



# Family Friendly Policy

This policy sets out the support that our employees may receive when they become parents or take on parental responsibility for a child. We want to support you, so this policy details the time off and in many cases the enhanced payments available to you, as well as what you need to do to make the most of these benefits.

We support and encourage diversity in Channel 4 and this policy provides an equal and consistent approach for anyone becoming a parent or taking on parental responsibility.

## WHO is this policy for?

- This policy applies to all Channel 4 employees and does not form part of any employee's contract of employment. We may amend it at any time.
- To be eligible for the entitlements listed in this policy you must be employed by Channel 4 at the specific qualifying point detailed for each entitlement.

## FLEXIBLE WORKING is available

- In addition to this policy you can ask to change your working pattern at any time - see our [Flexible Working Policy](#). If you'd like to alter your working pattern on return from any parental leave, you should ensure that you submit your flexible working request in good time prior to when you need the arrangement to begin.

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A **few definitions** used in this policy:

- **OML** – Ordinary Maternity Leave
- **AML** – Additional Maternity Leave
- **EWC** – Expected Week of Childbirth
- **SMP** – Statutory Maternity Pay
- **MATB1** – Maternity Certificate
- **KIT Day** – Keeping in Touch Day
- **SPL** – Shared Parental Leave
- **ShPP** – Statutory Shared Parental Pay
- **SPLIT Day** – Shared Parental Leave In Touch Day
- **Matching week** – the week in which you are notified by the adoption agency of having been matched with a child
- **EWP** – Expected Week of Placement
- **SAP** – Statutory Adoption Pay
- **OPL** – Ordinary Paternity Leave
- **OAL** - Ordinary Adoption Leave
- **AAL** - Additional Adoption Leave
- **Average weekly earnings** - in the 8 week period leading up to your EWC/EWP
- **Curtailment Notice** - confirmation that the mother or primary adopter plans to end their maternity leave

# Maternity Leave and Pay

## HOW much maternity leave and pay you're entitled to;

- The maximum maternity leave is 52 weeks – that's regardless of your working hours or length of service. This is made up of:
  - OML for 26 weeks;
  - AML for 26 weeks.
- You can take less than 52 weeks' maternity leave if you want, but you have to take at least two weeks' leave following your baby's birth;
- When you go on maternity leave:
  - We'll give you at least one month's full pay;
  - We'll also give you an extra three months' pay – if you've been with us for 12 months or more before the 15th week before EWC.

<b>Length of service at the beginning of the 15th week of EWC</b>	<b>Channel 4 entitlement</b>
Less than 26 weeks' continuous service	1 month's pay of your average weekly earnings You may be entitled to maternity allowance paid by Jobcentre Plus. Please contact them directly to make enquiries.
26 weeks to 12 months' continuous service	<b>1</b> month's pay of your average weekly earnings (inclusive of SMP) <b>2</b> weeks' pay at 90% of your average weekly earnings (inclusive of SMP) 33 weeks of SMP 13 weeks unpaid
12 to 24 months' continuous service	4 months' pay of your average weekly earnings (inclusive of SMP) 23 weeks of SMP 13 weeks unpaid
More than 24 months' continuous service	4 months' pay of your average weekly earnings (inclusive of SMP) 4 months' half pay of your average weekly earnings (inclusive of SMP) 7 weeks of SMP 13 weeks unpaid

## **We'll help pregnant employees work safely**

- We'll do everything we can to make sure your work environment is safe;
- If you have a genuine concern about the risks arising from your normal duties, we'll make reasonable adjustments to protect you. Please complete the [Risk Assessment Form](#), with your line manager.

## **About antenatal care**

- You'll be allowed reasonable paid time off to attend antenatal care appointments – including medical examinations, relaxation classes and parent-craft classes; Wherever possible, please arrange these around the demands of your department;
- You may need to provide your manager with an appointment card endorsed by a health professional.

## **Sickness during pregnancy**

- If you're absent from work because of a pregnancy related illness – for any period during the four weeks before your EWC – we reserve the right to start your statutory maternity leave automatically. Naturally, this depends on the situation and medical advice.
- In the unfortunate case that your pregnancy ends in a stillbirth or miscarriage:
  - Before the 24th week of pregnancy – SMP will not be payable and your incapacity to work is treated as sickness;
  - After the 24th week of pregnancy – SMP is payable and your absence is treated as maternity leave.
- Our [Employee Assistance Programme](#) service provides confidential counselling, advice and support 24 hours a day and can be reached on 0800 282 193.

