

Family Friendly Policies



Introduction

YTAS is committed to helping working parents, and in response to legislation, has produced a set of guidelines on family friendly provisions available to all eligible employees.

This purpose of this policy is therefore to enable YTAS employees to balance their home and work lives by outlining statutory and additional leave and pay entitlements in relation to family friendly provisions.

The policy applies to all permanent employees of YTAS, and its guidelines cover the provisions for:

- a. Maternity Leave and Provision**
- b. Paternity (i.e. Second Parent) Leave and Provision**
- c. Adoption Leave and Provision**
- d. Shared Parental Leave and Provision**
- e. Parental Leave**
- f. Dependents Leave**

The legal language regarding family leave often refers to male/female couples only. YTAS acknowledges and embrace diverse family structures that exist outside of binary/heteronormative contexts. To this end, all family friendly policies and procedures are intended to be inclusive and representative of all parents of all genders, including lesbian, gay, bisexual, transgender, queer and/or intersex.

a. Maternity Leave and Provision

Antenatal Care

Employees, regardless of length of service, will be allowed reasonable time off with full pay for attendance at ante-natal and post-natal clinics and this will not be counted against sick leave entitlement. In some instances, proof from your GP as to appointments may be required. Antenatal care may include relaxation and parent craft classes, as well as medical examination.

This entitlement applies to:

- The biological parent of the child;
- The partner of the expectant individual, regardless of gender.

‘Partner’ in relation to an expectant individual means a person who lives with the expectant individual and the child in an enduring family relationship but is not a relative of the expectant individual.

Maternity Leave

In accordance with current statutory procedures, all pregnant employees are entitled to up to 52 weeks (1 year) of maternity leave regardless of length of service and hours of work. This is defined as 26 weeks of ‘ordinary maternity leave’ and 26 weeks of ‘additional maternity leave’.

The employee must tell the CEO they wish to take maternity leave at least 15 weeks before their Expected Week of Childbirth (EWC). They must inform the organisation when their baby is due and when they want to start maternity leave (this can be changed later providing 28 days’ notice is given). Maternity leave can start any time up to 11 weeks prior to the EWC.

In addition, the employee should indicate when they wish to return to work (this can be changed later providing 8 weeks’ notice is given as described in the Right to Return to Work section below).

The employee should also provide proof of pregnancy; this can be a doctor’s letter or a copy of their maternity certificate (MAT B1) which they receive from their midwife or doctor after they have been pregnant for 21 weeks.

Following notification, within 28 days, the CEO will give written confirmation of the maternity leave and stating the date on which the maternity leave will end.

During maternity leave, the employee’s employment rights are protected and they are entitled to the benefits of their normal contractual terms and conditions, in particular they will continue to accrue annual holiday entitlement and pension contributions. The CEO is allowed to contact the employee to ask when they are planning to return to work.

Staff who are pregnant or require maternity leave are protected from unlawful discrimination and victimisation under the Equality Act 2010.

Right to Return to Work

All employees will be granted statutory rights to return to work, however, the right to return to the same job depends on when the employee returns to work.

If the employee returns after the first 26 weeks (Ordinary Maternity Leave), they are entitled to the same job with the same terms and conditions.

If the employee returns at any time during the last 26 weeks (Additional Maternity Leave), YTAS must offer the same job or another role on terms which are not less favourable.

If the employee wishes to return to work early, including after the first 26 weeks, they must give YTAS 8 weeks' notice.

Providing they comply with all conditions for maternity leave and informs the CEO that they intend to return to their previous role, a request to return to work on a part-time basis will be viewed sympathetically, subject to the requirements of the post. Any request by an employee to change their working pattern (such as to work part time) after a period of maternity leave will be considered on a case-by-case basis. Similarly, a request could be made for flexible working.

In the event that an employee's post is affected by a redundancy situation occurring during their maternity leave, YTAS will write to them informing them of any proposals and invite them to a meeting before any final decision is reached as to their continued employment. If a post is declared redundant whilst the occupant of the post is absent on maternity leave, they will be entitled to receive redundancy pay. This will be payable on the date they would have returned to work.

