments can be made which have the desired effect, the organisation will seek suitable alternative work to be offered to the employee on a temporary basis until the risks are removed or breastfeeding/expressing milk ends. Maternity suspension on full pay will be the last resort should no alternative work be available.

The risk assessment will focus on all relevant areas including physical, biological and chemical agents and any operational methods adopted by the organisation.

Maternity suspension

Maternity suspension is not in any way a disciplinary action but is a protective measure for both the employee and the organisation. Employees will remain on full pay for the suspension period. In addition, all of the employee's normal terms and conditions will continue to apply for the duration of the suspension.

Night work

Employees whose normal duties include night work will not be obliged to carry out night work whilst breastfeeding/expressing milk where this would compromise their health and safety. Should the employee be unable to carry out night work due to health and safety risks, a temporary transfer to day work will be sought. If no alternative day work can be found, the employee will be placed on maternity suspension (see above).

Provision for expressing milk at work

Employees who are breastfeeding/expressing milk at work should, wherever possible, do this during their contractual rest breaks (e.g. lunchtime). If this is not possible a time should be agreed between the employee and the line manager.

Private facilities for breastfeeding/expressing milk will be provided.

If milk is to be kept in a communal fridge, it must have a clearly visible label.

Time off to breastfeed

An employee may make a request for flexible working in order to take time off for the purposes of breastfeeding her baby. However, the organisation policy is to agree a permanent change to working hours because of a flexible working request and therefore this may not be in the employee's best interests.

Any other arrangements regarding time off for the employee to breastfeed must be discussed and agreed in advance with her line manager. The arrangements must be reviewed and a date of the review set if working hours have been reduced as part of the arrangements.

Dismissal

Dismissal for reasons related to breastfeeding or expressing milk is automatically unfair. In addition, a woman must not suffer any detriment because she is breastfeeding or expressing milk.

Policy Review

This policy will be reviewed every two years, or more frequently if legislation changes.