



FAMILY FRIENDLY POLICY

Brief Description (max 50 words)	This policy outlines our approach to supporting employees through various family-related life stages. Our goal is to ensure all employees feel valued and can thrive in their roles while maintaining their personal and family commitments. The policy provides clarity regarding the statutory and enhanced provisions offered in respect of time off work due to family and parental reasons, including, Maternity, Paternity, Shared Parental leave, Adoption leave.
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Equality Impact Assessment	This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This Policy is applicable as outlined in the 'scope' irrespective of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, marriage, or civil partnership.

Amendment History

Version	Date	Reviewer Name(s)	Summary of changes
2.0	4 th June 2025	Jo Campbell	Consolidating the existing suite of family friendly policies into one new combined policy.

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2.1	19 December 2025	Jo Campbell	Additional guidance associated with KIT days where employees have more than one employer.
2.2	April 2026	Donna Phillips	Review of policy in line with recent legislation changes, bringing in day one rights for Paternity and Parental leave, and partners bereavement paternity leave.

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Introduction

The University of Suffolk is committed to fostering a supportive and inclusive work environment that values employees' family and work commitments. We understand that a healthy work-life balance is essential for overall wellbeing, job satisfaction, and productivity. Our Family Friendly Policy aims to provide clarity of understanding about the statutory and enhanced provisions offered in respect of time off work due to family and parental reasons, including, Maternity, Paternity, Shared Parental leave, Adoption leave.

Managers and employees both play a crucial role in upholding a family-friendly culture. Managers are encouraged to approach situations with empathy, understanding, and flexibility, while employees are encouraged to communicate openly about their needs and seek support where necessary.

This policy outlines our approach to supporting employees through various family-related life stages. Our goal is to ensure all employees feel valued and can thrive in their roles while maintaining their personal and family commitments.

The following types of Family Friendly Leave will be covered in this policy:

1: Maternity Leave	Maternity leave is paid leave that allows eligible employees to take up to 52 weeks off work following the birth of their child. The first 26 weeks are Ordinary Maternity Leave, and the last 26 weeks are Additional Maternity Leave.
2: Neonatal Leave	Neonatal leave allows eligible employees to take one week's paid neonatal care leave for every uninterrupted week their baby receives neonatal care, taken in week-long increments. The leave is designed to assist new parents whose baby requires medical care in hospital. The leave is also available when medical care is being administered in any other location as set out within the policy.
3: Paternity Leave	Paternity leave allows eligible employees to take up to two weeks paid off work following the birth or adoption of a child. It must be taken in one block and within 56 days of the birth or adoption placement.
4: Parental Leave	Parental leave is unpaid leave that allows eligible employees to take up to 18 weeks off per child before their 18th birthday. It can be taken as a block of one or more weeks up to a maximum of 4 weeks (per child) in any one year.
5: Shared Parental Leave	Shared Parental Leave (SPL) is a form of leave available to eligible working parents following the birth / adoption of a child. SPL is created by the mother or primary adopter reducing maternity or adoption leave by ending it early, so that the remaining period of leave can be shared between two parents. This is paid leave.
6: Adoption Leave	Adoption leave is paid leave that allows eligible employees to take up to 52 weeks off work when adopting a child or having a child through surrogacy. The first 26

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	weeks are Ordinary Adoption Leave, and the last 26 weeks are Additional Adoption Leave.
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Details of eligibility, pay entitlements and arrangements, and procedures are contained within each respective section.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to:

University of Suffolk employees

Should service conditions apply to any part of this policy, this will be detailed as relevant.

Roles and Responsibilities

Managers

Managers play a key role in promoting a family-friendly culture and understanding the needs of their staff. By modelling healthy work practices, promoting flexibility, and being aware of organisational policies, managers help create an environment where employees feel valued and empowered.

People and Organisational Development (POD) Directorate

The People & Organisational Development (POD) Directorate leads on delivering the University's People Strategy, which includes promoting a responsive, family-friendly work culture. POD offers guidance to managers and employees on best practices and supports the consistent application of policies. Where there are specific procedural responsibilities, these are outlined in the relevant sections of this policy. All employees are welcome to seek advice from a member of the POD team about their eligibility for and / or application of the entitlements contained within this policy.

Individuals

Employees are encouraged to familiarise themselves with the entitlements outlined in this policy to ensure they understand their eligibility and responsibilities. Engaging promptly with these policies and seeking advice from POD colleagues when needed helps ensure that processes are followed in a timely way, allowing for smooth planning and minimal disruption. Open communication with managers is also encouraged to help balance work and family commitments effectively. By actively engaging with the policies and processes, employees contribute to a supportive and family-friendly workplace.

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Frequently used terms in this section of the policy:

Mother: the woman who gives birth to a child

Primary Adopter: the person who takes the primary responsibility for caring for the child and is eligible for adoption leave and / or pay.

Child: the child being cared for during the employee's maternity / adoption / shared parental / neonatal leave. 'Child' can include 'children' in the case of multiple births (for example, twins or triplets) or more than one child adopted at the same time.

Parent(s): one or two people who will share the main responsibility for the child's upbringing (and who may be the mother, the primary adopter, or the partner of the mother / primary adopter).

Partner: the child's biological father or the partner of the mother / primary adopter. This can be a spouse, partner of the mother / primary adopter. The partner cannot be the sibling, child, parent, grandparent, grandchild, aunt, uncle, niece, or nephew of the mother / primary adopter.

Qualifying Week: in the case of birth parents this is the fifteenth week before the EWC. In the case of adoptive parents, this is the week the adoption agency notifies that they have been matched with a child for adoption.

Expected week of childbirth (EWC): the week, beginning on a Sunday, in which the doctor or midwife expects your child to be born.

Section 1: Maternity Leave

This section of the policy describes the entitlements, eligibility criteria, and procedures associated with maternity leave and pay.

Maternity leave applies to all pregnant staff from their first day of employment and irrespective of length of service.

Notification of Pregnancy

Early on in your pregnancy you are welcome to arrange to meet with your People Operations Partner to discuss arrangements with regard to your pregnancy and maternity leave.

Health and safety at work for expectant and new mothers

It is advisable that you notify us as soon as possible of your pregnancy, so that a risk assessment can be undertaken by yourself and your line manager.

The risk assessment will include any specific risks to people of child-bearing age. Please see the [Pregnant Worker Risk Assessment](#).

If risks are identified associated with your pregnancy, or as a new parent who has given birth within the previous six months, or because you are breastfeeding, we will make changes that are necessary to your work to ensure you are not exposed to any significant risk. You must inform us of any advice that you have received from your doctor or midwife that could impact on your assessment(s).

Reassessments will be undertaken as necessary as your pregnancy progresses to consider possible risks that may occur at different stages of your pregnancy.

If you are still breastfeeding on your return to work, you should let the People and Organisational Development (POD) team know before your return date. We will then conduct a risk assessment and ensure we have suitable provision to assist you.