Statutory Maternity Pay

All employees who are pregnant or who have just given birth are entitled to a maximum of 39 weeks' Statutory Maternity Pay (SMP) if:

- they have worked for their employer for a continuous period of at least 26 weeks ending with the qualifying week – that is, the 15th week before the EWC; and
- their average weekly earnings in the 8 weeks up to and including the qualifying week (or the equivalent period if they are paid monthly) have been at least equal to the lower earnings limit for National Insurance contributions (although they do not actually have to have paid any contributions); and
- they give the correct notice and proof of pregnancy.

The first 6 weeks of SMP are paid at 90% of the employee's average weekly earnings. The remaining 33 weeks are paid at the SMP standard rate or 90% of the average weekly earnings of the birth parent, whichever is the lower amount.

If a pregnant employee wishes to take maternity leave of up to the maximum one year, no SMP is payable after the 39th week.

Enhanced Maternity Pay

Where a pregnant employee has been employed for less than one year's continuous employment (by the 15th week before EWC), they will be entitled to Statutory Maternity Pay as outlined above.

Where a pregnant employee has been continually employed for:

1-2 years (by the 15th week before EWC), they will be entitled to Enhanced Maternity Pay as follows:

- 6 weeks at 90% of average earnings (which is inclusive of SMP entitlement) followed by
- 7 weeks half pay (which is inclusive of SMP entitlement) followed by
- 26 weeks SMP

More than 2 years (by the 15th week before EWC), they will be entitled to Enhanced Maternity Pay as follows:

- 13 weeks' full pay (which is inclusive of SMP entitlement) followed by
- 26 weeks SMP

Keeping in Touch (KIT) Days

YTAS is entitled to make reasonable contact with the employee during Maternity, Adoption or Paternity Leave. It is often beneficial to keep up to date with any developments in the organisation or opportunities that may be available.

If YTAS and the employee are in agreement, it is possible to work up to 10 days during Statutory Maternity Leave without losing SMP or leave entitlement. KIT days can be used for any form of work but training or team event attendance can be particularly beneficial. Discussion should take place between YTAS and the employee around what work is to be done and how much pay is to be received.

For more information visit <https://www.gov.uk/maternity-pay-leave>

b. Paternity (i.e. Second Parent) Leave and Provision

Please note that while second parent provision is still referred to legally as 'paternity' provision. YTAS acknowledges that a child's second parent may be of any gender and assumes this wherever the term 'paternity' is used below.

Paternity Leave

In order to be eligible for paternity leave, you must:

- have or expect to have responsibility for the child's upbringing;
- be the biological father of the child or be the birth parent's husband, civil partner or partner*;
- have worked continuously for your employer for 26 weeks ending with the week immediately prior to the 14th week before the expected week of childbirth (the 'Qualifying Week') or the 'matching week' in the case of adoption; and
- still be employed by your employer on the day the child is born.

*For the purposes of deciding if an employee is eligible for paternity leave, 'partner' means a person who lives with the expectant individual and the child in an enduring family relationship but is not a relative.

Paternity leave can be taken by more than one person for the same baby, as the biological father and the birth parent's spouse/civil partner/cohabiting partner could all be eligible.

The employee can choose to take either a single period of one or two consecutive weeks of Ordinary Paternity Leave, or two non-consecutive blocks of one week each.

Leave cannot start before the birth (or placement in the case of adoption), and it must end within 52 weeks after that date (or 52 weeks of the due date if the baby is early). Paternity leave must also be taken before any periods of Shared Parental Leave (SPL).

As paternity leave can be taken in two blocks of leave (one week each), you could choose to take a week after the birth of your child and a second week when the mother goes back to work, for example.

The employee must tell the CEO when they wish to take paternity leave at least 15 weeks before their Expected Week of Childbirth (EWC) or within 7 days of being matched with a child if they are adopting. (this can be changed later providing 28 days' notice is given). A precise date does not need to be given, instead the general time can be given, e.g. the day of the birth or one week after the birth.