## **HOW do you now go about things?**

- The sooner you tell us you are pregnant the better – so we can prepare for your departure and arrange cover. However, you need to notify us about your pregnancy no later than the end of the 15th week before EWC;
- If you change the start date of your maternity leave, please give us at least 28 days' notice. We will write to you to confirm your entitlement, and set out the date you're expected to return to work if you decide to take your full maternity leave entitlement;

- For payroll purposes, please give us the original MATB1. This indicates your EWC and will be given to you by your doctor or midwife around the 20th week of your pregnancy;
- If you give birth earlier than expected, you must let your manager know as soon as it's practical (your maternity leave will start the day after you've given birth). Please note, you can't start your maternity leave earlier than the 11th week before EWC or later than when your baby is born;
- If you're planning on swapping leave with your partner (regardless of gender) (regardless of gender) as part of your Shared Parental Leave entitlement, please see the section on [Shared Parental Leave](#);
- Please also familiarise yourself with the section below on [Managing while you are on leave & your return to work](#).

# Adoption Leave and Pay

HOW much adoption leave and pay you are entitled to:

- The maximum adoption leave is 52 weeks – that’s regardless of your working hours or length of service. This is made up of:
  - Ordinary Adoption Leave for 26 weeks (OAL)
  - Additional Adoption Leave for 26 weeks (AAL)
- Adoption leave can start:
  - Up to 14 days before the date the child starts living with you (UK adoptions);
  - When the child arrives in the UK or within 28 days of this date (Overseas adoptions);
  - The day the child is born or the day after (if you’ve used a surrogate to have the child).
- When you go on adoption leave:
  - We’ll give you at least one month’s full pay;
  - We’ll also give you an extra three months’ pay – if you’ve been with us for 12 months or more before the matching week.

WHAT you’ll be paid if you’re eligible?

<b>Length of service as at the matching week</b>	<b>Channel 4 entitlement</b>
Less than 26 weeks' continuous service	1 month's pay of your average weekly earnings You may be entitled to further support from your local council. Please contact them directly to make enquiries.
26 weeks to 12 months' continuous service	1 month's pay of your average weekly earnings (inclusive of SAP) 2 weeks' pay at 90% of your average weekly earnings (inclusive of SAP) 33 weeks of SAP 13 weeks unpaid
12 to 24 months' continuous service	4 months' pay of your average weekly earnings (inclusive of SAP) 23 weeks of SAP 13 weeks unpaid
More than 24 months' continuous service	4 months' pay of your average weekly earnings (inclusive of SAP) 4 months' half pay of your average weekly earnings (inclusive of SAP) 7 weeks of SAP 13 weeks unpaid

## HOW do you now go about things?

- The sooner you tell us you're adopting the better – so we can prepare for your departure and arrange cover. However, you need to notify us within 7 days of being matched with a child:
  - o Your leave start date;
  - o The 'date of placement' – the date the child is placed with you.
- If you change the start date of your adoption leave, please give us at least 28 days' notice. We will write to you to confirm your entitlement, and set out the date you're expected to return to work if you decide to take your full adoption leave entitlement;
- Please give us proof of adoption to qualify for adoption pay. The proof must show:
  - o For UK adoptions:
    - Your name and address and that of the agency;
    - The match date – for example the matching certificate;
    - The date of placement – for example a letter from the agency.
  - o For Overseas adoptions:
    - The date of your official notification;



- The estimated date the child arrives in the UK – within 28 days of getting the notification;
  - The actual date the child arrives in the UK – within 28 days of this date;
  - The relevant UK authority's official notification confirming that you're allowed to adopt;
  - The date the child arrived in the UK – for example a plane ticket.
- If you're planning on swapping leave with your partner (regardless of gender) as part of your Shared Parental Leave entitlement, please see the section on [Shared Parental Leave](#).
  - Please also familiarise yourself with the section below on [Managing while you are on leave & your return to work](#).

## EXCEPTIONS

- You don't qualify for Statutory Adoption Leave or Pay if you:
  - Arrange a private adoption;
  - Become a special guardian or kinship carer;
  - Adopt a stepchild;
  - Adopt a family member.

# Shared Parental Leave

Shared parental leave differs from parental leave in a number of ways – for example, in relation to how much time you could take off and what pay you might be entitled to. There are a number of other key differences, so it's well worth reading both of the policies.