Please refer to the University of Suffolk Health and Safety guidance on the intranet or via Minerva. and the Health & Safety Executive website for further information.

Maternity leave notification and procedure

All pregnant employees are entitled to 52 weeks' statutory maternity leave (26 weeks' Ordinary Maternity Leave (OML) and 26 weeks' Additional Maternity Leave (AML)).

You must advise POD and your line manager of your intention to take maternity leave, and the intended commencement date of maternity leave, by the 15th week before your expected week of childbirth, unless this is not reasonably practicable. In this case you must give notice as far as is practically possible.

You should make this notification using a [MAT1](#) form. You must also provide a MATB1 certificate from your doctor or midwife which states the expected week of birth of your baby.

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Maternity leave can commence anytime from the beginning of the 11th week before the week in which the baby is due. If you decide to work right up until the birth (and you are medically fit to do so), then maternity leave and pay will start from the day after the birth of the baby.

The POD team will confirm your leave and pay entitlements in writing within 28 days of your notification of maternity leave, clarifying the date you are expected to return if you take the full leave entitlement due to you.

If you change your mind about when you want to start your maternity leave, you must let us know in writing, allowing at least 28 days' notice of the revised date of commencement of maternity leave. (Unless not reasonably practicable in which case as much notice as is practically possible is required.)

Where your maternity leave starts unexpectedly e.g. due to early childbirth or illness, you must advise the POD team as soon as you are able. Maternity leave will commence on the day following the birth of your baby when this occurs before the intended commencement of maternity leave.

If you are off sick due to a pregnancy-related illness at the beginning of the 4th week before the expected week of birth, you will commence maternity leave at that date. If immediately prior to this, you were on sick leave you will transfer from sick pay to maternity pay. If you are still working and you become sick with a pregnancy-related illness after the beginning of the 4th week before the expected week of birth, maternity leave and pay will commence on the day following the first complete day you are absent from work for that reason.

Please see the Maternity Leave, Pay & Benefits Timeline towards the end of this section for information on critical dates regarding maternity leave, pay and benefits.

Maternity Pay

The amount and type of maternity pay you may be entitled to depend partly on your length of service with University of Suffolk. Most employees, as a minimum, will be entitled to Statutory Maternity Pay (SMP). You may also be entitled to receive Occupational Maternity Pay (OMP). If so, the two types of pay are inter-related so that you cannot receive more than your normal weekly salary whilst on maternity pay.

Maternity pay entitlements are based on contractual service as outlined below:

Minimum Length of Service	Earnings Level	Maternity Leave Entitlement	Statutory Maternity Pay (SMP) Entitlement	Occupational Maternity Pay (OMP) Entitlement	Comments
Less than 26 weeks' service at the 15 th week before the baby is due.	N/A	52 weeks (26 weeks OML 26 weeks AML)	No entitlement	No entitlement	Apply for Maternity Allowance from Benefits Agency. The University will issue an SMP1 form for this purpose.

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At least 26 weeks' service at the 15 th week before the baby is due.	Average weekly earnings of more than the lower rate of SMP	As above	6 weeks at 90% of full pay 33 weeks at lower SMP rate Up to 13 weeks unpaid Payable even if not returning	No entitlement where employee has less than one year's service at the week in which the baby is due. Where employee has one year or more service at the week in which the baby is due: 8 weeks' full pay 16 weeks' half pay Up to 28 weeks' unpaid.	OMP only payable where employee has indicated their intention to return to work after maternity leave. Where payable, OMP will be 'offset' by SMP so that pay does not exceed 100% of normal pay.
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The government website (www.gov.uk) have a useful Maternity, Adoption and paternity calculator tool which can help you establish and calculate your entitlement to Statutory Maternity pay (SMP) and leave.

Entitlement to occupational maternity pay (OMP) in addition to any entitlement to SMP, is granted if you have at least one year's service with University of Suffolk as at the week in which the baby is due. The maximum pay you are entitled to receive is equivalent to your normal full pay, which will be made up of SMP and where payable OMP.

There is a maximum pay period of 39 weeks (reduced if you return to work within 39 weeks of commencing maternity leave). If you choose to take more than 39 weeks' leave, the remaining weeks will be unpaid; up to a maximum of 13 weeks' unpaid if you take the full 52 weeks' maternity leave.

Payments will be made at your normal pay intervals but cannot commence earlier than the 11th week before the expected week of childbirth.

You may choose when to receive your Occupational Maternity pay. It can be paid as it falls due or it can be paid as a lump sum upon your return. To remain entitled to OMP, you must return from maternity leave for a minimum period of 13 weeks. If you are paid OMP before the end of the 13-week return period, then do not return for the period required for whatever reason, all OMP becomes immediately repayable to the University of Suffolk.

If you are employed on a fixed term contract which ends during your maternity leave, if you are still within the paid maternity leave period (39 weeks from the start of maternity leave) then subject to entitlement, you will receive Statutory Maternity Pay for the remainder of this time. In this instance you will not be eligible to receive Occupational Maternity Pay as you will not meet the requirement of returning to work from maternity leave for a minimum period of 13 weeks.

If you have no entitlement to SMP or OMP due to insufficient service, or your earnings are below the Lower Earnings Level you may be entitled to Maternity Allowance. In this case the POD team will issue you with a

SMP1 form and you should forward this to the local Jobcentre Plus without delay.

Stillbirths or death of a baby after childbirth

Whilst you may not feel ready to talk to us in the event of a stillbirth, we would like you to contact us as soon as you can, so we can be as supportive as possible and advise you what payments and benefits may be available to you.

If your baby is stillborn before the 24th week of your pregnancy, you will not be entitled to Statutory Maternity Pay (or leave). You may be entitled to Statutory Sick Pay instead. You will also be eligible for sick or compassionate leave according to the circumstances. Please see the 'Personal and other leave Policy' for further details.

If your baby is stillborn after the start of the 24th week of your pregnancy, you remain entitled to Statutory Maternity Pay (and leave).

If your baby dies after childbirth, you remain entitled to Statutory Maternity Pay (and leave).

Maternity Leave, Pay & Benefits Timeline (based on number of weeks before / after the expected week of birth)	
15 weeks before	Latest date to notify POD of commencement date of maternity leave.
11 weeks before	Earliest start date of maternity leave and pay.
4 weeks before and onwards	If absent due to pregnancy-related illness, maternity leave / pay automatically commences.
<u>Expected week of childbirth</u>	
2 weeks after childbirth	Cannot return to work within 2 weeks of the birth.
End of week 24 of maternity leave/pay	University of Suffolk occupational maternity pay ends (where eligible).
End of week 26 of maternity leave/pay	End of Ordinary Maternity Leave (some benefits may be suspended).
End of 39 weeks of Statutory Maternity Pay (where payable)	No further pay is due, if maternity leave continues it will be unpaid.
End of 52 weeks' maternity leave	End of additional maternity leave. Latest return date is beginning of week 53.
End of week 13 from date of return	Must return to work for minimum 13 weeks to remain eligible for occupational maternity pay.

