



Parental Leave policy

Your guide to taking leave.

How to use this document



Parental Leave policy

As a business, Quilter is committed to creating an environment in which our employees can thrive – for many of us that means the ability to successfully blend our family lives with our professional lives. We want all Quilter employees to have the opportunity to spend quality time with their families, whilst also enjoying a fulfilling and rewarding career.

Our enhanced Parental Leave & Pay Policy is fully inclusive for all eligible employees. We offer enhanced pay and/or leave during periods of maternity, paternity, adoption and surrogacy, shared parental and unpaid parental leave.

This policy applies to fixed term and permanent employees who meet the eligibility criteria and describes what you need to do to, as well as what your manager will do to support you.

We know that some of the language in this policy document can feel confusing (and perhaps old fashioned – e.g. secondary care-giver) but we have made the decision to use the government/legal terminology so as to avoid confusion and have included a **glossary of the terms** at the back of this policy.

For more help and support

If you still have questions regarding anything detailed in this document, please contact HRDirect@quilter.com.



Parental Leave and Pay

This quick reference guide provides an at-a-glance overview. You can find out more about each of these benefits by clicking on the below links or using the arrows to the side of this page.

If you've got any questions regarding the information below, please contact the HR Service Centre at HRDirect@quilter.com



Maternity Leave

- Paid time off to attend IVF & Antenatal appointments
- 26 weeks' full pay after 6 months of service at the qualifying week
- Up to 52 weeks' leave
- 8 weeks' full pay after 6 months of service at the qualifying week for surrogates

[Read more](#)



Paternity Leave

- 6 weeks' full pay after 6 months of service at the qualifying week
- Paid time off to attend IVF, antenatal or adoption appointments or classes with your partner

[Read more](#)



Adoption Leave

- Paid time off to attend appointments relating to the adoption process (for both parents)
- 26 weeks' full pay after 6 months of service at the matching week
- Up to 52 weeks' leave

[Read more](#)



Shared Parental Leave

- 26 weeks' full pay after 6 months of service at the qualifying week for the Secondary Caregiver
- Up to 50 weeks shared parental leave

[Read more](#)



Unpaid Parental Leave

- Unpaid parental leave of up to four weeks per year, per child
- A maximum of 18 weeks which can be taken per child, up to the age of 18 (more flexibility for those with disabled children)

[Read more](#)



Please note, all Company Enhanced payments include the statutory payment.



Maternity Leave

Before your baby is born

If you are planning on taking Maternity Leave, there are some actions that you will need to take to ensure that you will be paid correctly throughout your leave and that you feel supported during this time.

Click the links below to find out more.

Let us know you're pregnant



Log your Maternity Leave in Workday



You'll receive an acknowledgment letter



Health and Safety will contact you



For more help and support

If you still have questions regarding anything detailed in this document, please contact HRDirect@quilter.com.

Maternity Leave - Entitlement

You're entitled to a total of 52 weeks maternity leave. This is regardless of the number of hours you work or your length of service.

This entitlement is made up of:

26 weeks'
Ordinary Maternity Leave (OML)

+

26 weeks'
Additional Maternity Leave
(AML)

You can opt to share up to 50 weeks with your partner. More information on that can be [found here](#).



Maternity Leave – Commencing leave

We understand that circumstances change, and as your pregnancy progresses there may be many reasons why you may want to change the start date of your Maternity Leave. Please continue to keep your line manager informed.

You can start your maternity leave:

Any time after the beginning of the 11th week before the Expected Week of Childbirth (EWC)

If you're unable to work due to a pregnancy related illness, your maternity leave will automatically start on the first complete day of illness that falls during the 4 weeks before your EWC

If your baby is born prematurely then maternity leave will start on the day after your child is born

What happens if I need to change the start date of my leave?

Wherever possible please provide as much notice as possible of your intention to change the date you start your maternity leave. Once you have discussed it with your line manager, please input the change into Workday.

Additionally, if you initially opted not to take the full 52 weeks of maternity leave, you can request to extend your period of leave whilst on maternity leave. Read more [here](#).

