		28 June 2020
Maternity leave		52 weeks of leave for all parents of which 6 weeks paid at 100% of pay by the employer, with no qualifying period.
Parental leave		Can be taken in up to 3 blocks of leave during a 2 year period.
Adoption leave		
Surrogacy leave		Also available to adoptive and intended surrogate parents.
Surrogate parents - antenatal care		Unlimited attendance at appointments - up to 10 hours paid, the rest unpaid.
Adoptive parents – appointments		Unlimited attendance at appointments - up to 10 hours paid, the rest unpaid.
Breastfeeding breaks		Right to request temporary variation to terms and conditions.
Breastfeeding facilities		Employers must take reasonable steps to provide facilities in the workplace.
Paid absence on health and safety grounds		Right to paid absence where a risk assessment prevents a pregnant or breastfeeding woman from carrying out her normal job and she cannot be allocated to other duties.

Breastfeeding breaks are paid if the application for these falls within the period of 52 weeks beginning with the birth of the child.

Right to request a temporary change is solely for the purpose of enable breastfeeding/expressing;

This temporary change does not affect any rights in respect of applying for a change under the legislation for flexible working;

Same process applies as would apply for any request for flexible working, but the timescales are shorter:
- Meeting must be held within 7 days of the application being made;
- Decision must be given within 14 days of the application being made;
- If the application is declined the employer must state the reason and allow the right of appeal;
- Employee should appeal to be lodged within 7 days of receiving the notification;
- Meeting must be held within 7 days of the appeal being made;
- Decision must be given within 7 days of the appeal meeting being held;

The Employee has the right to be represented at any of these meeting by a work colleague or a union representative.

Family Friendly Employment Rights 28 June 2020– At a Glance

Ante Natal Appointments: Unlimited appointments with up to 10 hours paid for attendance by the father/surrogate parents/partner, the rest are unpaid. **NB: For the mother all appointments for ante natal attendance are paid.**

Adoption Appointments: Unlimited appointments with up to 10 hours paid for attendance, the rest are unpaid.

Parental Leave: 52 weeks for all parents regardless of how long they have been employed, of which 6 weeks are paid in full by the employer. The 52 weeks can be taken in 3 blocks of time over a 2 year period. **NB: These rights extend to adoptive and intended surrogate parents.**

Paid Suspension on H&S Grounds: Following a risk assessment if an Employer is unable to allocate a pregnant/breastfeeding employee other duties she will have the right to paid absence.

Breastfeeding/Expressing Breaks and facilities: Employees can request temporary changes to their working conditions for the purpose of breast-feeding/expressing breaks. Employers will also need to take 'reasonable-steps' to provide appropriate facilities in the workplace.

Existing rights that will continue to apply

Right to Return to Work: All employees have the right to return to the same job after any period of parental leave.

Complaints: Protection against detriment and dismissal for reasons relating to these rights

Discrimination: Protection against discrimination on grounds of sex, pregnancy/maternity

Flexible Working: All employees are entitled to make one request for flexible working in a 12 month period, regardless of length of service or the purpose/reason for the request.

What to do now:

Staff Handbook/Policies: Ensure this is updated to reflect these changes;

Communicate: To all staff these rights and ensure managers are trained in knowing how to handle temporary changes to terms and conditions;

Consider: What 'reasonable steps' can be made regarding the provision of facilities for breast feeding/expressing now in order to be able to respond quickly if an application is made;

Budget: Ensure that costs are factored into budgets for the increase in costs for the paid parental leave;

Recruitment: Ensure that your advertisements/policies and practices do not inadvertently allow acts of discrimination to take place.

STATUTORY PARENTAL LEAVE REQUEST FORM

In relation to a Pregnancy: **Employees must complete this form no later than the end of the 15th week before childbirth and provide a copy of the documentation issued by a medical professional.**

In relation to an Adoption: **Employees must complete this form no later than 7 days after being matched with a child or, where relevant, receiving notification of the date the child will arrive in Jersey, and provide a copy of the notifying documentation.**

1. **Employee's Name:** ……………………………………………………………………………………………..

2. **Expected Week of Birth/Placement Date/ Arrival in Jersey Date:**
…………………………………………………

3. **You confirm the following:**
I expect to have responsibility for raising the child
By ticking this box, I confirm that the above is correct: ☐
- I am the father of the child; or
- I am married to, the civil partner of, or the partner of the child's mother/adopter.

By ticking this box, I confirm that at least 1 of the above 2 bullet points is correct: ☐

If the child is not born/adopted by your first date, you must substitute a different start date.

4. **Statutory Entitlement is for 52 weeks to be taken in a 2 year period in up to 3 blocks of leave and not less than 2 weeks at a time. Intended dates for ALL parental leave periods must be set out below:**
Start Date of Parental Leave: ……………………………………………

End Date of Parental Leave: ……………………………………………..

4a If you are taking Parental Leave in more than one block please set out all additional start and end dates below:
2. Start Date of Parental Leave: …………………………………………………….

End Date of Parental Leave: ……………………………………………..

3. Start Date of Parental Leave: …………………………………………….

End Date of Parental Leave: ……………………………………………..

I understand that if I wish to change this date I must give 42 days' notice.

Employee:
Signed: ……………………………………………….   **Date:** ……………………………………………..

Employer:
Signed: ………………………………………………..   **Date:** ……………………………………………