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Human Resources
Information
for parents



The University of Nottingham is committed to the promotion of equality of opportunity and choice for all employees. We have a range of family friendly policies to support a positive approach to enabling employees who are working parents to balance work and family commitments.

This booklet outlines the suite of policies available to support University employees (and their families) – from planning to taking leave, making career choices and changing working patterns, to supporting parents during unexpected or emergency situations.

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Maternity leave

If you are pregnant or planning a pregnancy, the Maternity Policy will provide you with information on the arrangements, criteria and process for applying for maternity leave. The full Maternity Policy, together with a checklist, application forms, flowcharts and calculators, can be found on the Human Resources (HR) pages of the University's website.

You are entitled to take up to 52 weeks of maternity leave if you wish to, with the amount of maternity pay dependent on your salary and length of service.

There are three maternity pay options; the one which will apply to you will depend on your length of service:

- Statutory Maternity Pay (SMP)
- Maternity Allowance (MA)
- Enhanced University Maternity Pay

You'll need to take 2 weeks of compulsory leave following the birth of your baby and you can start your maternity leave any time from the 11th week before your expected week of childbirth.

You and your manager can arrange to keep in touch during your maternity leave and can use up to 10 keeping in touch (KIT) days to come into work if you wish to. You will be paid for the hours that you have worked on that day. Any hours worked on a single day still count as the use of one of the 10 KIT days.

During your pregnancy you can take paid time off for antenatal classes and medical appointments.

You can arrange to talk to the Employment Relations Team in HR about maternity pay and maternity leave and you are encouraged to talk to your manager as soon as possible to enable any necessary health and safety assessments to take place.

You should also discuss your leave plans, including how to take your leave entitlement. If your maternity leave period is likely to cross two annual leave years and it is impractical to take all of the leave in the year in which it was accrued (in line with the Annual Leave Policy) you may carry over the accrued annual leave but must use these days within 3 months following your return to work, except where an alternative timescale is agreed with your manager due to operational requirements.

You will need to send HR your MATB1 and application forms no later than the 15th week before your expected week of childbirth.

If you wish to return before 52 weeks of leave, you'll need to provide eight weeks' notice of your return to work date. It may be helpful to talk to your manager during this time about arrangements to enable you to be supported during your return.

The full provision can be found on the HR pages of the University website: nottingham.ac.uk/hr/guidesandsupport/msplapsupport/

Shared parental leave

Shared Parental Leave (SPL) provides both you and your partner with the opportunity to consider the best arrangements to care for your child during your first year of parenthood and applies to both birth and adopted children.

Up to 50 weeks of leave and 37 weeks' pay can be shared between you and your partner if the mother/main adopter brings their maternity/adoption leave to an early end.

The available Statutory Shared Parental Pay (SShPP) is calculated by deducting the number of weeks maternity/adoption leave taken from 39 weeks, including the 2 weeks of compulsory maternity leave that must be taken directly after the birth/adoption.

In order to be able to take SPL, you must meet the individual and joint eligibility criteria, which are linked to:

- earnings
- employment status
- length of service

Requests to take SPL and/or curtail maternity leave should be made at least eight weeks before the leave commences and this should be discussed with your manager in the first instance. You may also wish to contact the Employment Relations Team to discuss options and arrangements available to you. To help with the planning and preparation for leave, early conversations are encouraged.

You and your partner can choose how you want to take this leave, which can be together or separately but should be taken in a block of at least one week.

You and your partner each have three opportunities to request leave. This can be either continuous or discontinuous blocks of leave during the first year of your child's life. Taking discontinuous leave may impact on your occupational ShPP, therefore you are encouraged to investigate the impact before formally requesting SPL.

There are a maximum of 20 shared parental leave in touch (SPLiT) days each which can be taken whilst on SPL and should be arranged directly with your manager. These are in addition to keeping in touch days while on maternity leave.

The full provision can be found on the HR pages of the University website: nottingham.ac.uk/hr/guidesandsupport/msplapsupport/

Adoption leave

If you are considering adoption or have begun the adoption process, the Adoption Policy will provide you with information on the pay and leave arrangements available to you. In addition to adoption leave you may also be eligible for shared parental leave (SPL).

To qualify for adoption leave and adoption pay you must:

- be newly matched with a child for adoption or an adoption agency
- notify the agency to confirm the agreement of placement
- give the University the correct notification

You are then eligible to take up to 52 weeks of adoption leave and may be eligible for statutory adoption pay (SAP) or enhanced University adoption pay.

You'll need to notify your manager as soon as possible to enable arrangements to be made and within seven days of being notified of being matched with a child.

Other arrangements in terms of returning to work, keeping in touch and annual leave accrual follow the maternity leave provision.

The full provision can be found on the HR pages of the University website: nottingham.ac.uk/hr/guidesandsupport/msplapsupport/

Ordinary paternity leave

Ordinary Paternity Leave (OPL) can be used following the birth or adoption of your child. OPL must be taken within 56 calendar days of birth/adoption.

You're entitled to take two weeks' paternity leave. Paternity pay will depend on your length of service.

An application form needs to be filled out and sent to the HR Department by the 15th week

before the expected due date or 14 days before the expected date of the adoption placement. You should also discuss any arrangements with your manager.

If you intend to take shared parental leave (SPL), you should take paternity leave before, to avoid losing this entitlement. You can take both OPL and shared parental leave as long as you meet the eligibility criteria for SPL and take your OPL before SPL.

The full provision can be found on the HR pages of the University website: nottingham.ac.uk/hr/guidesandsupport/msplapsupport/



Parental leave

Parental leave is unpaid leave taken to look after your child's welfare. It is available for each of your children up until they are 18 years old.