No proof needs to be given but form SC3 must be completed and given to the CEO. You can download the form SC3 here <http://www.hmrc.gov.uk/forms/sc3.pdf>

Additional Paternity Leave of up to 26 weeks can be taken if the child's birth parent or the child's adopter has returned to work. Additional Paternity Leave can start from 20 weeks after the child's birth and must end by their first birthday (or one year after adoption). To be eligible for Additional Paternity Leave the child's birth parent or the child's adopter must have been entitled to Statutory Maternity Leave, SMP, Maternity Allowance or SAP and must have started working again and no longer be getting any of these payments.

The employee must tell the CEO in writing at least 8 weeks before the start of their additional leave. Within 28 days of receiving such notification, the CEO will give written confirmation of the APL stating the date on which the APL will start and end.

Appropriate forms can be downloaded from <https://www.gov.uk/paternityleave/how-to-claim>

For more information visit <https://www.gov.uk/paternityleave>

Paternity Pay

During their paternity leave, most employees are entitled to Statutory Paternity Pay (SPP) from their employers, provided the notification process outlined above has been followed correctly.

Ordinary Statutory Paternity Pay (OSPP) is paid for either one or two consecutive weeks as the employee has chosen. The rate of Statutory Paternity Pay is the same as the standard rate of Statutory Maternity Pay as outlined above.

Where an employee has been employed for less than one year continuously (by 15th week before EWC), they will be entitled to SPP as outlined above.

Where an employee has been continually employed for more than one year, they will be entitled to full pay for their one or two weeks of Ordinary Paternity Leave.

If the employee is taking Additional Paternity Leave, then they are entitled to Additional Statutory Paternity Pay (ASPP) only during the period of their partner's 39-week Maternity Allowance, Statutory Maternity or Statutory Adoption Pay period. The ASPP rate is the same as OSPP.

Employees who are absent from work on paternity leave are entitled to similar rights and protections from detriments and unfair dismissal as are accorded to employees on maternity leave.

For more information visit <https://www.gov.uk/paternity-pay-leave>

c. Adoption Provision

Entitlement

The rights to adoption leave and pay entitle eligible employees to take paid leave when a child is newly placed for adoption. Adoption leave and pay are available to:

- individuals who adopt, and
- one member of a couple where a couple adopt jointly (the couple must choose which partner takes adoption leave).

The partner of an individual who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay, regardless of their gender.

To qualify for adoption leave, an employee must:

- be newly matched* with a child for adoption by an adoption agency, and
- have worked continuously for YTAS for 26 weeks by the beginning of the week in which they are notified of being matched with a child for adoption.

*Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step parent is adopting a partner's children.

For more information visit <https://www.gov.uk/adoption-pay-leave>

The following information covers only the leave and pay rights where a child is matched and placed for adoption within the UK. The measures will also be available where a child is adopted from overseas, although the detailed operation of the scheme

will differ slightly for practical reasons.

Further guidance on the rights in cases of inter-country adoptions can be found at <https://www.gov.uk/adoption-pay-leave>

Adoption Leave

Statutory Adoption Leave follows the same guidelines as Statutory Maternity Leave. Employees are entitled to up to 52 weeks (one year) of adoption leave regardless of length of service and hours of work. This is defined as 26 weeks of ordinary adoption leave and 26 weeks of additional adoption leave.

The employee must tell the CEO they wish to take adoption leave within 7 days of being matched with a child. If this is not possible, they must tell the CEO as soon as they can. At this time they must inform YTAS when they expect the child to be placed with them and when they want to start adoption leave (either when the child is placed with them or up to 14 days before this date).

The employee should also provide proof of adoption; usually a matching certificate from an official UK adoption agency.

Within 28 days of receiving such notification, the CEO will give written confirmation of the adoption leave and stating the date on which the adoption leave will start and end.

Employees are not eligible for Adoption Leave if they do any of the following:

- arrange a private adoption;
- become a special guardian or kinship carer;
- adopt a step child; or
- have a child through surrogacy.