## WHO is eligible for leave and pay?

To be eligible for SPL and pay, Channel 4 employees must:

- Be the mother, father, primary adopter (known as the parent), or partner (regardless of gender) of the mother or primary adopter;
- Share with the other parent the main responsibility for the care of the child;
- Have at least 26 weeks' continuous service either:
  - At the 15th week before the expected week of birth (EWC);
  - At the matching week.
- Be entitled to, or have a partner (regardless of gender) who's entitled to:
  - Statutory maternity or adoption leave;
  - Statutory maternity or adoption pay or maternity allowance.
- Be in continuous employment in the week before any SPL is taken;
- Comply with the notification and declaration requirements summarised below.

In addition, during the 66 weeks before the EWC or EWP your partner (regardless of gender) must:

- Have been working for at least 26 weeks (they don't need to be in a row);
- Have earned at least £390 in total in 13 of the 66 weeks (add up the highest paying weeks, they don't need to be in a row).
- Please also familiarise yourself with the section below on [Managing while you are on leave & your return to work.](#)

## HOW long can you take off?

- It's compulsory for the mother or primary adopter to take the first two weeks' leave immediately after the birth or placement;

- Eligible employees can share up to 50 weeks' time off work to care for a child who's born or placed for adoption on or after 5th April 2015 - this is inclusive of 37 weeks' ShPP (minus any maternity leave/pay period already taken);
- You and your partner (regardless of gender) can be on SPL at the same time as each other – it's worth remembering that if you do, your 50 week entitlement will end sooner;
- The entitlement to SPL is in addition to a partner's entitlement to 2 weeks' paternity leave ([see our Paternity Leave section](#)), or the first 2 weeks of [Maternity Leave](#).

## WHAT you'll be paid if you're eligible?

<b>Length of service at the beginning of the 15th week of EWC or the week you are matched with a child</b>	<b>Channel 4 entitlement (Minus any weeks enhanced maternity/adoption or paternity pay already received)</b>
Less than 26 weeks' continuous service	1 month's pay of your average weekly earnings
26 weeks' to 12 months' continuous service	1 month's pay of your average weekly earnings (inclusive of ShPP) 2 weeks' pay at 90% of your average weekly earnings (inclusive of ShPP) 33 weeks of ShPP 13 weeks unpaid
12 to 24 months' continuous service	4 months' pay of your average weekly earnings (inclusive of ShPP) 23 weeks of ShPP 13 weeks unpaid
More than 24 months' continuous service	4 months' pay of your average weekly earnings (inclusive of ShPP) 4 months' half pay of your average weekly earnings (inclusive of ShPP) 7 weeks of ShPP 13 weeks unpaid

## WHEN you need to notify us

- Employees intending to take SPL are encouraged to discuss their plans informally with their managers as soon as possible – to make sure the Channel has the best chance of accommodating the request;
- You must give your line manager a completed [Shared Parental Leave Request Form](#) at least 8 weeks before you take any period of SPL;
- In addition to the above, the mother or primary adopter must provide a [Curtilment Notice](#) (contained within the '[Shared Parental Leave Request Form](#)')

at least 8 weeks before the date on which their maternity or adoption leave will end. The Curtailment Notice confirms that the mother or primary adopter plans to end their maternity/adoption leave and is binding unless:

- o It is given before birth and is withdrawn within 6 weeks of the birth or adoption;
  - o Neither parent is entitled to SPL and ShPP;
  - o One parent passes away.
- If you or your partner (regardless of gender) is only entitled to maternity allowance, the Curtailment Notice must be submitted to Jobcentre Plus and cannot be reinstated.

### **Changing your notification requirements**

- You can vary or cancel an agreed period of SPL up to 3 times – provided you give the Channel 8 weeks’ notice in writing before the date of any variation. The exceptions to this are where the child’s born early or where we can’t agree leave dates;
- If you want to change the start date of your SPL, you need to submit a Notice to Vary Period of SPL in writing at least 8 weeks before the original and new start date. Variations will count as 1 notice unless it’s because:
  - o It’s made as a result of the baby being born earlier or later than expected;
  - o Channel 4 requested the variation.

