



Maternity, Paternity and Adoption Pay

Provided you satisfy the appropriate conditions regarding earnings and periods of employment etc, you may be entitled to Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP) or Statutory Adoption Pay (SAP).

Please contact us for a Statutory Maternity Pay Claim Form, which will allow our payroll department to assess your eligibility. If you are in any doubt as to your entitlement please refer to HM Revenue & Customs website at www.hmrc.gov.uk.

Some state credits and benefits are calculated according to your earnings which are liable to NI. Please note that your earnings, which are liable to NI, will be reduced if you are claiming expenses each week / month and this may affect the amount of benefits you receive.

The following information explains what you'll receive if you have a baby while employed by us.

a) Maternity Pay

In order to receive maternity pay you must have been continuously employed by Focused for a period of 26 weeks before your qualifying week. The qualifying week is the week 15 weeks prior to the week your baby is due. If you do not fulfil this criterion then you will not be entitled to Maternity Pay.

You will have to inform us of your pregnancy by the Sunday of your qualifying week, otherwise we might not be able to pay Maternity Pay. Maternity Pay will be paid for the duration of your Ordinary Maternity Leave up to 39 weeks.

Payments will be: For the first six weeks of Ordinary Maternity Leave - 90% of your average earnings (based upon your average earnings in the two months immediately preceding your qualifying week). For the remaining 33 weeks of Ordinary Maternity Leave - 90% of your average weekly earnings or a standard rate set by the Department for Work and Pensions (DWP), whichever is lower.

However, if you do not qualify for maternity pay, you may be entitled to Maternity Allowance. This is paid by Social Security/Jobcentre Plus. Contact your local job centre for more information.

b) Paternity Pay



In order to be eligible for paternity pay, you must have been employed by Focused for 26 weeks or more at the Qualifying Week* and you must also fulfil the following criteria:

- You have or expect to have responsibility for the child's upbringing.
- You are the biological father of the child or the mother's husband or partner (for paternity)

*The qualifying week is the week 15 weeks prior to the week your baby is due. You will have to inform us of the pregnancy by the Sunday of the qualifying week, otherwise we might not be able to pay Paternity Pay.

Paternity pay will be paid for either one week or two consecutive weeks (whichever you have chosen). Leave will be paid at a rate of 90% of your average weekly earnings or a standard rate set by the DWP, whichever is lower.

Parental Leave

Once you have worked for us for a year you can take: 13 weeks off work (in total, not per year) for each child, up to their fifth birthday (or up to five years after the placement of an adopted child) 18 weeks for each disabled child, up to the child's 18th birthday

Parental leave is unpaid. It's different from maternity or paternity leave, which is related to the birth of a new baby and from adoption leave, which applies when an employee adopts a child.

Antenatal Appointment Payment

All employed women are entitled to paid time off in order to keep appointments for antenatal care, made on the advice of a registered medical practitioner, registered midwife or registered health visitor. Antenatal care includes medical examinations. It may also include other appointments, for example, relaxation classes and parent-craft classes.

Employees are entitled to be paid for time taken off to keep these appointments. Time off will be paid at national minimum wage. In accordance with government regulations, except for the first appointment, an employee must provide one of the following to us:

- A certificate from a registered practitioner
- A registered midwife or a registered health visitor confirming that she is pregnant or an appointment card
- Or some other document showing that an appointment has been made.