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Section 2. Neonatal Policy

The Neonatal Care Leave Policy is for parents who have a child that requires neonatal care (lasting at least 7 days after care begins) in the first 28 days following their birth. The leave is designed to assist new parents whose baby requires medical care in hospital. The leave is also available when medical care is being administered in any other location provided:

- your child was an inpatient in hospital and the care continues to be administered once the child leaves hospital.
 - the care is under the direction of a consultant; and
 - the care includes ongoing monitoring by, and visits to your child from, healthcare professionals arranged by the hospital where your child was an inpatient; or
 - palliative or end-of-life care.
- For these purposes, neonatal care is treated as being received continuously without interruption throughout any period spent being transported from one care setting to another.

Neonatal care leave is in addition to maternity, adoption, shared parental, and paternity leave entitlements and can be taken up to 68 weeks after the birth of the child.

The right to neonatal leave and pay applies not only in a birth situation but also to adoptive parents, for both adoptions within the UK and adoptions from overseas. The right is also available to parents who are having a child through a surrogacy arrangement.

This policy refers to 'parents' which can either mean:

- you are the child's parent and have responsibility for the upbringing of the child.
- you are the partner of the child's mother / other parent and have main responsibility for the upbringing of the child (apart from the mother / other parent).

In this policy, partner includes someone, of whatever sex, who lives with the mother / other parent or the child in an enduring family relationship but who is not their child, parent, grandchild, grandparent, sibling, aunt, uncle, niece, or nephew.

Neonatal care leave

Neonatal care leave is available to the parents of a child whose neonatal care starts within a period of 28 days (starting from the day after the child's birth), where your child's neonatal care lasts for a period of at least 7 days (starting from the day after the care begins). This leave is available to all employees from day 1 of employment.

Employees can take one week's neonatal care leave for every uninterrupted week their baby receives neonatal care, taken in week-long increments.

The minimum period of neonatal care leave is one week while the maximum period of neonatal care leave is 12 weeks.

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Neonatal leave is available to take in two tiers:

Tier 1

Tier 1 leave begins when your child starts receiving neonatal care and ends on the seventh day after your child stops receiving neonatal care. Neonatal care leave taken in the tier 1 period can be taken in non-continuous blocks of a minimum of one week.

For each week of absence during the tier 1 period, you should notify your line manager preferably before you are due to start work on your first day of absence or, where this is not possible, as soon as reasonably practicable.

There is no requirement for an employee taking leave during the tier 1 period to provide the notice in writing.

Tier 2

The "tier 2 period" is any remaining period (within 68 weeks after your child's date of birth) that is not part of the tier 1 period. If you take neonatal care leave during the tier 2 period, you must take the leave in one continuous block. This leave is taken when your child is out of neonatal care and can be planned.

Neonatal care leave taken in the tier 2 period must be taken in one continuous block.

The cut-off date for neonatal care leave to be taken is 68 weeks from the baby's date of birth.

If you intend to take neonatal care leave during the tier 2 period, you are required to give a period of notice:

- To take a single week of neonatal care leave, notice must be given no later than 15 days before the first day of the leave.
- To take two or more consecutive weeks' neonatal care leave, notice must be given no later than 28 days before the first day of the leave.

Your notice to your line manager to take neonatal care leave during the tier 2 period must be in writing.

Changing your neonatal care leave plans

If you have submitted a notice of intention and entitlement to take neonatal care leave during the tier 2 period but wish to cancel your leave, you must inform the POD Team via the University of Suffolk Neonatal Leave Notification [form](#) and also advise your line manager.

If you intended to take a single week of neonatal care leave, you must submit this at least 15 days before the first date that you had chosen for your leave to start.

If you intended to take two or more consecutive weeks, you must submit this at least 28 days before the first date that you had chosen for your leave to start.

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Late notice

We understand that having a child in neonatal care is an incredibly difficult time for parents. Please be assured that if it is not possible for you to meet the timeframes for giving or withdrawing notice as set out in this policy, we will accept later notice than this and, in some cases, we may waive the requirement for you to give notice altogether.

Other statutory leave

You are entitled to take neonatal care leave in addition to any other statutory leave that you may be entitled to, including maternity, adoption, paternity, ordinary parental, parental bereavement, and shared parental leave.

If you have already started a period of statutory leave, but subsequently become eligible for neonatal care leave, you can take your neonatal care leave after completing the other statutory leave, provided that your neonatal care leave is taken within 68 weeks of your child's birth date.

If you have already started a period of neonatal care leave during the tier 1 period but need to begin another type of statutory leave, your neonatal care leave will be temporarily paused immediately before the other statutory leave begins. You can then resume the remaining weeks of your neonatal care leave in one of two ways:

- if you are still within the tier 1 period - immediately after the end of the other period of statutory leave; or
- if you have transitioned into the tier 2 period - immediately after any other neonatal care leave taken during the tier 2 period.

You cannot take neonatal care leave in the tier 2 period if, at the time of giving notice, you are aware that the leave will overlap with another type of statutory leave. Tier 2 leave can apply to the end of statutory leave and/or be taken in one continuous block of week/s before the end of 68 weeks after birth/adoption.

Neonatal care leave can be added to the end of other leave entitlements, such as maternity leave. For example, if a baby enters neonatal care whilst an employee is on maternity leave, the employee must remain on maternity leave as this cannot be stopped. The neonatal care leave accrues and can be taken at the end of the maternity leave. Like maternity leave, if an employee is on paternity leave, the neonatal care leave accrues and can be taken at the end of the paternity leave.

Where the employee has already started neonatal care leave and begins another period of statutory leave (e.g., maternity, or paternity leave) before neonatal care leave is due to end then the neonatal care leave will end immediately but the remaining leave can be taken once the other period of statutory leave has finished.

Neonatal care pay

Statutory neonatal care pay is payable during your neonatal care leave period, provided that you are entitled to it.

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The rate of statutory neonatal care pay is set by the Government for the relevant tax year (the current weekly rate can be found on the government website (www.gov.uk)). You will receive either this weekly rate or 90% of your average weekly earnings (whichever is lower).

Eligibility

To be eligible for statutory neonatal care pay, you are required to have:

- at least 26 weeks' continuous service by the end of the relevant week.
- you remain in continuous employment from the end of the relevant week (or from your child's birth if they were born before the relevant week.
- your average weekly earnings are not less than the lower earnings limit for national insurance contributions.
- you have complied with the relevant notice and evidential requirements and are able to provide the declarations as set out in this policy; and
- you have confirmed when you wish to start receiving statutory neonatal care pay by submitting the relevant University of Suffolk Neonatal Leave Notification [form](#).

The "relevant week" depends on the type of statutory family-related pay to which you are entitled:

- If you are entitled to statutory maternity pay or statutory paternity pay (birth), the relevant week is the 15th week before the expected week of childbirth.
- If you are entitled to statutory adoption pay or statutory paternity pay (adoption), the relevant week is the week in which they or the adopter are notified of being matched with the child for adoption purposes.
- Otherwise, the relevant week is the week immediately before the week in which the neonatal care begins.