Adoption Pay

During their adoption leave, most adopters are entitled to Statutory Adoption Pay (SAP) from their employers. Statutory Adoption Pay is paid by employers for up to 39 weeks. The rate of Statutory Adoption Pay is the same as the standard rate of Statutory Maternity Pay (SMP) as outlined above.

The Additional Adoption Pay entitlement for employees who have been continuously employed for over one year is the same as the Additional Maternity Pay entitlement as outlined above.

Employees who are absent from work on adoption leave are entitled to similar rights and protections from detriments and unfair dismissal as are accorded to employees on maternity leave.

Keeping in Touch (KIT) Days

YTAS is entitled to make reasonable contact with the employee during Adoption Leave. It is often beneficial to keep up to date with any developments in the organisation or opportunities that may be available.

If YTAS and the employee are in agreement, it is possible to work up to 10 days during Statutory Adoption Leave without losing SAP or leave entitlement. KIT days can be used for any form of work, but training or team event attendance can be particularly beneficial. Discussion should take place between YTAS and the employee around what work is to be done and how much pay is to be received.

For more information visit <https://www.gov.uk/adoption-pay-leave>

d. Shared Parental Leave and Provision

Introduction

In accordance with current statutory procedures, Shared Parental Leave is available for couples who have a baby or adopt and allows employees to share Shared Parental Leave (SPL) and Shared Statutory Parental Pay (ShPP) with their partner (regardless of gender) providing they are both eligible.

To get SPL or ShPP the employees must end their maternity or adoption leave (for SPL) or maternity or adoption pay for ShPP. They can then take the remaining leave as SPL (52 weeks minus any weeks of maternity or adoption leave) and the remaining pay as ShPP (39 weeks minus any weeks of maternity pay, maternity allowance or adoption pay). Employees and their partners can choose how they take this, e.g. one takes the remaining leave but in blocks, they split the remaining leave between them, taking leave at the same time or separately.

Shared Parental Leave

If employees are eligible, they can start SPL and take leave in separate blocks, instead of taking it all at once, like maternity or adoption leave.

To qualify for SPL, the employee or their partner must be eligible for maternity pay or leave, adoption pay or leave, or maternity allowance and they must share responsibility for the child with one of the following:

- their husband, wife, civil partner or joint adopter;
- the child's other parent (regardless of gender); or
- their partner (if they live with the employee and the child).

In addition, the employee must:

- have been employed continuously for at least 26 weeks by the end of the 15th week before the due date (or by the date you are matched with your adopted child), and
- not leave YTAS while they are taking SPL.

During the 66 weeks before the week the baby's due date (or the week you are matched with your adopted child) the employee's partner must:

- have been working for at least 26 weeks (these do not have to be consecutive), and
- have earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks, these do not need to be consecutive)

NB: this can be as an employee, worker or self-employed person. Your partner does not have to be working at the date of birth or when you start SPL or ShPP

Shared Statutory Parental Pay

Employees are entitled to Shared Parental Pay (ShPP) if one of the following applies:

- they are eligible for Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP), or
- they are eligible for Statutory Parental Pay (SPP) and your partner is eligible for SMP, Maternity Allowance (MA) or SAP.

The rate of Shared Parental Pay is the same as the standard rate of Statutory Maternity Pay, Statutory Adoption Pay and Statutory Paternity Pay as outlined above.

Application Procedure

Individuals who give birth to a child must take the compulsory 2 weeks' maternity leave following the birth and adopters claiming adoption pay must take a minimum of 2 weeks' adoption leave.

Employees can only start Shared Parental Leave or Shared Parental Pay once the child has been born or placed for adoption. The child's birth parent (or the person getting adoption leave or pay) must do one of the following:

- end any maternity or adoption leave by returning to work, or
- give YTAS 'binding notice' (a decision that can't normally be changed) of the date when they plan to end any maternity or adoption leave, with a minimum of 8 weeks' notice required.

They must also end any maternity pay, maternity allowance or adoption pay. If they do not qualify for leave (i.e. they are an agency worker or self-employed) they must still end any pay. Shared Parental Pay will replace the remaining allowance of maternity or adoption pay.

