

## Computer Says Yes! Leave Entitlement at UCL

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### About UCL HR Strategy and Planning

- HR Policy
- Reward Policy
- Workforce Reporting and Analytics
- HR Systems and Business Process



### What we'll be covering

- Your rights and entitlements at UCL
  - As an expectant parent
  - As a parent
  - As a carer
- Questions and Answers



### Parents: Antenatal appointments

- Partner / Father:
  - 2 unpaid appointments
- Mother:
  - Reasonable paid time off
- How do you take them?
  - Speak to your line manager



### Parents: Paternity Leave and Pay

- Paternity / Partner Leave
  - 4 weeks'
  - Taken  $\pm$  3 months
- Paternity / Partner Pay
  - Full pay
- Statutory Paternity Pay
  - £139.58 a week



### Parents: Paternity Leave and Pay

- How do you take it?
  - Notify line manager
  - EWC -15
  - Provide copy of MATB1
  - Fill in this [form](#)
  - Line manager sends to ECA





### Parents: Paternity Leave and Pay

- Eligibility
  - Father
  - Husband or partner of expectant mother
  - Intended parent (surrogacy)
  - Employee
- Statutory Paternity Leave / Pay
  - Continuous 26 weeks' service
  - Correct notice
  - Minimum earnings: £112 a week
  - No eligibility? Form [SPP1](#)



### Parents: Maternity Leave

- Let us know you're pregnant
- Risk Assessment
- Length
  - Up to 52 weeks
  - Compulsory: 2 weeks
  - Ordinary: 3 to 26 weeks
  - Additional: 27 to 52 weeks
  - Annual leave
- When can you start?
  - EWC -11
- Sickness
  - Protected under Equality Act
  - Automatic maternity leave



### Parents: Maternity Pay

- Occupational (OMP)
  - 18 weeks at full pay
- Statutory (SMP)
  - 6 weeks at 90% pay
  - 33 weeks at £139.58
- Requirements
  - OMP – none required
  - SMP – 26 weeks' service.
  - Earnings



### Parents: Maternity Pay

Weeks	Option (1)	Option (2)	Not eligible for SMP (1)	Not eligible for SMP (2)
1-9	Full pay (incl. 6 weeks' higher rate SMP and 3 weeks' lower rate SMP)	Full pay (incl. 6 weeks' higher rate SMP and 3 weeks' lower rate SMP)	Full pay	Full pay
10-18	Full pay (incl. lower rate SMP)	Half pay (incl. lower rate SMP)	Full pay	Half pay
19-27	Lower rate SMP	Half pay (incl. lower rate SMP)	Unpaid	Half pay
28-39	Lower rate SMP	Lower rate SMP	Unpaid	Unpaid
40-52	Unpaid	Unpaid	Unpaid	Unpaid

[UCL Maternity Leave Calculator](#)



### Parents: Return to Work

- When can you come back?
  - When you decide
- UCL provides breastfeeding and baby-changing facilities:
  - G19, 1-19 Torrington Place
  - 716, Malet Place Engineering Building
  - 409, 26 Bedford Way
  - 704, ION, Queen Square House
  - 1<sup>st</sup> Floor, Central House, Woburn Place
  - 4<sup>th</sup> Floor, Aviation House, 125 Kingsway



### Parents: Return to Work

- UCL provides breastfeeding and baby-changing facilities:
  - MRC Laboratory for Molecular Cell Biology
  - Paul O'Gorman Building, Cancer Institute
  - Eastman Dental Institute, 256 Gray's Inn Road
  - 6<sup>th</sup> Floor, 25 Gordon Street, Mathematics
  - Ground Floor, Christopher Ingold Building
  - Ground Floor, Royal Free Hospital
  - Chandler House, 2 Wakefield Street
  - Room 344, SSEES, 16 Tavistock Street



Please note [facilities may vary](#) in each site



### Parents: Stillbirth

- Full rights to leave and pay if born at 24 weeks or later:
  - Paternity
  - Maternity
  - Shared Parental
  - Parental
- Employee Assistance Programme
  - Care First
  - 24 hours a day, 7 days a week, 365 days a year
  - 0800 197 4510



### Parents: Adoption Leave

- Primary Adopter
  - As mother
- Secondary Adopter
  - As father / partner
- When can you start?
  - Date the child is placed
  - Or up to 14 days before



### Parents: Adoption Pay

- Occupational Adoption Pay
  - 18 weeks at full pay
- Statutory Adoption Pay
  - 6 weeks at 90% pay
  - 33 weeks at £139.58
- Requirements
  - OAP none required
  - SAP – 26 weeks' service
  - Earnings



### Parents: Shared Parental Leave (ShPL)

- Share ML / AL with partner
- Share up to 50 weeks
- Taken from 0-12 months
- Take it separately or
- Take it together



### Parents: Shared Parental Leave (ShPL)

- ShPL must be taken:
  - Minimum 1 week blocks
  - Multiples of complete weeks
  - One continuous period
  - Up to three discontinuous periods
- ShPL requires:
  - 8 weeks' notice
  - Period of Leave Notice (up to 3)



### Parents: Shared Parental Pay (ShPP)

- Occupational ShPP:
  - Full pay for 18 weeks
  - 2 weeks compulsory ML
- Statutory ShPP:
  - 37 weeks at £139.58 or
  - 90% of earnings if lower





## Parents: Shared Parental Leave (ShPL)

- What if my partner is self-employed?
  - You may be eligible if your partner has:
    - Been a self-employed earner for any part of the week in at least 26 of the 66 weeks immediately before EWC (or matching)
    - Average weekly earnings must be £30 in any 13 of the 66 weeks
- Seek advice!