Notice

Employees taking neonatal care leave must give their employer notice of the weeks during which they wish to claim statutory neonatal care pay:

Tier 1

For statutory pay weeks beginning in the tier 1 period, notice must be given before the end of the period of 28 days beginning with the first day of the first statutory pay week to which the notice relates.

Tier 2

For a single statutory pay week beginning in the tier 2 period, notice must be given no later than 15 days before the first day of the statutory pay week to which the notice relates.

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For two or more consecutive statutory pay weeks beginning in the tier 2 period, notice must be given no later than 28 days before the first day of the first statutory pay week to which the notice relates.

Changes affecting your entitlement to neonatal care leave and pay

You must keep your line manager informed about the date that your child's neonatal care ends as soon as reasonably practicable after the care has ended.

If your child starts receiving neonatal care again, after you have informed us that the care has ended, you must keep your line manager informed of the new start and end dates and also submit the University of Suffolk Neonatal Leave Notification [form](#) to the POD Team.

If you experience a bereavement

Employees who have accrued entitlement to neonatal care leave can still take the neonatal care leave that they have accrued if their child passes away.

Employees may also be entitled to parental bereavement leave in these circumstances: details can be found in our 'Special Leave Policy' available on our People Policies & Procedures page on Hub.

Your rights during neonatal care leave

During neonatal care leave, all the terms and conditions of your contract except normal pay will continue. Your pay will be replaced with statutory neonatal care pay if you are eligible for it.

Holiday entitlement

You will continue to accrue your holiday entitlement (including Bank Holidays and closure days) during your neonatal care leave.

In some cases, any holiday entitlement that has not been taken because of neonatal care leave can be carried over into the next holiday year. Please discuss this with your line manager if you would like to carry over any accrued holiday into the next holiday year.

Further support

We appreciate that having a child in neonatal care can be an emotionally tough time. Our Employee Assistance Programme (EAP) is available to all staff who may want some additional support. More information about the EAP service can be found the [Health and Wellbeing Toolkit](#).

Bliss is a charity which support families of premature or sick babies and have a number of different resources available. More information can be found [here](#).

If you would like further support in understanding your entitlements, please get in touch with the People & Organisational Development (POD) Team via Minerva.

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Section 3: Paternity Leave

This section of the policy describes the entitlements, eligibility criteria, and procedures associated with paternity leave and pay.

It applies to all employees who have or are about to have responsibility for either a newborn baby / babies or a newly adopted child / children (either from the UK or abroad). Eligibility is based on your wife/partner/civil partner giving birth, adopting a child, or having a baby through a surrogacy arrangement in which case you may be entitled to paternity pay and / or leave. If you are jointly adopting a child, only one of you is entitled to apply for adoption leave/pay and the other partner may apply for paternity leave / pay (regardless of gender).

If you are about to become a parent to a newborn, you may wish to attend ante-natal appointments with your partner. We encourage you to discuss this with your line manager so that you may be able to work flexibly or use annual leave to enable you to attend such appointments as necessary, subject to your line manager's approval. Please note that there is no entitlement to paid time off work for this purpose. You should give your line manager as much notice as possible of these appointments so that you can plan appropriate flexible working arrangements together.

Eligibility and Entitlements for Paternity Leave

Paternity leave applies to eligible staff from their first day of employment and is irrespective of length of service.

You will be entitled to receive ordinary paternity pay and leave if:

As a parent with responsibility for a newborn baby, you are:

- The baby's biological father OR
- Married to or in a civil partnership with the mother OR
- Living with the mother in an enduring relationship but not an immediate relation AND
- Have responsibility for the child's upbringing AND
- You will be taking time off to care for the child and/or to support the mother/other parent.

As an adoptive parent, the partner of someone adopting a child on their own, or the partner of an adopter (where you and your partner are adopting a child) you are:

- Married or in a civil partnership with the person adopting the child OR
- Living with the person adopting the child in an enduring family relationship, but not an immediate relationship AND
- Have responsibility for the child's upbringing AND
- You will be taking time off to support the person adopting the child, or to care for the child AND
- You must continue to be employed from the date of matching advice until the date the child is placed.

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Please note that Statutory Paternity Pay (SPP) / Paternity Leave is not normally available to foster parents or stepparents or their partner who go on to adopt the child/ren.

Statutory Paternity Pay is not payable if your earnings are less than the Lower Earnings Limit and/or if you do not meet the above service requirement. If so, you will be issued with a SPP1 Form.

Pay and Leave

If you meet the above eligibility requirements, you will be entitled to ordinary paternity leave. In most cases you will also be entitled to SPP, though this will depend on the level of your earnings.

You will be entitled to a total of 2 weeks' paternity leave at full pay following the birth or adoption. This equates to 2 weeks' contractual pay that you would have received had you not been on paternity leave. Part of this amount will be made up of SPP per week or 90% of average earnings (whichever is the lesser amount).

Paternity leave can either be taken as a block of two weeks or as two separate weeks, and the period of leave can start on any day of the week. It cannot be taken as odd days.

You can start your paternity leave on any day from the child's birth, but it must end within 52 weeks of the birth (or the expected week of childbirth if the child is born early).

In the case of an adopted child, the 52-week period runs from the date on which the child was placed for adoption with the adopter (or the child's entry into Great Britain for adoptions from overseas).

You have the option to take paternity leave and pay after taking shared paternity leave and pay, in relation to the same child.

Eligible fathers and partners will be able to take up to 52 weeks of unpaid bereaved partner's paternity leave if the mother or primary adopter dies – they must take this leave within 52 weeks of the child's birth (including surrogacy), adoption placement, or entry to Great Britain for overseas adoptions.

Notification of Intention to Take Paternity Leave

Notification in respect to Paternity Leave should be made to your line manager in writing.

Notification in respect to Paternity Leave must be given before the end of the 15th week before the expected date of birth.

Adoptive parents: You must give notification of your intention to take leave within 7 days of the date the adoption agency told the person adopting the child, that they have been matched with the child.

You must notify the University of your intention to take Paternity Leave, via the relevant Paternity Leave Application Form on Hub, no less than 28 days before the proposed date of commencement. Completion

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of the form is deemed to be self-certification for Paternity Leave, which provides evidence of your entitlement to Statutory Paternity Pay.

We need to know the expected week of the baby's birth or adoption date, including expected date of entry / entry date in Great Britain in the case of adoption from overseas, and when you wish to commence your leave. You may change your mind, if, your line manager is given at least 28 days' notice of the new date of commencement of any blocks of Paternity Leave. If you wish to bring forward the commencement date, change the end date, or cancel your leave arrangements 28 days' notice must be given before the date of change.

Shared Parental Leave

There is an alternative to maternity and paternity leave called Shared Parental Leave. Please see the Shared Parental Leave section of this policy for further detail.