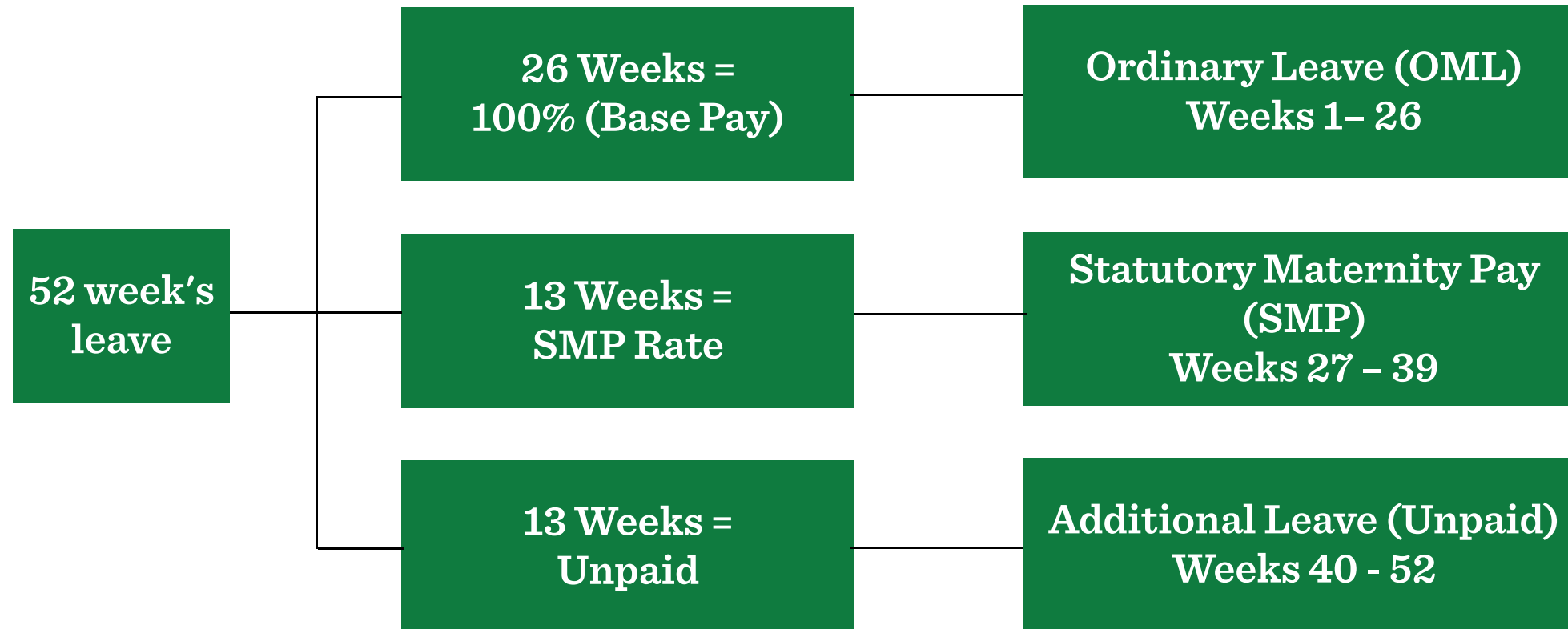
If your baby is born earlier than expected, please let your manager know as soon as possible so that we can ensure your maternity leave dates are amended and that you receive the payments that you are entitled to.

Prior to commencing your maternity leave your line manager will ensure that you have had a performance review for the period up to your leave for that Performance Year. Please discuss with your line manager, so that the timing is right for you.



Maternity Leave – Pay

Quilter's Enhanced Maternity Leave means that we offer eligible employees 100% base pay for the first 26 weeks of Maternity Leave (rather than the Statutory Maternity Pay (SMP) rate). The remainder of the Maternity Leave consists of SMP, and Unpaid Leave.



If you have more than one employer

If you have more than one employer during the qualifying week for SMP (15th week before EWC) please contact us to advise us. The SMP rate changes each year, so please check on gov.uk to confirm the current rate.

If you are a **surrogate birth mother** (i.e. you are carrying and giving birth to a child for other intended parent/s) your Enhanced Maternity Pay is 8 weeks at 100% base pay, before moving onto SMP.

