



## **Maternity/Paternity Leave Policy**

This policy sets out the guidelines for the management of maternity or paternity leave. This policy is endorsed by the trustees and will be reviewed regularly to ensure that it remains appropriate to the needs of JustUs.

The Charity's aim is to provide a remuneration package and working environment that is attractive, and that exceeds that of other organisations in the sector. This is in recognition of the uniqueness of staff roles, to ensure continued motivation of staff and for staff retention. The trustees of JustUs are committed to ensuring a proper balance between paying staff and others fairly to attract and retain the best people for the job whilst ensuring careful management of charity funds.

However, in this instance as staff are self-employed JustUs is not legally obligated to pay maternity or paternity leave as the State has a duty to do so and this is dependent on how much Class 2 National Insurance the worker has paid.

For more details go to <https://www.gov.uk/maternity-allowance/what-youll-get>

Although the nature of self-employment means that staff are responsible for their own working hours JustUs expects staff members to give due notice where possible of any time off so that other staff members can cover their workload if need be.

The maternity or paternity leave entitlement period will start from the date the worker has signed their contract and will end one full year later.

JustUs will adhere to government guideline. These guidelines state:

### **Maternity Leave**

#### **Statutory Maternity Leave (SML)**

The Government states that a worker is entitled to 52 weeks SML.

You do not have to take 52 weeks, but you must take 2 weeks' leave after your baby is born.

Usually, the earliest you can start your leave is 11 weeks before the expected week of childbirth. Leave will also start:

- the day after the birth if the baby is early
- automatically if you're off work for a pregnancy-related illness in the 4 weeks before the week that your baby is due

#### **Statutory Maternity Pay (SMP)**

JustUs Maternity/Paternity Leave Policy – Adopted October 2022

This Policy is JustUs' intellectual property and cannot be reproduced without permission

Although a worker is entitled to 52 weeks SML the Government also states that a worker is only entitled to 39 weeks SMP and to qualify for SMP you must earn on average £123 per week.

For a worker SMP is paid for up to 39 weeks. You get the equivalent of:

- 90% of your average weekly earnings (before tax) for the first 6 weeks
- £156.66 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

### **Paternity Leave**

The Government states that a worker is entitled to 1 or 2 weeks Paternity Leave when you need to take time off because your partner's having a baby, adopting a child, or having a baby through a surrogacy arrangement.

You can also get time off to accompany your partner (or the surrogate mother) to 2 antenatal appointments, or if you're adopting a child, you can get time off to attend 2 adoption appointments after you've been matched with a child.

This policy will be reviewed every 3 years.