Section 4: Parental Leave

This section of the policy describes the entitlements, eligibility criteria, and procedures associated with Parental Leave and pay. It applies to all employees who have parental responsibility for a child(ren).

Eligibility for leave

Parental leave applies to eligible staff from their first day of employment and is irrespective of length of service.

You will be eligible to take parental leave if you have parental responsibility for a child (up to their 18th birthday); and:

- you will be taking leave to care for your child / children; and
- you have documentary evidence of parental responsibility e.g., original birth certificate.

Leave entitlements

If you meet the above eligibility requirements, you will be entitled to parental leave. Parental leave is an unpaid entitlement. All other benefits, (with the exception of pension scheme membership), continue to accrue during any period of parental leave. (See pension section later in this policy for further details). For part-time employees, entitlements continue to accrue pro-rata.

If you become unwell whilst on parental leave, your parental leave will end, and you will be deemed as being on sick leave and paid accordingly. The normal process for notifying sickness absence will apply, e.g., if sickness extends beyond 7 days a fit note would be required.

You will be entitled to a total of 18 weeks' parental leave, (pro rata to your contracted hours over the same period if you work part time). The entitlement applies in respect of each child (up to their 18th birthday) for whom you have parental responsibility regardless of whether they are born / adopted at the same time or on different dates. The entitlement therefore applies across all employers during this period and as a result information will be sought to determine any period of parental leave already taken with a different employer before approval is given.

Parental leave, in normal circumstances, can either be taken as a block of one or more weeks up to a maximum of 4 weeks in any one year. The period of leave can start on any day of the week. If you take parental leave in any one week but you take less than your normal working week's hours, this will be deemed to be a week's worth of your parental leave total.

Parental Leave cannot be taken as odd days unless the child is disabled, in which case the leave may be taken in blocks of days or hours if they are entitled to one of the following for their child:

- Disability living allowance.
- Personal independence payment

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Employees cannot choose to take one day's ordinary parental leave and in so doing forfeit a full week's entitlement; the minimum period an employee can take as ordinary parental leave is a weeks' leave

Notification of intention to take leave

You must notify your line manager of your intention to take parental leave, including your start and end dates, via the Parental Leave Request form on Hub. Completion of the form is deemed to be self-certification, which provides evidence of your entitlement to Parental Leave.

Notification must be given to your line manager at least 28 days before you wish your leave to commence. You may change your mind if your line manager is given at least a further 28 days' notice of the new date of commencement of your parental leave.

Parental leave immediately following the baby's birth / adoption

In these circumstances you will need to give at least 28 days' notice before the expected week of child-birth or beginning of the week in which the child is to be placed for adoption, or as soon as is reasonably practicable thereafter. You must specify the expected week of childbirth or expected placement date and the duration of parental leave requested. If you are considering this arrangement, you may find it helpful to consider the provisions set out in the maternity / paternity leave sections of this policy.

Postponement of leave

We will try as far as possible to accommodate any requests for parental leave and recommend that you discuss your wishes with your line manager as early as possible.

Other than where Parental Leave is requested immediately following the birth or adoption of a child, a line manager may postpone a request for leave where they consider that granting the leave at that time would severely disrupt normal operations. In the event that we are unable to grant your request for leave at the particular time requested, your line manager will discuss with you at the time of your request, as follows:

- why postponement is necessary
- viable alternative dates

This discussion should take place and confirmation of the postponement and alternative arrangements provided in writing within 7 days of receiving your notice requesting leave.

No such postponement can take place if already confirmed in writing or you are taking parental leave to coincide with the birth of the child, adoptive placement or emergency short term care.

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Section 5: Shared Parental Leave

This section of the policy describes the entitlement, eligibility criteria and procedures for shared parental leave and pay.

What is Shared Parental Leave?

Shared Parental Leave (SPL) is a type of leave that is available to all eligible employees who have or are about to have primary responsibility for either a newborn baby or a newly adopted child (either from the UK or abroad). It provides both parents with the opportunity to consider the best arrangement to care for their child during their child's first year.

SPL is created by the mother or primary adopter reducing maternity or adoption leave by ending it early, so that the remaining period of leave can be shared between two parents.

Where the mother/primary adopter gives notice to curtail their maternity / adoption entitlement, their partner can use the remaining leave entitlement as shared parental leave at the same time as the mother/primary adopter is using their maternity/adoption entitlement.

Eligible working parents can take a maximum of 52 weeks' leave in total on the birth / adoption of a child. SPL allows for up to 50 of the 52 weeks to be shared between both parents. Leave can be taken by both parents at the same time or separately. The leave can be taken all in one go or in separate blocks, although each period must be no less than one week.

The mother / primary adopter must still take a minimum of two weeks of maternity / adoption leave immediately following the birth of a child before SPL can commence.

Entitlement to shared parental leave

SPL can only be used by two people whom must share the main responsibility for the care of the child at the time of the birth / placement for adoption. Entitlement to SPL in relation to the birth / adoption of a child is available to:

- The mother / primary adopter AND
- The partner of the mother / primary adopter (see definition in the introduction of this policy).

Additionally, employees seeking to take SPL must satisfy each of the following criteria:

- The mother / primary adopter of the child must be/have been entitled to statutory maternity / adoption leave or, if not entitled to statutory maternity / adoption leave, they must be / have been entitled to statutory maternity / adoption pay or maternity allowance and must have ended or given notice to reduce any maternity / adoption entitlements.
- The employee must still be working for University of Suffolk in the week before SPL is to be taken.

- The employee's partner must meet the 'employment and earnings test' requiring them to have worked (in an employed or self-employed capacity) in Great Britain for at least 26 weeks of the 66 weeks before the EWC / matching date (not necessarily consecutive weeks), and earned an average of at least £30 (this is correct as of 2015 but may change annually) a week in any 13 of those weeks;
- The mother / primary adopter and their partner must give the necessary statutory notices and declarations (including notice to end any maternity leave, statutory maternity pay (SMP) or maternity allowance (MA) periods or adoption leave and statutory adoption pay (SAP)), correctly notifying POD of their entitlement, providing evidence as required. They should do this using the [Shared Parental Leave Application Form](#).
- If you are the child's father or the mother/primary adopter's partner and you are entitled to statutory paternity leave and pay, you should consider using your two weeks' paternity leave before taking SPL. Once you commence SPL you will lose any untaken paternity leave entitlement. Any SPL entitlement is additional to your paternity leave entitlement.

Statutory Shared Parental Pay

Eligible employees may be entitled to Statutory Shared Parental Pay (ShPP) whilst taking SPL. A mother / primary adopter, subject to certain criteria, will be entitled to Statutory Maternity Pay / Adoption Pay / Maternity Allowance for up to 39 weeks. If the mother / primary adopter gives notice to reduce their entitlement before they will have received it for 39 weeks, then any remaining weeks could become available as ShPP.

ShPP can only be claimed when the mother/primary adopter ends their entitlement to maternity or adoption pay or maternity allowance. However, if 38 weeks or more statutory maternity or adoption pay has already been taken then there is no entitlement to ShPP.

