



Family Leave Policy

Last Updated: 07 Apr 2025

Policy Scope

Family leave is the right of any FEAST With Us (hereby known as FEAST) employee that has a child (through birth or adoption) during their employment. This policy applies to all paid staff, with their qualification of family leave depending on the length of service at FEAST.

Maternity Leave

FEAST adheres to the Statutory Guidelines outlined by: <https://www.gov.uk/maternity-pay-leave>.

When you take time off to have a baby you might be eligible for Statutory Maternity Leave (SMP). This period can be up to 52 weeks. You don't have to take 52 weeks, but you must take 2 weeks' leave after your baby is born. Staff are eligible for SMP if they are [an employee not a 'worker'](#), earn at least £123 per week on average, give [correct notice of the pregnancy](#), and have been in continuous employment with FEAST for 26 weeks prior to the qualifying week (defined as the 15th week prior to the expected due date).

SMP is paid for up to 39 weeks. You get:

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- £184.03 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks
- 13 weeks unpaid leave (optional).

SMP is paid in the same way as your wages (for example monthly or weekly). Tax and National Insurance will be deducted.

If you take Shared Parental Leave you'll get Statutory Shared Parental Pay (ShPP). ShPP is £184.03 a week or 90% of your average weekly earnings, whichever is lower.

FEAST offers Enhanced Maternity Leave (EMP) for qualifying staff. To qualify for EMP, staff must have been in continuous employment with FEAST for 52 weeks prior to their qualifying birth week (defined as the 15th week prior to the expected due date).

FEAST EMP consists of:

- 6 weeks leave at 100% salary.
- 12 weeks at 50% salary.
- 21 weeks at SMP weekly rate of £184.03.
- 13 weeks unpaid leave (optional).

You must provide 28 days' notice if you want to change your start date.

SMP is paid in the same way as your wages (for example monthly or weekly). Tax and National Insurance will be deducted.

If you are not eligible for either SMP or EMP, you may be eligible for Maternity Allowance, more information for which can be found here: <https://www.gov.uk/maternity-allowance>.

You may also be eligible to get Shared Parental Leave and Pay.

Your employment rights are protected while on Statutory Maternity Leave. This includes your right to:

- Pay rises.
- Holiday accrual.
- Return to work.

Shared Parental Leave

FEAST adheres to the Statutory Guidelines outlined by: <https://www.gov.uk/shared-parental-leave-and-pay>.

You and your partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if you're having a baby or adopting a child.

You can share up to 50 weeks of leave and up to 37 weeks of pay between you.

You need to share the pay and leave in the first year after your child is born or placed with your family.

You can use SPL to take leave in blocks separated by periods of work or take it all in one go. You can also choose to be off work together or to stagger the leave and pay.

To get SPL and ShPP, you and your partner need to:

- Meet the eligibility criteria – these differ for birth parents and adoptive parents.
- Give notice to FEAST.
- give up some of your maternity or adoption leave and pay:
 - take less than the 52 weeks of maternity or adoption leave and use the rest as SPL

- take less than the 39 weeks of maternity or adoption pay (or Maternity Allowance) and use the rest as ShPP

To be eligible for Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP), both parents must:

- Share responsibility for the child at birth.
- Meet work and pay criteria – these differ depending on which parent wants to use the shared parental leave and pay.

You're not eligible if you started sharing responsibility for the child after it was born.

Paternity Leave

FEAST adheres to the Statutory Guidelines outlined by: <https://www.gov.uk/paternity-pay-leave>.

When you take time off because your partner's having a baby, adopting a child or having a baby through a surrogacy arrangement you might be eligible for:

- 1 or 2 weeks' paid Paternity Leave
- Paternity Pay
- Shared Parental Leave and Pay

To be eligible for Paternity Leave you must be taking time off to look after the child and be one of the following:

- the father
- the husband or partner of the mother (or adopter) - this includes same-sex partners
- the child's adopter
- the intended parent (if you're having a baby through a surrogacy arrangement)

To be eligible for Paternity Pay you must:

- be an employee
- give the correct notice
- have been continuously employed by your employer for at least 26 weeks up to any day in the 'qualifying week'

Staff are eligible for PLP if they earn at least £123 per week on average, work up until the birth date, give correct notice of the pregnancy, and have been in continuous employment with FEAST for 26 weeks prior to the qualifying week (defined as the 15th week prior to the expected due date).

You can choose to take either 1 or 2 weeks' leave. You must take your leave in one go. You get the same amount of leave even if you have more than one child (for example, twins). PLP consists of:

- The statutory weekly rate of Paternity Pay is £184.03, or 90% of your average weekly earnings (whichever is lower).
- Additional weeks taken as Shared Parental Leave (where agreed prior to birth).