### **Periods of SPL**

- If a continuous period of leave is requested, you’ll be entitled to take that period of leave so long as it doesn’t exceed the total number of weeks of SPL available (see section B of the SPL Request Form) and we’ve been given at least 8 weeks’ notice;
- If more than 1 period of leave is requested (called ‘discontinuous leave’) then your manager will accommodate your request where possible. If we need to reject your request to take discontinuous leave, we’ll either try to agree alternative dates with you or you’ll be permitted to take the leave as continuous leave;
- If we can’t reach an agreement on a notice you’ve submitted outlining discontinuous leave, you can either:
  - o Take a continuous block from a new start date – provided it’s later than the original proposed start date and you notify us within 19 days of the notice being submitted;
  - o Withdraw the notice within 15 days of giving it – this won’t count towards the maximum of 3 leave notices.

# Managing while you are on leave and your return to work

The following apply if you take **maternity, adoption** or **shared parental leave**.

Your variable pay and benefits

You will receive a letter explaining how the following will be affected during your maternity, adoption or shared parental leave:

- Pension
- Variable Pay
- Other Benefits (e.g. healthcare, childcare vouchers, car allowance etc.)

## **Keeping-in-touch (KIT) days and Shared Parental Leave in Touch (SPLIT) days**

- You can come to work (or attend training) for up to :
  - 10 days without bringing your maternity/adoption leave to an end but not within the first 2 weeks of giving birth;
  - A maximum of 20 days without bringing your SPL to an end.
  - Any work or training should be agreed with your manager. KIT/SPLIT days worked do not extend the period of your maternity/adoption or Shared Parental leave.
- What you will be paid depends on the stage of your maternity/adoption or Shared Parental Leave. If you are:
  - Receiving full pay from Channel 4 – you won't be paid extra for the KIT/SPLIT day;
  - Receiving half pay from Channel 4 – you will receive the difference between your normal daily rate and half pay daily rate;
  - Receiving no pay or just SMP/SAP/ShPP from Channel 4 – you'll be paid your full daily rate.
- All keeping-in-touch days must be agreed with your manager in advance. You must notify us about these by completing a [Keeping-In-Touch Form](#)

## **Your holiday entitlement during Maternity, Adoption and Shared Parental Leave**

- You'll continue to accrue holiday during leave at 25 days/185 hours per holiday year (1 April to 31 March) or pro-rated if you're part-time. Please see our [Holiday Policy](#);
- Any holiday entitlement can be taken before you start your leave. Any outstanding holiday can be carried over from one leave year to the next (1 April – 31 March).
- Holiday accrued during your leave can be taken following the end of your leave and before returning to work.
- Bank Holidays will accrue during your leave and can be taken at the end of your leave period.

## **About returning to work from Maternity, Adoption and Shared Parental Leave**

- If you'd like to return before the end of your OML, AML, OAL, AAL or SPL period, you must give us at least eight weeks' notice of the date of return. Please let your manager know in writing. If you don't, we may postpone your return to give us eight weeks' notice (provided this is not later than your expected return date);
- If you're planning to return at the end of your AML, AAL or SPL, you don't need to give us notice as we'll assume you're taking your full entitlement;
- If you're returning from your OML or OAL (or SPL of up to 26 weeks including any OML or OAL), you'll be entitled to return to the same job on the same terms and conditions. However, if you're coming back from your AML or AAL (or SPL over 26 weeks), and there's a reason as to why we are unable to give you back your original job, we will endeavour to find a suitable alternative.

# Paternity Leave

## WHEN can you take paternity leave?

- OPL can be taken from the date of the child's birth or adoption placement, but must end within 56 days of the child's birth or placement.

## WHO is eligible for paid OPL?

- If you have continuously worked for Channel 4 for 26 weeks by the 15th week before the EWC or matching week and:
- Are the child's biological father or the mother's husband, partner (regardless of gender) or civil partner (regardless of gender);
- Are married to, or the partner (regardless of gender) of, the child's adopter (i.e. you are the secondary adopter);
- Have, or expect to have, ongoing responsibility for bringing up the child.
- Please give as much notice as possible when applying for paternity leave to avoid or minimise any impact on your team.

## The amount of paid OPL you can take

- You can take up to two weeks' paid leave – we've enhanced the Statutory Paternity Pay provision and you will receive your normal salary;
- The minimum leave you can take is one week; the maximum is two consecutive weeks;
- You're only entitled to one period of paternity leave, even if you have more than one baby or child adopted at any one time. However, you also have the right to take Shared Parental Leave or unpaid Parental Leave.