You will need at least one year's service to be eligible for parental leave and must be the parent named on the birth certificate or adoption certificate, with legal parental responsibility for the child. For each child, you can take up to 18 weeks unpaid leave during the first 18 years of the child's life and this can start once the child is born or placed for adoption or as soon as one year's service has been completed, whichever is sooner. One-week blocks of leave should be taken unless agreed with your manager.

Examples of when parental leave would be taken include:

- staying with a child who is in hospital
- spending more time with your child
- making arrangements for them to settle into a new school

During parental leave, you will continue to accrue statutory annual leave and are entitled to return to the same job provided you have taken four weeks or less of parental leave.

The full provision can be found on the HR pages of the University website: nottingham.ac.uk/hr/guidesandsupport/msplapsupport/

Special leave

Special leave is intended for unplanned emergency situations relating to dependents (who can be civil partner, child or parent or someone who lives in the same household).

Circumstances may include:

- illness
- arranging alternative childcare
- incidents or accidents at school

A maximum of five days of paid special leave in a 12 month period is available to staff who have terms and conditions in excess of the statutory minimum.

Requests should be made as soon as possible through your line manager. Normally multiple days of absence should be taken as annual leave or unpaid leave, depending on circumstances, and should be discussed in the first instance with your line manager.

The full provision can be found on the HR pages of the University website: nottingham.ac.uk/hr/guidesandsupport/msplapsupport/

Child care

The University's Childcare Services were rated 'outstanding' by Ofsted in 2012.

They provide a range of childcare options for staff and students to flexibly meet individual requirements. On campus we offer the following childcare facilities:

- Day Nursery
- Playcentre Day Care
- Playcentre Playscheme
- Busy Bees Nursery – independently operated

Staff have access to the Nursery Tax Scheme (similar to salary sacrifice) whereby the full value of your childcare can be included if you use the University owned and managed nursery. To make tax and NI savings on your childcare expenses, you can also apply for childcare vouchers using any registered childcare provider.

For further information about how to apply, fees and further information, email childcareservices@nottingham.ac.uk or visit nottingham.ac.uk/childcare

The Conference and Training Care Fund

The Conference and Training Care Fund supports parents and carers to engage with career development opportunities by covering additional costs incurred for caring services associated with attending such events. You can find further details of this fund, eligibility, and how to access it here: nottingham.ac.uk/hr/equality-diversity/conference-and-training-care-fund





Breastfeeding/expressing at work

The Athena SWAN Parenting Rooms are intended to provide a private, hygienic, safe and secure area for breastfeeding staff and students to express and store breastmilk or to feed their baby. You can find out how to access the rooms, and guidance to support expressing at work, here:

nottingham.ac.uk/hr/guidesandsupport/msplapsupport/maternity

Job Share

Job share applies equally to male and female employees working full-time who wish to have their post converted to a job share.

Job share arrangements are a variation on part-time working where employees share the responsibilities of a full time job jointly.

You can initially make an informal enquiry to your line manager and then follow this up in writing should you wish to make a formal request. The decision will be based on the details of your request and the overall requirements of the school/department.

The full provision can be found here: nottingham.ac.uk/hr/guidesandsupport/worklifebalance/jobshare/index.aspx

Flexible working

All employees with a minimum of 26 weeks continuous service and who have not made a request to work flexibly in the last 12 months can request to work flexibly.

'Flexible working' describes any working pattern where the number of hours worked or the times when work takes place vary from the standard practice for a post. Examples of this include:

- Reduction/change in hours
- Flexi time (using agreed core hours with some flexibility outside of these)
- Staggered working (coming to work at different times on different days)
- Compressed hours/working week
- Working at home

You will need to discuss your proposed working pattern with your manager and fill in an application form to request a formal change.

Changing terms and conditions to work flexibly or to job share are permanent changes to your contract of employment and will impact on a number of areas, including holiday, pay and pension entitlement, therefore you are encouraged to talk about all the implications prior to deciding to formally make the request.

The full provision can be found here: nottingham.ac.uk/hr/guidesandsupport/worklifebalance/flexibleworking/index.aspx

Career break

You'll need to have had a minimum of five years' service with the University in order to take a career break.

There are a number of circumstances where a career break will be considered, namely if you want to:

- undertake caring responsibilities
- enter full-time education/training
- volunteer for voluntary service overseas
- support your partner taking voluntary service overseas.

Career breaks can be between one and three years in duration. You are allowed a maximum of two career breaks, with a minimum of five years' gap between the end and start of each.

You'll need to go through an application process and discuss your plans with your head of school/department who will then make a decision on your application.

The full provision can be found here: nottingham.ac.uk/hr/guidesandsupport/worklifebalance/careerbreaks/index.aspx



Equality and diversity

The University values the diversity of its people and is committed to promoting equal opportunities and eliminating discrimination.

Therefore staff and managers will apply and operate these guidelines fairly and in doing so will ensure that there is no discrimination on the grounds of:

- age
- disability
- gender
- gender reassignment
- marital status
- pregnancy and maternity
- race
- religious or political belief
- sexual orientation
- trade union membership/activity

If you have any questions relating to the application of the family friendly policies and procedures, please contact the HR Department for more advice and guidance on your individual circumstances.

Contact us

Discuss your circumstances with your manager.

Visit the Human Resources website for full policy, procedure and guidelines information:
nottingham.ac.uk/hr

For general information, contact the Human Resources (HR) Department:

t: 0115 951 5202

e: hr@nottingham.ac.uk

To discuss maternity, adoption, or shared parental leave, contact the HR Employment Relations team:

t: 0115 951 5209

e: hrrer@nottingham.ac.uk

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e: alternativeformats@nottingham.ac.uk



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nottingham.ac.uk/hr/guidesandsupport

The University of Nottingham has made every effort to ensure that the information in this brochure was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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Printed: February 2018