Once binding notice has been given to the employer of how much maternity or adoption leave is being taken, an employee's partner is eligible to start taking Shared Parental Leave. This means that if the individual who gave birth to the child, or the adopter gives binding notice of how much maternity or adoption leave they wish to take 8 weeks before they begin leave, it is possible for their partner to take SPL from the birth or placement of the child.

It is possible to cancel the decision to end maternity or adoption leave if the planned end date hasn't already past and the employee hasn't returned to work but one of the following must apply:

- the employee finds out during the 8-week notice period that neither they nor their partner is eligible for SPL or ShPP, or
- individual who gave birth to the child, or the adopter's partner has died, or
- the individual who gave birth to the child tells YTAS less than 6 weeks after the birth (and gave notice before the birth).

If an employee wishes to take Shared Parental Leave or Shared Parental Pay, they

must apply in writing. They can change their mind later about the amount of leave they wish to take and when they wish to take it, but a minimum of 8 weeks' notice must be given.

Shared Parental Leave application forms can be downloaded from <https://www.gov.uk/shared-parental-leave-and-pay/applying-for-leave-and-pay>.

YTAS is entitled to ask for additional information, such as the birth certificate, within 14 days of an employee's application. The employee must provide any additional information requested within 14 days of the request.

The employee's partner must apply to their own employer if they also wish to take SPL or ShPP.

Booking Shared Parental Leave

Employees can book up to three separate blocks of Shared Parental Leave (SPL) instead of taking it all at once, even if they are not sharing the leave with their partner. If their partner is also eligible for SPL, it is possible to take up to three blocks of leave each. This leave can be taken at the same or different times. If an agreement can be reached between YTAS and the employee, it may be possible to split blocks into shorter periods, but this will be dependent on organisational activity and cannot be guaranteed.

Employees must give information about their plans for leave when applying for SPL in order for appropriate plans to be made for cover. It is possible to change these plans later but employees must give at least eight weeks' notice before they want to begin a block of leave.

Shared Parental Leave in touch (SPLIT) days

Employees and their partners can each work up to 20 days while they are taking SPL. These are called 'Shared Parental Leave inTouch' (or SPLIT) days. These days are in addition to the 10 'keeping in touch' (or KIT) days available to those on maternity or adoption leave.

As with KIT days, SPLIT days are optional and both employee and employer must agree to them. For more details on KIT days see the Maternity section above.

Please note, SPL and ShPP must be taken between the baby's birth and 1st birthday (or within one year of adoption).

For more information visit <https://www.gov.uk/shared-parental-leave-and-pay>

e. Parental Leave

Employees who have completed one year's service with YTAS are entitled to up to 18 weeks' unpaid parental leave to care for their child over the course of 18 years starting from the child's birth date.

If an employee is entitled to take parental leave in respect of the current statutory provisions, they should discuss their needs with their line manager, who will identify entitlements and look at the proposed leave periods dependent on the particular circumstances of the child/children and the operational aspects of the business.

For more information visit <https://www.gov.uk/parental-leave>

f. Dependents Leave

Employees are entitled to take reasonable unpaid time off to deal with sudden and unexpected problems with a dependant. A dependant is a partner, child or parent who lives with the employee as part of his or their family or other any person who reasonably relies on the employee for assistance.

Examples of situations when reasonable time off will be granted are:

- for the birth, sickness, injury or death of a dependant;
- to make arrangements for the care of a sick or injured dependant or to deal with an unexpected disruption to care arrangements;
- to deal with an unexpected incident involving the employee's child during school hours.

Employees are required to inform their line manager as soon as practicable of their absence, the reason for it and how long they expect to be away from work so the necessary time off can be agreed.

Related Policies and Procedures

- Family Friendly Policies

Additional Leave Provision

The following documents outline additional leave provision relating to specific circumstances.