## HOW do you now go about things?

- Complete our [Ordinary Paternity Leave Request Form](#) and get it approved by your manager. This should be returned to HR at least 28 days before you'd like to take paternity leave;
- You will need to provide us with the following documents (as applicable):
  - A copy of the MATB1 (confirmation from the doctor or midwife of the mother's expected date of birth) as proof of your entitlement to paternity leave;
  - A copy of the birth certificate or copies of certificates of placement from the adoption agency.
- Please notify your manager if the baby arrives earlier than the EWC date on the MATB1.

# Parental Leave

## WHO is eligible for unpaid parental leave?

- If you've completed one year's continuous service with Channel 4 by the time you'd like to take parental leave, and are the parent named on the child's birth or adoption certificate.

## The amount of unpaid parental leave you can take

- Up to 18 weeks' unpaid leave per child before the child's 18th birthday (if you have twins, it's 36 weeks).

## WHEN can parental leave be taken and for how long?

- This can be taken at any time within any given year in weekly blocks – the minimum is one week, the maximum is four weeks per child:
  - If you work part-time and your typical working week is three days, this would count as one week's parental leave;
  - If you work full-time and only take three days of your weekly block, this will still be deemed as one week of your allowance.
- This can be taken at the end of your maternity/adoption or Shared Parental Leave. You must give at least 21 days' notice of how many weeks, so that we can make the necessary arrangements for your cover.

## Channel 4 may refuse or postpone your request for parental leave

- This may occur if your absence will cause severe disruption at work – that's unless a parent wants to take it immediately after the birth of a child, or an adoptive parent wants to take it straight after placement for adoption;
- If Channel 4 wants to postpone your request, we'll tell you in writing within seven days of your request, explain the reasons why and provide you with new dates. Postponement will be kept to a minimum, be for no longer than six months, and a future date will be discussed and agreed with you.

## WHAT happens to your benefits during your leave?

- All contractual benefits continue to apply as normal during parental leave, except for your:
  - Salary & variable pay (see variable pay policy for further details);
  - Pension – employee and employer contributions may stop for this period, and you will be advised if this is the case



## HOW do you now go about things?

- Complete our [Parental Leave Request Form](#), and have it approved by your line manager. This should be sent to HR at least 21 days before the start of your leave.

# Foster Care

- Where you need a short absence because of fostering responsibilities, leave may be granted at the discretion of the manager;
- Local authority foster parents who are prospective adopters and have been notified that a child is to be placed with them may be eligible for adoption leave and pay and/or shared parental leave and pay. Partner (regardless of gender)s of prospective adopters may also have rights to paternity and/or shared parental leave and pay subject to meeting eligibility criteria.

# IVF

- Where you need time-off to attend medical appointments for IVF treatment, leave may be granted at the discretion of the manager. Where longer periods of leave are required, the employee may be granted unpaid leave at the discretion of the manager;
- If you are absent due to sickness as a result of the IVF treatment the absence will be treated in accordance with the Channel 4 Sickness Absence Policy.

# Surrogacy

- If your child is born through a surrogacy arrangement, you may be entitled to Adoption Leave and Pay and/or Shared Parental Leave and Pay as the primary adopter or Ordinary Paternity and/or Shared Parental Leave and Pay as the other parent;
- Entitlements are subject to meeting eligibility criteria detailed above and having applied for (or intending to apply for) a Parental Order. The criterion for applying for a [Parental Order](#) is set out in [Section 54 of the Human Fertilisation and Embryology Act 2008](#);
- Both parents are entitled to reasonable paid time off to attend antenatal appointments with the woman carrying their child.

# Emergency & Compassionate Leave

## Our guiding principles

- All employees have the right to time off during working hours for dependants, this time off is intended to deal with unforeseen matters and emergencies.
- There are no minimum qualifying periods for emergency and compassionate leave;
- The right is to a reasonable amount of time off – normally a day or two, but this will depend on individual circumstances;
- The amount of time that can be taken off – whether it's paid or unpaid – depends on individual circumstances. These should be discussed with a manager straight away (see the 'HOW?' section below). Paid leave is discretionary and subject to approval by a manager, who may take advice from HR;
- Emergency leave is intended to cover unforeseen circumstances, not to provide care for dependants. In relation to the latter, if you know in advance you'll need to cover your childminder's holiday, for example, you may qualify for parental leave or annual leave instead. See our Parental Leave Policy and Holiday Policy.