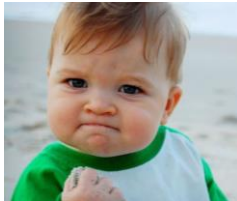
## Parents: KIT Days and SPLIT Days

- KIT Days:
  - Up to 10
- SPLIT Days:
  - Up to 20
- TOIL



## Parents: Ordinary Parental Leave

- 12 months' service
- Unpaid
- 18 weeks per child (pro rata)
- Taken before 18<sup>th</sup> birthday
- 21 days' notice
- How do you take it?
  - Speak to your line manager



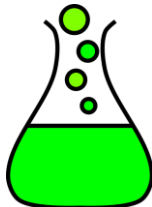
## Parents: Continuity of Employment

- 0-6 months' total maternity leave / ShPL:
  - Return to the same job
- 6-12 months' total maternity leave / ShPL:
  - Return to the same job or a similar job if not practicable
- All absence on any type of parental leave counts towards continuous employment for redundancy entitlement etc.



## Parents: Researchers

- What if I'm a sponsored researcher?
  - Most external funding providers will meet maternity leave costs (if notified!)
  - If no provision is made by the sponsor, UCL will meet the cost.
- RCUK:
  - Will extend the duration of a grant, at no cost, for up to 12 months
  - RCUK briefing is available [here](#)
- What do you need to do?
  - Contact UCL Research Services



## Parents: Sabbatical Leave

- Normal eligibility:
  - Discretionary
  - Three years' qualifying service at UCL
  - One term teaching free
- Parents' and carers' eligibility:
  - Research active, returning from:
    - Maternity Leave
    - Adoption Leave
    - Shared Parental Leave
    - Extended Carer's Leave
  - One term teaching free
- What do you need to do?
  - Speak to your line manager / HoD



## Parents: Fertility Leave

- Eligibility:
  - Intrauterine Insemination (IUI)
  - In Vitro Fertilisation (IVF)
  - 5 days' paid leave over 12 months (pro-rata)
  - Time off due to side effects is sickness absence
- How do you take it?
  - Speak to your line manager

## Parents: Fostering

- No entitlements
- Any exceptional requests need to go through HRAS



## Parents: Childcare Vouchers

- UCL provider: Kiddivouchers
- Open until April 2018
- Can continue after April 2018 until UCL withdraws scheme
- Must have a child before you can register
- Expiration: September after youngest is 15
- Entitlement:
  - 20% basic rate: £55/week (£930 tax/NI saving)
  - 40% higher rate: £28/week (£630 tax/NI saving)
  - 45% additional rate: £25/week (£590 tax/NI saving)
- Number of children doesn't affect entitlement
- Use for any childcare that's Ofsted registered
- [http://www.ucl.ac.uk/hr/docs/childcare\\_voucher\\_scheme.php](http://www.ucl.ac.uk/hr/docs/childcare_voucher_scheme.php)



## Parents: Tax-Free Childcare Account

- New from 2017
- Replaces Childcare Vouchers
- Online account
- You pay 80p
- Government pays 20p
- No NI savings
- Up to 12 (17 for disabled children)
- Income limit: £100,000 each
- Others can top up your account
- Withdrawals allowed
- Doesn't affect free childcare provision



## UCL Day Nursery

- Up to 68 babies and children
- Waiting list (especially babies)
- £50 non-refundable fee for registering a child
- Open 49 weeks' year
- Open 0830-1730
- [nursery@ucl.ac.uk](mailto:nursery@ucl.ac.uk)



## Parents: Free Childcare

- All 3-4 year olds
- 570 hours of free early education / childcare a year
- 15 hours a week for 38 weeks
- 2 year olds:
  - Low-income household
  - Receipt of certain benefits
  - SEN Statement
  - Education, Health, and Care Plan
  - Receipt of DLA
- More info:
  - Speak to your local council





## Carers: Carer's Leave

- Eligibility
  - All employees
  - No length of service requirement
  - Dependants
- How much can I take?
  - 5 days' paid leave over any 12 months
  - 5 days' unpaid leave over any 12 months
- What do you need to do?
  - Speak to your line manager



## Carers: Extended Carer's Leave

- Eligibility
  - 1 year length of service requirement
  - Caring for someone with serious illness, or who is terminally ill
- How much can I take?
  - 10 days' paid leave over any 12 months (20 in exceptional cases)
  - 6 months' unpaid leave
- What do you need to do?
  - Write to your line manager



## Leave for Domestic and Personal Reasons



## Top Tips

- Communicate early and often
- Let us know if things change
- Complete your Risk Assessment
- Know your entitlements
- [UCL HR Policies Webpage](#)
- [UCL HR Maternity etc. FAQs](#)



Thank you!