

Staff Leave Policy

Maternity pay

An employee who becomes pregnant will be entitled to ordinary maternity leave as per the relevant and current Government legislation. These entitlements are in accordance with statutory maternity rights.

As soon as you know you are pregnant, familiarise yourself with the statutory maternity guidelines and your responsibilities with regards to informing your employer. You must inform your employer 15 weeks before the start of the week your baby is due, however if you are able to tell the Committee/Supervisor sooner, it will be easier to support you and help you make plans.

You will be allowed reasonable time off with pay for attendance to ante natal care. Your statutory rights apply while on maternity leave.

Paternity leave

Subject to fulfilling statutory criteria, you may be entitled to one or two weeks ordinary paternity leave and / or ordinary paternity pay. In addition, for babies born after 3rd April 2011, you may be entitled to take an additional 26 weeks of Additional Paternity Leave.

There is no statutory entitlement to paid time off for attending antenatal appointments.

As soon as you know you are likely to become a parent, familiarise yourself with your rights and responsibilities. You are required to give the correct amount of notice of your intention to take paternity leave. You should tell the Supervisor/Committee in writing either:

- at least 15 weeks before the beginning of the week when the baby's due
- within seven days of being told by the adoption agency that you have been matched with a child.

Parental Leave

If you have a child aged under five (or under 18 if your child is disabled), have legal parental responsibility for the child and have at least one year continuous service at Kingfisher Kindergarten, you may be entitled to parental leave. Parental leave is unpaid and statutory entitlements apply.

Adoption leave

If you adopt a child, you may have the right to 52 weeks of Statutory Adoption Leave (26 weeks ordinary adoption leave and 26 weeks additional adoption leave) in accordance with statutory rights.

As soon as you know you are likely to be adopting, familiarise yourself with the statutory adoption guidelines and your responsibilities with regards to informing your employer. You must inform the Owner within 7 days of being told you have been matched with a child, however, if you are able to tell them sooner, it will be easier to support you and help you make plans

You must give your employer documentary proof to show that you have the right to paid Statutory Adoption Leave. This is usually a matching certificate from your adoption agency. The adoption agency must be recognised in the UK.

Your statutory rights apply while on Adoption leave.

Dependents' leave

Employees have the right to take a reasonable amount of time off to deal with an emergency involving a dependent. Emergencies are unexpected or sudden problems which may be medical, the

result of an injury or assault, an unexpected breakdown in the care of a dependant or an unexpected incident which occurs to a dependant child during school hours.

Dependant care leave is unpaid. The amount of leave allowed will depend on the situation, however, is unlikely to be more than 1 or 2 days. The leave is permitted in order to deal with the initial needs of the dependant and to make arrangements for their longer term care.

In the event of the death of a dependant, employees will be entitled to reasonable time off to make funeral arrangements and to attend a funeral.

It is the policy of Kingfisher Kindergarten that paid time will be honoured for the funeral of close family members only. Please also see the Compassionate Leave Policy.

Time off for public duties

We will permit reasonable time to be taken for public duties as set out in the Employment Rights Act (1996). Payment for time off work for public duties will be made at the discretion of the Owner.

The amount of time must be agreed with the Owner beforehand and your request may be refused if it is felt to be unreasonable.

Jury Service

Kingfisher Kindergarten is required to allow you to take time off to undertake jury service duties. This time will be unpaid but you can claim for travel and food expenses and loss of earnings from the court.

Staff are able to ask the Owner to complete a Certificate of Loss of Earnings in order to make a claim.

The main employment acts relevant to employee leave are the Employment Rights Act (1996) and Equality Act (2010).

This policy is subject to the associated legal frameworks and, therefore, should not be amended without reference to the above acts and appropriate statutory guidelines.

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed

Annually

Signed on behalf of the provider

La-Ryne van der Westhuizen

Role of signatory

Owner