## Some examples of what's an 'emergency'

- Where a dependant falls ill, has been involved in an accident or suffers an injury;
- If a dependant gives birth unexpectedly early;
- Where longer-term arrangements for a dependant who's ill or injured need to be made;
- If there's been an unexpected disruption or breakdown in care arrangements.

## Some examples of what's 'compassionate'

- When a dependant or close relative dies, or is terminally ill, and you need to:
  - Make funeral arrangements
  - Attend the funeral
  - Deal with probate issues
  - Make care arrangements

These are not exhaustive lists but will give you an indication of the types of circumstances where this may be applicable.

## WHAT defines a 'dependant'?

- A husband, wife, civil partner (regardless of gender), non-married partner (regardless of gender), child or parent;

- A family member who lives in the same household as you (but not lodgers, tenants and live-in work colleagues);
- Someone who reasonably relies on you for assistance – e.g. in cases of illness or injury, or where care arrangements have broken down.

## HOW do you now go about things?

- Tell your manager, as soon as possible, the reason for your absence and how long you think you'll be away from work. Please note, without this notification you may be deemed to have taken unauthorised leave.

# PREGNANT EMPLOYEES RISK ASSESSMENT - CHECKLIST

To be completed by the pregnant employee's Manager or an Assessor following notification by the member of staff that they are an expectant mother. The completed form must be sent to the relevant Manager.

**Employee Name:**

**Company:**

**Job Title:**

**Department/Location:**

**Full/Part Time:**

**Expected date of baby's birth:**


*Please tick whichever box applies*

Section A. Physical job demands		Yes	No	Comments
1	Does the work involve lifting or pushing heavy objects?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Does the work involve standing or squatting for long periods?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does the role involve a lot of walking?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does the work involve working at height or climbing steep steps?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Does the employee need to access areas with limited space?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Will any tasks become more hazardous as the employee changes shape and size?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Does the role involve shift work?	<input type="checkbox"/>	<input type="checkbox"/>	
8	If so, does it involve working at night?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are you required to travel abroad for business purposes?	<input type="checkbox"/>	<input type="checkbox"/>	
Section B. Mental job demands		Yes	No	Comments
1	Does the job involve meeting challenging deadlines?	<input type="checkbox"/>	<input type="checkbox"/>	

2	Does the role involve rapidly changing priorities and demands?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does the role require a high degree of concentration?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section C. Working conditions - general</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
1	Does the work involve lone working or working in remote locations?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Does the role involve any home working?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Are toilet facilities easily accessible to a pregnant worker?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is the worker able to take toilet breaks when necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Can the worker take rest breaks when needed?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Can the worker control the pace of her work?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are there any risks of violence at work?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Does any part of the job involve dealing with members of the public?	<input type="checkbox"/>	<input type="checkbox"/>	
9	If so, does it involve dealing with distressed or disturbed people?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Does the role involve: <ul style="list-style-type: none"> <li>- contact with young children or sick people?</li> <li>- unpredictable working hours?</li> <li>- dealing with emergencies?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
11	Are there any obstacles in corridors or offices that could cause problems for pregnant women, e.g. in the event of a fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	
12	If not, is the worker separated from any designated smoking area?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Is there any other form of indoor air pollution?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Is the temperature in her working environment reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	
15	Is there enough room for the worker to get in and out of her workstation?	<input type="checkbox"/>	<input type="checkbox"/>	

16	Will there be enough room as the pregnancy develops?	<input type="checkbox"/>	<input type="checkbox"/>	
17	Does the worker have an adjustable seat, with a backrest?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Section D. Specific hazards</b>		<b>Yes</b>	<b>No</b>	<b>Comments</b>
1	Does any part of the job involve the use of chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	
2	If so, are there any risks to the employee whilst she is pregnant or a nursing mother?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Is there any exposure to vibration, e.g. through the use of hand tools?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does the employee need to wear personal protective clothing?	<input type="checkbox"/>	<input type="checkbox"/>	
5	If so, will this present a problem as the pregnancy develops?	<input type="checkbox"/>	<input type="checkbox"/>	

**General Comments: (if any)**

**Name of Assessor/Manager**

**Date**


# KEEPING IN TOUCH/SHARED PARENTAL LEAVE IN TOUCH (KIT/SPLIT) DAYS FORM

Use this form during maternity, adoption or Shared Parental leave to request KIT or SPLIT days.

