

# Information Sheet

## Parents at Work

There are a number of areas in which parents have statutory rights at work. These are minimum rights. Contractual rights may be better. The following are key points summarised from the ACAS Rights at Work (Parents at work) (Revised February 2014).

Right	Who is entitled?	Eligibility	Period allowed
Adoption Leave	Individuals who adopt: or	Newly matched with a child by an adoption agency	Up to 52 week's made up of: 26 weeks Ordinary Adoption Leave; and
	One member of a couple who adopt	Have worked continuously for their employer for 26 weeks up to the week in which they are notified of their match	26 week's Additional Adoption Leave
Time off for antenatal care	Pregnant employees	Appointments required on the advice of a medical practitioner – can include relaxation	Time off with pay for all eligible appointments
	Partners of pregnant women		Time off without pay for two antenatal appointments (capped at 6.5 hours)
	Main adoption parent	Appointments made by the adoption agency	Time off with pay for up to five eligible appointments
	Other adoption parent		Time off without pay for two adoption appointments (capped at 6.5 hours)
	Parents adopting through surrogacy	Intention to apply for parental order	Time off without pay for two appointments (capped at 6.5 hours)
		Appointments required on the advice of a medical practitioner	

Right	Who is entitled?	Eligibility	Period allowed
<b>Paternity Leave</b>	Biological father / husband or partner of the child's mother  One member of adoptive parents	Have worked for their employer for 26 weeks ending with the 15th week before due date	<ul style="list-style-type: none"> <li>&gt; Two week's paid leave to be taken within 56 days of the birth</li> <li>&gt; If baby is early, within 56 days after the first day of the expected week of birth</li> </ul>
<b>Shared Parental Leave</b>	Birth parents and Adoptive parents	Please see our Information Sheet on Shared Parental Leave	<ul style="list-style-type: none"> <li>&gt; Two week's paternity leave</li> <li>&gt; Mother must take the first two weeks off and the remaining time can be shared</li> </ul>
<b>Parental Leave</b>	Employees with one years' service	A child up until they are 18 years old	<ul style="list-style-type: none"> <li>&gt; 18 week's unpaid leave from when the child arrives or from completion of one years' service. Up to four weeks per child per year</li> <li>&gt; Until the child's 18th birthday</li> </ul>
<b>Statutory Maternity (SMP)</b>	Pregnant women  One member of adoptive parents	Employed for 26 weeks up to the 15th week before the expected week of childbirth <b>and</b> have earnings at least at the lower earnings limit for National Insurance	<ul style="list-style-type: none"> <li>&gt; six week's @ 90% of salary or standard rate</li> <li>&gt; 33 weeks at standard rate</li> </ul>
<b>Maternity allowance (MA)</b>	Woman who do not qualify for SMP	Employed or self employed for 26 weeks out of the 66 weeks before the baby is due <b>and</b> a minimum level average weekly earnings	

Right	Who is impacted?	Eligibility	Possible outcomes
<b>Maternity suspension</b>	Women in situations at work which are a health and safety risk	Any employee	<ul style="list-style-type: none"> <li>&gt; Remove risk;</li> <li>&gt; Alternative work provided if it is available; or</li> <li>&gt; Suspend on full pay for as long as necessary</li> </ul>
<b>Written reasons for dismissal</b>	Employee dismissed during pregnancy or while on maternity leave / adoption leave	All parents in this category	Regardless of length of service or whether she has requested it, a written statement of the reasons for dismissal must be provided
<b>Time off for dependents</b>	All employees	Dealing with an emergency that arises	'Reasonable' time off without pay
<b>Flexible working</b>	All employees	26 weeks continuous service  One request can be made in a 12 month period  Please see our Information Sheet on Flexible Working	If approved, contract updated to include new working arrangement