This applies to all permanent employees of YTAS and covers:

- a. Bereavement Leave and Provision**
- b. Miscarriage Leave**
- c. Menstruation and Menopause Leave**
- d. Compassionate Leave**
- e. Carer's Leave**
- f. Examination Leave**
- g. Leave to Attend a Health Care Appointment**
- h. Time off for Public Duties**

a. Bereavement Leave and Provision

YTAS acknowledges the personal nature of bereavement and grief and we are committed to supporting our employees in practical and reasonable ways.

Paid Bereavement Leave

Bereavement leave is paid leave that allows an employee time off to deal with personal grief and related practical arrangements, primarily, but not limited to, when a family member dies.

YTAS understands that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave you are entitled to in different circumstances.

We know that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death. Options for additional time are outlined below.

If a dependant dies

Two weeks' paid leave (pro rata) will be granted in the event of the death of a dependant.

A dependant could be a spouse, partner, child*, grandchild, parent or someone who depends on you for care.

*'Child' includes any child the employee is the adoptive parent, legal guardian, carer or stepparent for (if the child lives with them), and also any intended child through surrogacy.

If a non-dependant dies

In the event of the death of someone who is not a dependant, one to three days' paid leave may be granted. Circumstances where this is applicable may include (but are not limited to); attending the funeral and/or being responsible for making funeral arrangements.

Giving notice for bereavement leave

You should notify your line manager of your need to take leave as soon as possible or, at the latest, on the first day of absence. Your next of kin or a family member can notify your line manager on your behalf.

In exceptional circumstances, applications for leave will be considered after the first day of absence. Line managers have the right to exercise discretion in exceptional circumstances as outlined above. Leave days do not have to be taken consecutively.

Additional time off after a bereavement

Annual leave

In the event of a bereavement, you will be able to take annual leave at short notice to supplement your bereavement leave. This should be requested from your line manager.

If you experience a family bereavement while on annual leave, you can convert your annual leave into bereavement leave and take your annual leave at a future date.

Unpaid compassionate leave

Unpaid leave on compassionate grounds up to a maximum of one month may be granted after a bereavement. This must be approved by your line manager before the leave starts.

Terms and conditions during unpaid compassionate leave:

- Your contract of employment continues during unpaid compassionate leave, including all your terms and conditions. Contractual benefits, with the exception of terms relating to remuneration (wages and salary), are preserved.
- If you fall ill during a period of unpaid compassionate leave, and you comply with YTAS's sickness reporting procedures, you will be entitled to sick pay in line with the terms of your contract and this period will not count towards your unpaid compassionate leave entitlement.
- Pension contributions during a period of unpaid leave will not be paid unless you elect to pay these in the form of an Additional Pension Contribution (APC). You must confirm your decision whether to pay contributions via an APC for this period by notifying the CEO.
- You are not allowed to take any other employment whilst on unpaid compassionate leave unless with prior written permission of your line manager.
- You will continue to accrue annual leave entitlements during a period of unpaid compassionate leave.

Return to work following bereavement

In certain circumstances a full return to work may not be possible for an employee following a bereavement. For example, when the employee's grief is likely to impact on their ability to perform their role, or where new childcare arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee.

In such instances YTAS will allow a phased return to work on a part-time or reduced hours basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by your line manager. It would be subject to an agreed maximum number of days and would be managed in line with YTAS's flexible-working policy.

Employee support after bereavement

YTAS acknowledges that bereavement leave is intended to support employees in the immediate period around a death. However, the process of grief, the natural reaction and adjustment to loss and change may continue for a significant time, and of course will be personal to each individual.

An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with their line manager. This is to ensure that:

- any reasonable adjustments that may be necessary are discussed and put in place;
- the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement; and
- the employee's duties and responsibilities are adjusted (as necessary) with the prior agreement of line manager.

YTAS recognises that not everyone will want or require counselling to help cope effectively with their grief. However, for employees wishing to seek professional help in coming to terms with a death, free counselling sessions can be accessed via the YTAS Employee Assistance Programme.

Culture and diversity

YTAS recognises that different cultures respond to death in different ways.