<b>NAME</b>	
<b>DEPARTMENT</b>	
<b>MANAGER</b>	

## KIT/SPLIT DAYS

Dates to work	For payroll use only

### NOTE:

- Days must be agreed by both you and you line manager;
- If you work on a keeping in touch day you will receive payment for the hours you've worked;
- You must inform your line manager and HR of the days you have worked to receive payment.

Signed by Employee	Print name	Date
Line manager approval	Print name	Date
HR Approval	Print name	Date



# SHARED PARENTAL LEAVE REQUEST FORM

Please complete, sign and pass this form to your line manager for authorisation. Please note that no leave may be taken without prior agreement. Please refer to the Shared Parental Leave Policy before completing this request.

Name:
Department:
Childs expected date of birth or placement date:
Actual date of birth or placement date if known:

## Notice of entitlement and Intention to take Shared Parental Leave

### Section A: Maternity/Adoption entitlement details (please complete all answers that apply)

Date mother/primary adopter started (or intends to start) statutory maternity/adoption leave & pay	
Date mother's/primary adopter's statutory maternity/adoption leave and pay ended (or will end)	
Total number of weeks of statutory maternity/adoption leave and pay that will have been taken at the date that statutory maternity or adoption leave ends	
Total number of weeks by which SMP/SAP or MA will be reduced (i.e. 39 weeks minus total number of weeks SMP/SAP or MA has been paid or will have been paid at date of curtailment)	

### Section B: Amount of SPL Available

Total number of weeks of SPL created (50 weeks less total number of maternity or adoption weeks taken and any SPL from a previous notice)	
Total number of weeks of SPL I (the mother/primary adopter) intend to take	

Total number of weeks of SPL my partner intends to take	
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Please outline how you and your partner intend to use your SPL, detailing whether it is a continuous or discontinuous period of leave. It will usually be helpful to answer this in a "From... To..." format

**Section C: Amount of ShPP Available**

Total number of weeks of ShPP created (39 weeks less total number of SMP taken and any ShPP paid from a previous notice and revocation)	
Total number of weeks of ShPP I (the mother/primary adopter) intend to take:	
Total number of weeks of ShPP my partner intends to take:	
I (the mother/primary adopter) currently expect to take ShPP as follows:	
<p>Note: It will usually be helpful to answer this in a "From... To..." format</p>	

## Declaration

The following points apply in all circumstances where an individual is entitled to maternity/adoption leave:

- I am giving notice that I am entitled to and intend to take SPL
- I have, or will have, been continuously employed for 26 weeks at the end of the 15th week before the week in which the child is due or the matching week
- I will remain employed with this employer until any period of SPL that I intend to take
- I had (or will have) the main responsibility for the care of the child at the time of the child's birth/placement (along with my partner who has made the declaration below)
- I am entitled to maternity/adoption leave, my maternity/adoption leave period is reduced and the remaining weeks are now available as SPL
- I will inform my employer immediately if I am no longer caring for my child
- I will give my employer a copy of my child's birth certificate or a declaration of the date and place of the birth where no certificate is available if my employer asks for this within 14 days of the date of this notice
- I will give my employer the name and address of my partner's employer or a declaration that they do not have an employer if my employer asks for this within 14 days of the date of this notice
- I (or my partner) have given a period of SPL notice
- The information provided in this declaration is accurate and meets the notification requirements for SPL

The following points only apply if section C has been completed:	
<ul style="list-style-type: none"> <li>• I am giving notice that I am entitled to and intend to take ShPP</li> <li>• I have been (or will be) paid at least the Lower Earnings Limit in the 8 weeks leading up to the end of the 15th week before the expected week of childbirth/matching week</li> <li>• I am entitled to SMP/SAP in respect of the birth/placement of our child, my maternity/adoption pay period is reduced and the period that remains is available as ShPP</li> <li>• I will be absent from work in each week in which I will be paid ShPP and I will be on SPL in those weeks (if entitled to SPL)</li> <li>• I intend to care for my child in the weeks I receive ShPP</li> <li>• I will remain employed with this employer until before the date of my first period of ShPP</li> <li>• I will immediately inform the person who will be paying ShPP if I revoke the curtailment of my SMP, SAP or MA</li> <li>• The information provided in this declaration is accurate</li> </ul>	
Signature of mother/primary adopter	
Date mother/primary adopter signed	

