# Family/Parental Leave Policy

## Why & Who

This policy sets out how Channel 4 will support anyone who is about to become a parent and needs to take family leave, this policy focuses on statutory paternity leave and Family Leave it should be used alongside the Family Policies Guidance document.

This policy applies to all Channel 4 employees and does not form any part of any employee's contract of employment. We may amend it at any time.

# Family/Parental Policy

## The important bits

### The lingo

When it comes to any form of family leave, there's a lot of HR lingo and abbreviations. Any specifics to this policy are defined here, but there's also a full glossary in the Family Policies: Guidance Document.

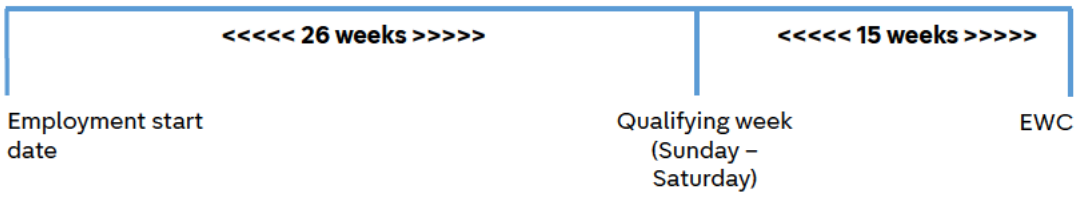
For this policy, the most important term is your **expected week of confinement/childbirth (EWC)**. This is the week your baby is due to arrive. You'll be given a **MATB1 form** by your midwife or GP when you're partner is about 20 weeks' pregnant that confirms this date. You will need this to apply for Paternity leave.

Please give as much notice as possible when applying for family/parental leave, so we can plan for your time off and arrange cover (where necessary).

To be eligible for Family/Parental leave and pay, you must be one of the following:

- the child's biological father
- married to, or the partner of the mother (or adopter) – including same-sex partners
- the child's adopter
- the intended parent (if you're having a baby through surrogacy)
- have, or expect to have, ongoing responsibility for bringing up the child.

In addition, you must also have worked continuously for Channel 4 for 26 weeks by any day within the 15th week before the EWC or matching week (the **Qualifying Week**).




**Example:** EWC = 1st October 2025
Qualifying week: 15th – 21st June 2025
Employment start date: 21st December 2024

The process to confirming your Family leave and pay will be as follows:

* completed and approved OPL form and MATB1/adoption placement certificate
** details of the People Enquiries team can be found on MOSS

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### Family/parental leave

Key guidelines around enhanced family/parental leave are as follows:

- You can take up to 5 weeks' paid leave, inclusive of 2 weeks statutory paternity leave.
- The first **2 weeks** of statutory paternity leave can be taken any time from the day of the child's birth or adoption placement but must end within **56 days** of the child's birth or adoption placement. The remaining **3 weeks** of Family Leave can be taken from the day of the child's birth or adoption placement but must end within **52 weeks** of the child's birth or adoption placement. We encourage you to spread your leave out within the 52 weeks in separate blocks. However, please ensure you have a conversation with your manager to determine what works best for both of you.
- You're only entitled to one period of statutory family/parental 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.
- Provided you have submitted all required forms ahead of your family & statutory paternity leave, there is nothing further for you to do. We would expect you back on the date agreed on your form.

## The really important bits

### Paternity Pay

As well as **Statutory Paternity Pay (SPP)**, Channel 4 offers additional Enhanced Family Pay as a 'top-up' so you will receive the same amount as your normal salary.

### Benefits and pension contributions

During your paternity & family leave, pension contributions will continue as normal over the five-week period, and your benefits will not change.

## Support and related policies

If you have any questions about this policy and process, you can:

- speak to your manager
- contact the People Partnering team with specific or personal questions
- contact People Enquiries

These policies may also be useful:

Family Policies: Guidance Document

Adoption Leave Policy

Carers Leave Policy

Fertility Treatment Policy

Family/Maternity Policy

Neonatal Leave Policy

Shared Parental Leave Policy

Pregnancy Loss Policy

## Frequently asked questions (FAQs)

### What do I do about Antenatal appointments?

If you are in a qualifying relationship with a person who is pregnant, you can take up to two days of unpaid leave to attend and accompany them at antenatal appointments. Please agree any leave with your manager and log these absences in your 4People absence log in advance.

### Can I use annual leave to extend the amount of time I have off?

If you want to take a holiday either before or after your family/parental leave, you will need to book this and get it authorised by your manager as per the holiday policy. There will be no change to how you accrue holiday while on family/parental leave.

### What happens if my baby arrives early?

If your baby arrives earlier than expected, please let your manager know as soon as possible, and your dates will be updated accordingly. If your baby arrives and requires neonatal care, we have a neonatal leave policy which give entitlements to additional leave.

### What if I want to take Shared Parental Leave?

Please see the Shared Parental Leave policy for further details.

## What happens if we suffer a loss of pregnancy?

Firstly – we are so sorry if this has happened to you, and we want to make sure we can support you in the best way possible. Further details of what to do and what support is available can be found in the Pregnancy Loss Policy.

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| Policy owner | People Team |
| Approved by | [redacted] |
| Date of next review | Within 3 years |