**Family Friendly Policy**

| EYFS: 3.23, 3.76 |
| --- |

**Maternity and Paternity rights**

We follow guidelines set by the government regarding maternity and paternity rights.

For more information please see the link below:

<https://www.gov.uk/working-when-pregnant-your-rights>

<https://www.gov.uk/paternity-pay-leave>

**Notification of pregnancy**

The notice periods detailed below must be complied with in order to safeguard your rights.

You must notify your employer in writing by the 15th week before the EWC of the following:

* That you are pregnant
* The EWC
* The date on which you intend to start your maternity leave.

You must also provide a certificate (normally a form MAT B1) stating the EWC. Your employer will then write to you within 28 days to confirm your date of return to work. You can change the date on which you intend to start your maternity leave by giving your employer at least 8 weeks written notice.

**Returning to work for expectant mothers**

If you take the full entitlement to maternity leave your return date will be the date previously notified to you by your employer. If you wish to return early you must give your employer eight weeks’ written notice of your early return date. Your early return may be delayed if this procedure is not followed.

If you intend to return to work at the end of your maternity leave but fail to do so, your employer’s normal rules regarding absence will apply.

**Ante-natal care for expectant mothers**

You are entitled to be paid your normal rate of pay for any appointments during working hours related to antenatal care. In order to receive payment an appointment card must be produced confirming the appointment and you will be expected to return to work after keeping your appointment wherever possible. When a certificate confirming pregnancy is issued, this must be handed in as soon as possible.

**Neonatal Care:**

Neonatal care leave will be available to employees from their first day in a new job and will apply to parents of babies who are admitted into hospital up to the age of 28 days, and who have a continuous stay in hospital of 7 full days or more.

**Time off for dependants:**

You will be allowed to take reasonable time off work without pay to deal with an emergency involving a dependant. The amount of time off allowed will depend on the circumstances.

For example, if a dependant is ill or injured, reasonable time off will be given to deal with the emergency – this does not mean that you will be allowed to take time off to look after the dependant personally.

**Carers Leave:**

New laws introduced entitling unpaid carers to 1 week of unpaid leave a year to support those most in need

Eligible employees will be able to take Carer’s Leave regardless of how long they have worked for the company

**Compassionate leave**

This leave applies on the death of an employee’s spouse, life partner, parent, brother, sister, grandparent, dependent or other relative for whom the employee has special responsibility or has had special ties.

Generally, the amount of time off required will be at the manager’s discretion and will depend on individual circumstances.

**Death of a child**

If an employee experiences the death of a child under the age of 18 or suffers a stillbirth from 24 weeks of pregnancy, the employee will be entitled to two weeks’ paid leave, subject to meeting the eligibility criteria having been employed for at least 26 weeks. Support will be given including making reasonable adjustments on the return to work and further ongoing support as required.

**Flexible Working:**

Requests for flexible working need to be made in writing to the nursery manager.

All requests will be formally discussed and managers will follow guidance set by the government.

| **This policy was adopted on** | **Signed on behalf of the nursery** |
| --- | --- |
| *March 2024* | *Lisa Hubbard* |