Partner's declaration	
<ul style="list-style-type: none"> <li>• I am the father of the child, or at the date of the birth/placement I was/will be the spouse, civil partner (regardless of gender) and/or partner (regardless of gender) of the mother/primary adopter living with them and the child in an enduring relationship</li> <li>• I had (or will have) the main responsibility for the care of our child at the time of the birth (along with the child's mother/primary adopter)</li> <li>• I have been (or will have been) employed or self-employed in England, Scotland or Wales in 26 weeks of the 66 weeks before the expected week of birth/placement</li> <li>• I have (or will have) earned in total at least £390 in 13 weeks of the 66 weeks before the expected week of childbirth/placement</li> <li>• I consent to the amount of SPL which the mother /primary adopter intends to take, as set out in Section D above.</li> <li>• I consent to the mother's/primary adopter's employer processing the information I have provided</li> <li>• I consent to the amount of ShPP which the mother/primary adopter intends to take, as set out in Section E above.</li> <li>• The information provided in this declaration is accurate</li> </ul>	
Signature of partner	
Date partner signed	

# Curtailment of Maternity/Adoption Leave and Pay (for Mother's /Primary adopter's Employer)

<b>SECTION A:</b>	
Please accept this as my notice to curtail my maternity/adoption leave and/or SMP/SAP. This form is accompanied by notification that either I intend to take SPL and/or ShPP or that my partner (regardless of gender) intends to take SPL and/or ShPP. I understand that my maternity/adoption leave will end on the date given in Section B and that my SMP/SAP will end on the date given in Section C. I understand that I can only reinstate my maternity/adoption leave if I revoke this notice before the curtailment date given in Section B. I understand that if I am eligible for myself or my partner (regardless of gender) to opt into SPL and ShPP I can only reinstate my SMP/SAP if I revoke this notice before the end date given in Section C.	
Mother's/primary adopter's name	
Child's expected date of birth/placement	
Actual date of child's birth (if born)	
<b>SECTION B: Curtailing maternity/adoption leave</b>	
Date OML/OAL/AML/AAL started/is intended to start	
Date OML/OAL/AML/AAL will come to an end	
Total number of weeks of OML/OAL/AML/AAL that will have been taken at the date that OML/OAL/AML/AAL ends	
<b>SECTION C: Curtailing maternity/adoption pay (only complete if claiming ShPP)</b>	
Date SMP/SAP started/is intended to start	
Date SMP/SAP will come to an end	
Total number of weeks of SMP/SAP that will have been paid at the date that SMP/SAP ends	
Signature of mother/primary adopter	
Date signed	

# ORDINARY PATERNITY LEAVE (OPL) FORM

Name:
Job title:
Department:

**When is the Expected Week of Childbirth/ Expected Week of Placement?**

Expected date of birth/placement:	
Or, if the baby has been born, actual date of birth:	

**Dates of Ordinary Paternity Leave:**

Ordinary paternity leave and pay to start on:	
For one week or two weeks:	

**Declaration:**

<p>I am:</p> <ul style="list-style-type: none"> <li>• The baby’s biological father, or</li> <li>• Married to or in a civil partnership with the mother/ primary adopter, or</li> <li>• Living with the mother/primary adopter in an enduring family relationship</li> </ul> <p>I will have responsibility for the child’s upbringing;</p> <p>I will take this period of time off work to support the mother/primary adopter or care for the child</p> <p>Employee’s signature _____ Date _____</p> <p>Manager’s signature _____ Date _____</p>
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**Please attach a copy of the mother’s MATB1/Matching certificate or birth certificate and return this form to HR.**

# PARENTAL LEAVE REQUEST FORM

Please complete, sign and pass this form to your line manager for authorisation. Please note that no leave may be taken without prior agreement. Please refer to the Parental Leave Policy before completing this request.

Name:
Department:

**I would like to take parental leave from (please give 21 days' notice)**

First Day		Last Day	
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Total entitlement	18 weeks less any leave already taken either at Channel 4 or a previous employer
Total weeks in this request	
Weeks remaining	

**Pension contributions**

- I wish to pay missed pension contributions upon my return to work
- I do not wish to make back payments for pension contributions

Signed by employee _____	Date _____
Authorised by manager _____	Date _____

**Please send this form to the HR Department**

**HR USE ONLY**

Information checked by HR	
Leave entered on to Oracle	
Information checked by Payroll	