ShPP cannot begin before the birth or placement for adoption and must be taken by the day before the child's first birthday or the day before the anniversary of the placement of the adopted child.

Entitlement to Statutory Shared Parental Pay

Entitlement to ShPP in relation to the birth or adoption of a child is dependent upon meeting the qualifying requirements for statutory shared parental leave (above), and the following:

- The mother / primary adopter must be/have been entitled to statutory maternity / adoption pay or maternity allowance and must have reduced their maternity / adoption pay period or maternity allowance period; and
- have earned not less than the Lower Earnings Limit in the relevant period; and
- must intend to care for the child during the week in which ShPP is payable; and
- together with the other parent must (both) give the necessary statutory notices and declarations as required for Statutory Shared Parental Pay and must also correctly notify the University of their entitlement, providing evidence as required.

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Occupational shared parental pay and entitlement

Where possible, University of Suffolk will aim to provide parents who take Shared Parental Leave the same level of salary benefit as parents who take Maternity Leave or Adoption Leave. Therefore, Occupational Shared Parental Pay (OShPP) will be granted if the employee has at least one year's service with University of Suffolk as at the week in which the baby is due or the child is placed for adoption.

OShPP is only paid if the employee is receiving ShPP for the same period and will be paid at the same time as ShPP becomes due. The maximum entitlement to pay received in any week is equivalent to the employee's normal full pay, made up of ShPP and the balance as OShPP.

OShPP will only be paid if the shared parental leave is taken in one block; it will not be paid if multiple periods are to be taken. Please note that the entitlement of up to a maximum of 37 weeks ShPP is to be shared between both parents for the whole period of shared parental leave and the employee must advise their employer when they wish to claim their entitlement to ShPP.

If both parents are employed by University of Suffolk normally only one parent will be eligible for OShPP, however it may be possible for the OShPP to be shared between both parents whilst they are in receipt of ShPP but only one block per parent i.e.

- If one parent takes a single block of ShPP and then the other parent a single block of ShPP:
or
- If both parents take a single block of ShPP at the same time

The OShPP entitlement is set out below. For further details please contact your People Operations Partner.

Weeks 1- 8 following birth / adoption of a child

Up to 8 weeks' full pay – comprising of Statutory Shared Parental Pay plus remainder as OShPP (inclusive of the compulsory two weeks maternity leave period/pay)

Weeks 9-24 following birth / adoption of a child

Up to 16 weeks' half pay - plus Statutory Shared Parental Pay (if and to the extent that full allowance of 37 weeks has not been previously used by both parents). Where OShPP and Statutory Shared Parental Pay are both payable, normal pay cannot be exceeded.

Weeks 25 onwards following birth / adoption of a child

Up to 13 weeks' ShPP only (if and to the extent that full allowance (37 weeks) has not previously been used by both parents).

Opting into shared parental leave and pay

You must give written notice to the University of no less than eight weeks before you intend to start your SPL. Notice must be given by completing the Shared Parental Leave Notification form with the following details:

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- Your name and the name of the other parent.
- If you are the child's mother / primary adopter, the start and end dates of your maternity / adoption leave.
- If you are the mother / primary adopter's partner, the start and end dates of the mother / primary adopter's maternity / adoption leave, or if s/he is not entitled to maternity / adoption leave, the start and end dates of any SMP or MA or SAP period.
- The total SPL available, which is 52 weeks minus the number of weeks' maternity / adoption leave, SMP or MA or SAP period taken or to be taken.
- How many weeks of the available SPL will be allocated to you and how many to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation).
- If you are claiming statutory shared parental pay (ShPP), the total ShPP available (which is 39 weeks minus the number of weeks of the SMP or MA or SAP period taken or to be taken which must include the minimum two-week compulsory maternity leave.).
- How many weeks of the available ShPP will be allocated to you and how many to the other parent. (You can change the allocation by giving us a further written notice, and you do not have to use your full allocation).
- An indication of the pattern of leave you are thinking of taking, including suggested start and end dates for each period of leave. This indication will not be binding at this stage but please give as much information as you can about your future intentions to enable us to fully consider your request.
- Declarations by you and the other parent that you meet the statutory conditions for entitlement to SPL and ShPP. This must include a declaration by the mother / primary adopter that they will curtail their maternity/adoption leave and/or pay.

Ending maternity / adoption leave

If you are the child's mother / primary adopter and have commenced maternity / adoption leave, and you have not previously submitted a notice for SPL you must give us at least eight weeks' written notice using the Shared Parental Leave Notification Form to end your maternity / adoption leave before either parent can take SPL. The notice must state the date your maternity/adoption leave will end. In the case of birth, you can give the notice before or after you give birth, but you cannot end your maternity leave until at least two weeks after birth. In the case of adoption, you can give notice before or after adoption leave starts, but you must take at least two weeks of adoption leave.

At the same time as the notice to end maternity / adoption leave, you must also give us a notice to opt into the SPL scheme using the Shared Parental Leave Notification Form or a written declaration that the other parent has given his or her employer an opt-in notice and that you have given the necessary declarations in that notice.

The notice to end maternity / adoption leave is binding and cannot normally be revoked, however, it is possible to revoke the notice if maternity / adoption leave has not yet ended and one of the following applies:

- (a) If you realise that neither you nor the other parent are in fact eligible for SPL or ShPP, you can revoke the notice to end maternity / adoption leave by advising us in writing up to eight weeks after it was given.

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- (b) In the case of birth, if you gave notice to end maternity leave before giving birth, you can revoke the notice in writing up to eight weeks after it was given, or up to six weeks after birth, whichever is later; or
- (c) If the other parent has died.

If you are not the mother / primary adopter, you will only be able to take SPL once the mother/primary adopter has either:

- returned to work.
- given their employer notice to end maternity / adoption into leave and opt SPL; or
- given their employer notice to end SMP (if she is entitled to SMP but not maternity leave; or
- given notice to the benefits office to end her MA (if she is not entitled to maternity leave or SMP); or
- given their employer notice to end Statutory Adoption Pay (SAP).

Evidence of Entitlement

You must also provide on request:

- a) A copy of the birth certificate (or if you have not yet obtained a birth certificate, a signed declaration of the child's date and place of birth); or
- b) One or more documents from the adoption agency showing the agency's name and address and the expected placement date; AND
- c) The name and address of the other parent's employer (or a declaration that they have no employer).

Continuous and discontinuous shared parental leave

Each notification of the intention to take shared parental leave ('a booking notice') should be submitted via the Shared Parental Leave Notification Form and may notify a single, continuous block of leave or request discontinuous periods of leave. The minimum period of leave (and pay, where ShPP is also applied for) is one week.

If your booking notice gives dates for a single continuous block of SPL, you will be entitled to take the leave set out in the notice as this cannot be refused by your employer.

You can submit up to three booking notices to book leave or to vary a previously agreed pattern of leave via the Shared Parental Leave Notification Form. Eight weeks' notice must be given for each period of leave.

