



MATERNITY & PARENTING LEAVE POLICY

REFERENCE PL/HR/2020/001

Policy Owner	Principal and Chief Executive
Lead Officer	HR Manager
Review Officer	HR Business Partner
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Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	09/06/2008	Review approved by BoM
HR Manager	26/03/2012	Review approved by BoM
HR Manager	28/03/2017	Review approved by BoM
HR Manager	30/04/2020	Review approved by BoM

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1. Policy Statement

Inverness College recognises the importance of a positive approach to ensuring that as far as practicable employees are able to combine their career and family responsibilities. This will assist the College to operate effectively, provide the necessary support to employees and ensure that all employees are treated in a consistent and fair manner and in accordance with relevant legislation.

This policy sets out the arrangements for:

- Maternity leave and pay
- Adoption leave and pay
- Paternity leave and pay
- Fertility leave and pay
- Shared parental leave and pay

Inverness College is committed to introducing, developing and supporting a family-friendly environment that supports individuals and encourages their ongoing contribution to the organisation.

The aim of this policy, and the supporting procedures, is to provide employees, line managers and HR staff with important information regarding:

- Working whilst pregnant
- Applying for Maternity or Adoption Leave
- What happens during Maternity or Adoption Leave
- The assistance available
- Rights regarding return to work
- Ordinary Parental, Shared Parental, Paternity & Adoption Support Leave
- Requests for Fertility leave

In addition, this policy aims to ensure consistency of approach in line with employment legislation and Inverness College's commitment to good employment practice.

2. Legislative framework/related policies

- 2.1. The Employment Relations Act 1999
- 2.2. The Maternity and Parental Leave (Amendment) Regulations 2002
- 2.3. Additional Statutory Paternity Pay (weekly rates) Regulations 2010
- 2.4. Additional Paternity Leave Regulations 2010
- 2.5. Shared Parental Leave Regulations 2014
- 2.6. The Employment Act 2002
- 2.7. The Employment Rights Act 1996
- 2.8. The Equality Act 2010
- 2.9. Occupational Maternity provisions above statutory minimums for academic and support staff are outlined in relation to the Scheme of Salaries and Conditions of Service for Academic Staff and Terms and Conditions of Employment for College Support Staff

3. Scope

- 3.1. This policy applies to all Inverness College staff who qualify under the various conditions outlined in the policy.

4. Compliance

- 4.1. This policy and associated procedures must be complied with and will be audited regularly with reports going to the appropriate committees.
- 4.2. This document is compliant with the Maternity, Adoption, Ordinary Parental Leave and Shared Parental Leave Regulations as detailed in the 'Legislative framework/related policies' above.

5. Monitoring

- 5.1. Each College policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.
- 5.2. The following maternity or adoption Performance Indicators will be used to monitor implementation:
 - 5.2.1. Quarterly reporting of numbers of employees on maternity, paternity, fertility or adoption leave with associated data analysis.
 - 5.2.2. Utilisation of 'Keeping in Touch' Days.
 - 5.2.3. Average number of sick days per employee.
 - 5.2.4. Breakdowns will be by department.

6. Review

- 6.1. This policy will be reviewed on a 3 yearly basis, or sooner if legislative change requires to ensure currency of content and procedures and will amend the policy as a result of any agreed changes to the terms and conditions of academic and/or support staff as a result of agreements reached at JNC.