Line managers will check whether the employee's religion, belief or culture requires them to observe any particular practices or make special arrangements which would require them being off work at a particular time. Employees should not assume that their line manager is aware of any such requirements and should draw this to their line manager's attention as soon as possible.

Line managers who are unsure of how to respond to a bereaved employee from a different culture should ask the bereaved employee or someone else from their cultural group about what is appropriate.

b. Miscarriage Leave

If an employee or their partner has a miscarriage in the first 24 weeks of pregnancy, YTAS recognises this as a bereavement.

In these circumstances, you will be granted two weeks' paid bereavement leave (pro rata) as per the terms of the YTAS Bereavement Policy.

Up to two weeks' sickness absence related to a miscarriage will be recorded as 'pregnancy related sickness'. This absence will be kept separate to other types of sickness and YTAS will not count these absences towards any review or trigger points set out in the Sick Leave and Pay Policy.

Miscarriage that happens in the work environment

YTAS understands it can be a very distressing time if an employee's miscarriage happens in the work environment.

Any employee who needs assistance, for example help contacting a partner or family member, or needs immediate medical help such as a first aider, can ask the CEO or General Manager.

If an employee needs to leave any work-related premises they should report a sickness absence to their line manager. There is no requirement to report the exact reasons for their sickness absence if the employee does not feel comfortable in doing so.

c. Menstruation and Menopause Leave

As per the terms of the YTAS Menstruation and Menopause Policy above, employees are entitled to take a day's leave in the event of not being able to perform work duties due to menstruation and/or menopause-related symptoms.

Employees are entitled to a maximum of 12 paid days menstruation/menopause leave per calendar year (pro rata, non-cumulative). This leave must be requested from and approved by line managers. A medical certificate or fit note are not required.

d. Compassionate Leave

In any case of urgent personal difficulty or distress – such as the serious illness* of a close relative or partner, or the breakdown of a close personal relationship – employees are entitled to up to two weeks' paid leave (pro rata), under compassionate leave circumstances. Requests for compassionate leave should be made to your line manager, or to the CEO if your line manager is absent.

Paid compassionate leave is available once in any period of 12 months from the date of the first day's absence from work.

*Please note that leave entitlement relating to the death of someone close to an employee is covered in the YTAS Bereavement Policy.

e. Carer's Leave

In accordance with the Carer's Leave Act 2023, from day one of employment with YTAS, employees are entitled to take up to one week's unpaid leave (pro rata) every 12 months to help a dependant who needs long-term care.

A dependant is a partner, child or parent who lives with the employee as part of his or their family or other any person who reasonably relies on the employee for assistance.

A dependant has a long-term care need if they have any of the following:

- a [disability as defined under the Equality Act 2010](#)
- an illness or injury that is likely to need care for at least 3 months
- a care need related to old age

Examples of when carer's leave would be granted include:

- taking their disabled child to a hospital appointment
- moving their parent who has dementia into a care home
- accompanying a housebound dependant on a day trip

- providing meals and company for an elderly neighbour while their main carer is away with work for the day

Employees are required to give their line manager a minimum of one week's notice before the start of their carer's leave. This means it is not suitable leave to use in an emergency. Please see the section relating to Dependants Leave above which outlines how unpaid leave can be taken without notice to deal with emergency situations involving a dependant.

f. Examination Leave

Leave of absence with pay will be granted to employees to enable them to sit examinations, which are part of a course of study specifically approved by the board, unless other payments are available.

g. Leave to Attend a Health Care Appointment

Where possible, and provided that at least 48 hours' notice is given, reasonable time off to attend health care appointments will be granted.

h. Time off for Public Duties

Unpaid time off for public duties may be taken as provided by statute. However, in view of YTAS's size, employees must consult the CEO before undertaking any public commitment.

YTAS will permit such time off to be taken for public duties as set out under the Employment Rights Act 1996 for the time being in force and in addition as is reasonable in the circumstances.

In the case of Jury Service, employees should notify the CEO immediately on receipt

of the Jury Summons, giving full details. Employees will not normally be paid for this time off and are advised to claim the expenses which they are entitled to from the court. These will normally include compensation for loss of earnings.