

# Paternity leave/Parental leave template

To help you build your own paternity leave policy, we've included a free template below. At Charlie, we've chosen not to call it paternity leave, but parental leave, as we think it's important to give equal benefits to parents. Copy and paste it, amend it or download the PDF for free.

We've chosen to try and treat maternity and paternity leave as equally as possible because we believe in equal benefits for both parents, so to us it's parental leave. However, there are some statutory rights that extend past our parental leave that are available for mothers, so we will be explicit if these are an additional maternity consideration.

This policy applies to all Charlie employees who have been on our payroll for at least 15 weeks between the baby is due. Statutory Maternity Leave applies to all Charlini mothers, regardless of the amount of time they've been employed.

## Parental Leave Policy

### I'm expecting (or adopting) a child, what do I need to do now?

At least 15 weeks before the baby is expected, you must tell HR and your line manager:

- The baby's due date
- The date that you want to start and end the first block of your parental leave
  - you may change the start date with 28 days written notice
  - you may change the end date with 8 weeks written notice
  - the earliest that leave can be taken is 11 weeks before the expected week of childbirth
- At least 3 weeks before Parental Leave starts, you must provide proof of the pregnancy by way of a doctor's letter or a maternity certificate (known as an MATBI certificate).
- At least 15 weeks before each subsequent block of parental leave (unless being taken all in one go), we ask that you tell our HR Manager and your line manager the start and end dates of these.
  - you may change the start date with 28 days written notice
  - you may change the end date with 8 weeks written notice

### What will I be paid?

- We offer 10 weeks of fully paid leave, and another 10 weeks paid at 50% of your full salary
- After that, 8 weeks of leave paid at 25%
- And then 11 weeks at the statutory pay rate (maternity only)
- All of this leave can be taken in blocks, apart from the first two weeks after the birth, where the mother must take time off in accordance with UK law (maternity only).
- We ask that all Parental Leave is taken within 12 months of your child's birth or adoption date.
- For anyone who has been with Charlie for over 3.5 years (or will have been with Charlie for 3.5 years once their parental leave comes to an end), you have the option to add your sabbatical time onto the end of parental leave.

- We offer the same benefits as above for anyone welcoming a new member to their family via any other UK-approved route (adoption, surrogacy, foster care). We also offer the same benefits as above for those who are carrying a child for someone else (surrogates).

**In addition to the above benefits, we offer an optional extra 4 weeks at 50% pay for anyone who:**

- Has a legally defined disability and is welcoming a child into their family
- Is welcoming a child with a legally defined disability into their family
- If you feel you would benefit from these additional weeks, please do discuss this with your line manager

**What benefits can I access before and during my parental leave?**

- Our policy around flexible hours means that anyone welcoming a new child is free to attend any appointments they need, including check-ups, antenatal appointments or classes.
- You will accrue annual leave as normal during your parental leave, and if you can't take all of your annual leave during our normal leave period this will be able to be rolled over.
- We understand that not all journeys to parenthood are the same - some are much more time consuming than others - so we also offer the option to reduce your hours by up to one day a week if you are:
  - going through the adoption process
  - going through the foster care process
  - going through any fertility processes such as IVF
  - having a medically difficult pregnancy

This list isn't exhaustive, so if you feel you would benefit from reduced hours, please do speak with your line manager as soon as you can

- Starting a family isn't always straightforward, so we are happy cover 50% of costs (up to £200) of a fertility test or a Pregnancy Viability Index test for whichever parent-to-be works at Charlie

**While you're on parental leave, you'll still have access to your budgets.** We'd love to support you on your journey towards welcoming a new family member by expanding the reach of your budgets! You can use the following budgets in these ways:

- L&D/Remote working budget: you can use your L&D/remote working budget for anything that you can explain to your manager as equipment to facilitate doing your job / learning and developing within your current role. Your budget can be spent on:
  - all L&D; conferences, books, course, travel and accommodation to and from these
  - all home set-up and work equipment
  - co-working passes
  - travel to and from the London office
  - London accommodation associated with team events
- Wellbeing budget: can be used for postnatal depression support, in addition to private insurance, antenatal and/or postnatal osteopathy treatment or massages, or any other activities that you believe will improve your sense of wellbeing.

- Learning & Development budget: Whilst on parental leave you can still make L&D requests for work related training, you'll need to follow the process as normal.

### What about when I return to work?

- We have a return to work policy that we'll review on a case by case basis depending on how it works for the business and for you.
- If you'd like to return part time, we have some flexibility which we'll discuss with you

### What might working part-time look like?

At the very least, for the first 3 months, we'd like you to work 3 full working days. By the end of month 6, we'll have a clearer idea of what's working well and will discuss with you what upping your days might look like.

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