FEAST offers **Enhanced Paternity Leave (EPL)** for qualifying staff. To qualify for EPL, staff must have been in continuous employment with FEAST for 52 weeks prior to their qualifying birth week (defined as the 15th week prior to the expected due date).

FEAST EPL consists of:

- 4 weeks leave at 90% salary.
- Additional weeks taken as Shared Parental Leave (where agreed prior to birth).

EPL is paid in the same way as your wages (for example monthly or weekly). Tax and National Insurance will be deducted.

EPL must be taken in blocks of 1 week. A week is the same amount of days that you normally work in a week - for example, a week is 2 days if you only work on Mondays and Tuesdays. All paternity leave allowance must be taken within 3 months of the birth date of your child.

The following limitations apply to all Paternity Leave:

- Leave can't start before the birth. It must end within 56 days of the birth.
- You must provide 28 days' notice if you want to change your start date.
- You don't have to give a precise date when you want to take leave (for example 1 February). Instead, you can give a general time, such as the day of the birth or 1 week after the birth.

Your employment rights are protected while on paternity leave. This includes your right to:

- Pay rises.
- Holiday accrual.
- Return to work.

You can get time off to accompany your partner (or the surrogate mother) to 2 antenatal appointments.

If you're adopting a child, you can get time off to attend 2 adoption appointments after you've been matched with a child.

Neonatal Care Leave

FEAST adheres to the guidelines outlined by: <https://www.acas.org.uk/neonatal-care-leave-and-pay> - effective 6th April 2025.

What is Neonatal Care?

A baby might get neonatal care if:

- they are born early

- they are ill or injured when they are born
- they have a low birth weight
- the delivery was difficult

Neonatal care could include:

- medical care received in a hospital
- care given to the baby after leaving hospital, under the direction of a consultant
- ongoing monitoring and visits by healthcare professionals arranged by the hospital
- palliative or end-of-life care

Eligibility

Eligible parents can take neonatal care leave once their child has been in neonatal care for at least 7 consecutive days, and is available to all permanent staff from their first day of employment.

Neonatal care leave extends to all parents with responsibility for the child receiving neonatal care, including birth parents, partners, adoptive parents, and surrogate parents.

Each eligible parent is entitled to their own separate leave allowance.

Entitlement

Eligible parents are entitled to 1 week of leave for each week the baby receives neonatal care, with a minimum leave period of 1 week, and a maximum entitlement of 12 weeks.

This leave is additional to other parental leave entitlements such as maternity or paternity leave and, where applicable, will be added to the end of any other active leave entitlements.

Statutory Neonatal Care Pay

Statutory Neonatal Care Pay (SNCP) is paid at the statutory prescribed rate of £187.18 per week or 90% earnings, whichever is lower.

Notice Requirements

In all cases, employees must tell their employer the date of the baby's birth/placement/entry to the UK, the start and end date of neonatal care (if the end date is known – if not, they must give this information as soon as is reasonably practicable), the date they want the period of NCL to begin, how much leave they want to take, confirm that they are taking leave to care for their child, and, if it's the first notice in respect of that child, confirm that they are eligible.

The notice period requirements and whether leave can be taken consecutively or non-consecutively depends on whether the leave is taken in the 'Tier 1' or 'Tier 2' period.

Tier 1

The tier 1 period is the period during which the child is receiving neonatal care or during the week following the end of neonatal care.

For tier 1 leave, employees need to tell their employer before they are due to start work on the first day of leave. This will be after the child has already had 7 consecutive days of neonatal care.

Tier 1 leave notice does not have to be in writing.

Tier 2

The tier 2 period is any leave taken outside the tier 1 period and before the end of 68 weeks from the date of the child's birth. For tier 2 leave, if employees are taking 1 week off, they need to tell their employer at least 15 days before the start date. This week would be after the child has already had 7 consecutive days of neonatal care.

If they are taking 2 or more weeks leave, the employee must tell the employer 28 days before the leave starts.

Tier 2 leave must be taken as consecutive weeks. This means the time off must be taken in one block and cannot be split.

Tier 2 leave notice must be in writing.

Additional Guidance

For additional guidance and information on Neonatal Care Leave and Pay, please refer to the ACAS guidelines - <https://www.acas.org.uk/neonatal-care-leave-and-pay>

Contacting Us

If you have any questions about this policy, please contact your line manager or info@feastwithus.org.uk.

Reviewed and approved on 8 April 2025 by Caroline Monkhouse Flower, CEO, and Helen Burgess, Chair of the Board of Trustees, on behalf of the board.

Signed by:



Helen Burgess
Chair of the Board of Trustees

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