Notice can be given to end a period of leave earlier or later than previously notified, or to aggregate a number of discontinuous weeks in a single block. This 'variation notice' must be given at least eight weeks before the variation occurs.

A variation notice counts towards the total maximum allowable number of three notifications, unless it is withdrawn prior to the end of the discussion (see below).

Procedure for requesting shared parental leave.

In general, a booking notice should set out a single continuous block of leave.

The employee must submit a booking notice setting out the requested pattern of leave at least eight weeks before the requested start date via the Shared Parental Leave Notification Form.

Provided the employee submits no more than three separate booking notices; and requests a single block of continuous leave in each booking notice, giving eight weeks' notice of each period of leave, then the employer must agree to these periods of leave.

We may, in some cases, be willing to consider a single booking notice where the SPL is split into shorter discontinuous periods (of at least a week) with periods of work in between. It is best to discuss this with your manager and/or POD in advance of submitting any formal period of leave notices. This will give us more time to consider the request and hopefully agree a pattern of leave with you from the start.

If we are unable to agree to a request for discontinuous blocks of leave straight away, there will be a two-week discussion period. We may arrange a meeting with you, your line manager and your People Business Partner to discuss your request during this period. You may be accompanied to this meeting by a work colleague or recognised trade union representative. At the end of that period, we will confirm any agreed arrangements in writing. If we have not reached an agreement, you will be entitled to take the full amount of requested SPL as one continuous block starting on the start date given in your notice or you may submit a new request.

For clarification possible outcomes may be:

- unconditional acceptance of your notice for SPL
- modification of your request for discontinued SPL and written confirmation
- refusal of discontinued SPL so returns to default position.

Alternatively, you may:

- choose a new start date (which must be at least eight weeks after your original period of leave notice was given), and tell us within five days of the end of the two-week discussion period: or
- withdraw your period of leave notice within two days of the end of the two-week discussion period (in which case it will not be counted, and you may submit a new one if you choose).

Changing the dates or cancelling your shared parental leave

You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.

You can change the dates for a period of leave by giving us at least eight weeks' notice before the original start date and the new start date.

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You do not need to give eight weeks' notice if you are changing the dates of your SPL because your child has been born earlier than the Expected Week of Confinement (EWC) and where you wanted to start your SPL a certain length of time (but not more than eight weeks) after birth. In such cases, please notify us in writing of the change as soon as you can.

If you want to extend your SPL you must submit a new period of leave notice at least eight weeks before the date you were due to return to work, assuming you still have SPL entitlement remaining and have not already submitted three periods of leave notices. If you are unable to request more SPL you may be able to request annual leave or ordinary parental leave, which will be subject to business need.

A notice to cancel or change a period of leave will count as one of your three periods of leave notices, unless:

- the variation is a result of your child being born earlier or later than the EWC.
- the variation is at our request; or
- we agree otherwise.

Section 6: Adoption Leave

This section of the policy describes the entitlements, eligibility criteria, and procedures associated with Adoption Leave and pay.

It applies to all employees who plan to adopt a child or children. It will normally include foster parents who go on to adopt a child. Please note that where a couple is adopting jointly, only one partner is entitled to Adoption Leave and/or pay. The decision as to who takes Adoption leave is entirely that of the adopting couple. The other partner (regardless of gender) may be entitled to Ordinary and/or Additional Paternity Leave and/or Pay. Both benefits are available whether the child is adopted from within the UK or from overseas.

Adoption Leave Eligibility

There is no qualifying service requirement to be eligible for statutory adoption leave.

Domestic Adoptions

Only where adoption is through an approved UK adoption agency is this policy valid. A Matching Certificate from the agency must be provided as evidence of your entitlement.

Overseas Adoptions

If you are adopting from overseas, you will be issued with 'official notification', and we will need to see appropriate evidence. This is likely to be written notification that the relevant domestic authority is prepared to issue a certificate to the overseas authority concerned with the adoption. Then, within 28 days of the child entering the UK, you must give further evidence of the date of entry e.g., copies of entry clearance documents.

Adoption Leave Notification & Procedure

All eligible employees are entitled to 52 weeks' statutory adoption leave (comprising 26 weeks' Ordinary Adoption Leave and 26 weeks' Additional Adoption Leave). You should advise POD and your line manager of your intention to take adoption leave using the [Adoption Leave Application Form](#), considering the following requirements:

- **Domestic Adoptions**

You are required to notify your Line Manager of your intention to take adoption leave no later than 7 days after the date on which notification of the match with the child is provided to you by the adoption agency. Your notice must specify the date the child is expected to be placed with you and the date you intend to commence your adoption leave.

Adoption leave cannot commence earlier than 14 days before the expected date of placement of the child and the latest it can start is the actual date of placement. Pay and leave can start on any pre-determined date between these dates.

- **Overseas Adoptions**

You are required to notify your Line Manager of your intention to take adoption leave within 7 days of receiving official notification. You must tell us the date you received your official notification and the date the child is expected to enter the country. You must give 28 days' notice of the date you want your adoption leave to start. Adoption leave may start from the date the child enters the country or from a fixed date up to 28 days later.

If you change your mind about when you want to start your adoption leave, you must let us know in writing, allowing at least 28 days' notice of the revised date of commencement. If this is not possible, you must provide as much notice as is reasonably practicable.)

Adoption Pay

Employees who meet the qualifying conditions based on length of service and average earnings are entitled to 39 weeks Statutory Adoption Pay (SAP). Most employees, as a minimum, will be entitled to SAP. You may also be entitled to receive Occupational Adoption Pay (OAP). If so, these types of pay are inter-related so that you cannot receive more than your normal weekly pay whilst on adoption leave. Please see documentable below for a breakdown of adoption leave entitlements based on eligibility.

ADOPTION POLICY: ADOPTION PAY & LEAVE ENTITLEMENTS					
Minimum Length of Service	Earnings Level	Maternity Leave Entitlement	Statutory Maternity Pay (SMP) Entitlement	Occupational Adoption Pay (OAP) Entitlement	Comments
Less than 26 weeks' service at the 15 th week before the match.	N/A	52 weeks (26 weeks OML 26 weeks AML)	No entitlement	No entitlement	Apply for Adoption Allowance from Benefits Agency. The University will issue an SMP1 form for this purpose.
At least 26 weeks' service at the 15 th week before the match	Average weekly earnings of more than the lower rate of SAP	As above	6 weeks at 90% of full pay 33 weeks at lower SMP rate Up to 13 weeks unpaid Payable even if not returning	No entitlement where employee has less than one year's service at the week of the match date. Where employee has one year or more service at the week of the match date: 8 weeks' full pay 16 weeks' half pay Up to 28 weeks'	OAP only payable where employees have indicated their intention to return to work after adoption leave. Where payable, OAP will be 'offset' by SAP so that pay does not exceed 100% of normal pay.

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This Maternity, Paternity and Adoption [calculator](#) can help you establish and calculate your entitlement to Statutory Adoption Pay (SAP) and leave.

Entitlement to Occupational Adoption Pay (OAP) in addition to any entitlement to SAP is granted if you have at least one year's service with University of Suffolk as at the week in which the child is adopted. The maximum pay you are entitled to receive is equivalent to your normal full pay, which will be made up of SAP and the balance as OAP.

There is a maximum pay period of 39 weeks (reduced if you return to work within 39 weeks of commencing adoption leave). If you choose to take more than 39 weeks' leave, the remaining weeks will be unpaid; up to a maximum of 13 weeks unpaid if you take the full 52 weeks' adoption leave.

Payments will be made at your normal pay intervals, commencing on the first pay day following the start of your adoption leave. You may choose when to receive your Occupational Adoption Pay. It can be paid as it falls due or can be paid as a lump sum upon your return. To remain entitled OAP, you must return from adoption leave for a minimum period of 13 weeks. If you are paid OAP before the end of the 13-week return period, then do not return for the period required for whatever reason, all OAP becomes immediately repayable to the University.

If you have no entitlement to SAP or OAP due to insufficient service, or you earn below the Lower Earnings Limit, you may be entitled to other statutory benefits. Please contact your local Job Centre for further information. You will be issued with an SAP1 form and you should forward this to the local Job Centre Plus without delay.

Contact during Maternity/Adoption/Shared parental Leave

We reserve the right to maintain reasonable contact with you during your maternity leave. This may be to discuss your plans for returning to work, to discuss any special arrangements to be made or training to be given to ease your return to work, or to update you on developments at work during your absence.

Arrangements for maintaining reasonable contact will be discussed with you prior to your commencing your leave.

Keeping in Touch Days (KIT)

You can agree to work (or attend training) for up to 10 days during your maternity / adoption / shared parental leave without that work bringing your leave or statutory pay to an end. These are known as "keeping-in-touch" days. Any work carried out on a keeping-in-touch day will count as a whole working day and you will be paid your normal rate of pay.

If you have more than one employer and you are entitled to SMP from each of your employers, you can have up to 10 KIT days for any work you do for the University and you can also have up to 10 KIT days for any work you do for your other employer.

Therefore, if you work for two employers who are both paying SMP, you can effectively have 20 KIT days in total, 10 with each employer, if you do not exceed the limit with either employer. If you have two employers but are not in receipt of SMP from one then you have no entitlement to KIT days from that employer.

During shared parental leave you can agree to work (or attend training) for up to 20 days without that work bringing your shared parental leave period or statutory shared parental pay to an end. These are known as "shared-parental-leave-in-touch" (SPLIT) days.

SPLIT days are in addition to the 10 keeping-in-touch days available to a mother during maternity leave. Any work carried out on a SPLIT day will count as a whole working day and you will be paid your normal rate of pay.

We have no right to require you to carry out any work and you have no right to undertake any work during your maternity leave. Any work undertaken on keeping-in-touch days is entirely a matter for agreement between you and your line manager.

Notification of return to work

You have the right to resume working in the same job and on the same terms and conditions if you return to work from a period of ordinary maternity / adoption leave / shared parental or neonatal leave. If you have taken a period of additional maternity /adoption leave / shared parental or neonatal leave (that follows on from another period of statutory leave) of more than 26 weeks, you have the right to return to the same job wherever possible. However, if this is not reasonably practicable, we will offer you a suitable alternative job on terms and conditions that are no less favourable.

We recognise that returning to work from maternity / adoption or shared parental leave after a significant period away from work can be challenging. We will take steps to ensure that your return to work is as smooth as possible and work will be handed back to you on a gradual basis.

If you decide that you do not wish to return to work, you must give written notice of resignation as soon as possible in accordance with the terms of your contract of employment.

If you want to end a period of maternity / adoption or shared parental leave early, you must give us eight weeks' prior notice of the return date in writing.

If you want to change your hours or other working arrangements on your return, you are required to make a request under the Flexible Working Policy. It is helpful if such requests are made as early as possible.

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Non return to work

If, during your maternity / adoption or shared parental leave, you decide you no longer wish to return to work, you should notify us as soon as possible, providing at least your normal notice period, so that we can make alternative arrangements regarding your post. Early notification will not affect your Statutory Pay (where payable), and you will continue to receive it through your University of Suffolk pay until the end of the 39th week of maternity/adoption or shared parental pay as appropriate. This will affect your calculated annual leave entitlement. If you have overtaken your annual leave entitlement, you will be expected to repay the amount of the overpayment. Your leaving date (last day of employment) from University of Suffolk will be the date of the last day of SMP.

Where you have been receiving University of Suffolk Occupational Maternity / Adoption / shared parental Pay and you do not return to work at the end of your leave (or you return to work but leave within 13 weeks of the date of return), occupational element of the pay (excluding the statutory pay that was due to you) becomes immediately repayable. Repayment will need to be discussed and agreed with your People Operations Partner. If you have opted to receive occupational maternity/adoption/shared parental pay on your return, it will no longer be due to you.

If you are unable to return to work after the end of your entitlement to leave because you are medically unfit, you should submit a medical certificate. In such cases you will transfer from maternity / adoption / shared parental leave to sick leave.

If you fail to return to work without explanation, your absence may be treated as unauthorised and could be subject to disciplinary action. Leave will not accrue if there is any extended period of unauthorized absence.

Ante-natal care

You are entitled to time off work with pay to attend appointments for ante-natal care. Except in the case of your first appointment, your line manager may ask you to produce evidence of your appointments. Where possible, you should make appointments which cause minimal disruption to your working day.

Any individual who has a qualifying relationship with you (which includes your spouse, civil partner and the father of your expected child), has a statutory right to unpaid time off to accompany you to up to two ante-natal appointments. They would need to contact their employer to request time off in these circumstances.

Other employment terms during maternity / adoption or shared parental leave

Your terms and conditions of employment remain unchanged during the above, except for the terms relating to pay and pension. Details relating to annual leave and pension are set out below.

Annual leave entitlement

You will continue to accrue your holiday, bank holiday, closure days entitlement during your maternity / adoption / shared parental leave.

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You should make every effort to take any outstanding holiday entitlement before commencing maternity / adoption / shared parental leave or immediately after this leave has ended. Any holiday entitlement that has not been taken because of maternity leave can be carried over into the next holiday year.

Pension contributions

We will continue to make pension contributions based on your normal pay during ordinary maternity leave and any period of paid additional maternity leave. The contributions that you make will be based on the actual pay that you receive during your maternity leave.

The organisation's pension contributions will cease during any period of unpaid additional maternity leave.

For further details regarding pensions and other useful resources, please see links below:

USS - <https://www.uss.co.uk/for-members/life-events/becoming-a-parent>

LGPS - <https://www.lgpsmember.org/your-pension/paying-in/if-you-are-away-from-work/child-related-leave/>

[Maternity, Adoption and paternity calculator](#)