Eligibility

To qualify for the Quilter Enhanced Maternity Leave you need to be employed by Quilter for a continuous period of at least 26 weeks at your qualifying week. Additionally, you must have been paid the Lower Earning Limit (LEL) in the two months up to the last payday before the end of the qualifying week. The LEL changes every year.

If you don't qualify, you may be able to apply for Maternity Allowance (MA), please contact the Payroll team salaries@quilter.com and they'll be able to provide you with an SMP1 form to claim for MA (if entitled) through the Department of Work and Pensions (DWP).

Maternity Leave – Pay

Benefits

Whilst you are on maternity leave your core benefits, life assurance, income protection, private healthcare scheme and cash allowances continue.

The following benefits are impacted by pay: Pension contributions will remain at the same level prior to your maternity leave; however they will cease when on unpaid leave and will restart once you return to work.

Stillbirth, miscarriage or your baby dies

Under the sad circumstances that you experience a stillbirth after the 24th week of pregnancy, Quilter will pay you maternity, paternity or shared parental leave. This also includes if your baby only lives for a short period of time after birth.

If you experience a miscarriage or stillbirth before 24 weeks, you'll be eligible for bereavement leave please refer to the **HR Direct Hub**.





Paternity Leave – Notification

Paternity leave can be taken from the date that your child is born or placed, and no later than 56 days after that date. Paternity leave cannot start before the date your child is born or placed with you.

All parents are entitled to paid time off to attend antenatal, IVF, adoption and surrogacy appointments and classes with their partner.

You are eligible to take Paternity leave if you are expected to have a parental relationship with the child in one of the following ways:

- your husband, wife, or civil partner is the intended legal parent of a child (through birth, adoption or surrogacy)
- You are the child's other intended legal parent (through birth, adoption or surrogacy)
- you will live at the same address as the child and the intended legal parent (through birth, adoption or surrogacy)

Let us know you're becoming a parent



You'll receive an acknowledgment letter



Changing the start date



In the case of more than one child being born or adopted as part of the same arrangement, only one period of paternity leave may be taken.

Paternity Leave – Pay

Quilter's Enhanced Paternity Leave means that we offer eligible employees 100% base pay for 6 weeks of Paternity Leave (rather than the Statutory Paternity Pay (SPP) rate). Leave must be taken in one single block, which must commence within 56 days of your child's birth or placement.

6 weeks leave

**6 weeks leave
(to be taken in a single block)**

Paid at 100% base salary rate

The SPP rate changes each year, so please check on [gov.uk](https://www.gov.uk) to confirm current rate.

Please note if you take both Paternity Leave and Shared Parental Leave the maximum paid leave at 100% pay will be capped at 26 weeks.

Eligibility

To qualify for Enhanced Paternity Leave you need to be employed by Quilter for a continuous period of at least 26 weeks before the Qualifying week /leading into the week in which you're notified of being matched with a child for adoption.

Benefits

The following benefits remain unchanged during your leave: Whilst you are on Paternity leave your core benefits, life assurance, income protection, private healthcare scheme, cash allowances and pension continue.





Adoption Leave – Providing notification

If you are planning on taking Adoption Leave, there are some actions that you will need to take.

Click the links below to find out more.

[Let us know you are planning to adopt](#)



[Let us know when you are matched with a child](#)



[Input your adoption leave information into Workday](#)



[Provide evidence of the adoption of your child](#)



[You'll receive an acknowledgment letter](#)



Adoption Leave – Commencing leave

You're entitled to a total of 52 weeks adoption leave. This is regardless of the number of hours you work or your length of service.

This entitlement is made up of:

26 weeks'
Ordinary Adoption Leave (OAL)



26 weeks'
Additional Adoption Leave (AAL)

Leave can be taken from the date of your child's placement – whether earlier or later than expected – or from a fixed date which can be up to 14 days before the expected date of placement.

If you are adopting as a couple, you must choose which parent takes adoption leave. The other parent may then be eligible for Paternity Leave. You can also opt to share up to 50 weeks of leave between you and your partner. Please refer to the Shared Parental Leave policy for more information.

We understand that circumstances change, and there are many reasons why your plans around your adoption leave may change. We want to support you, so please continue to keep your line manager informed of your situation.

Wherever possible please provide as much notice as possible of your intention to change the date you start your adoption leave.

Once you have discussed it with your line manager, please input the change into Workday.

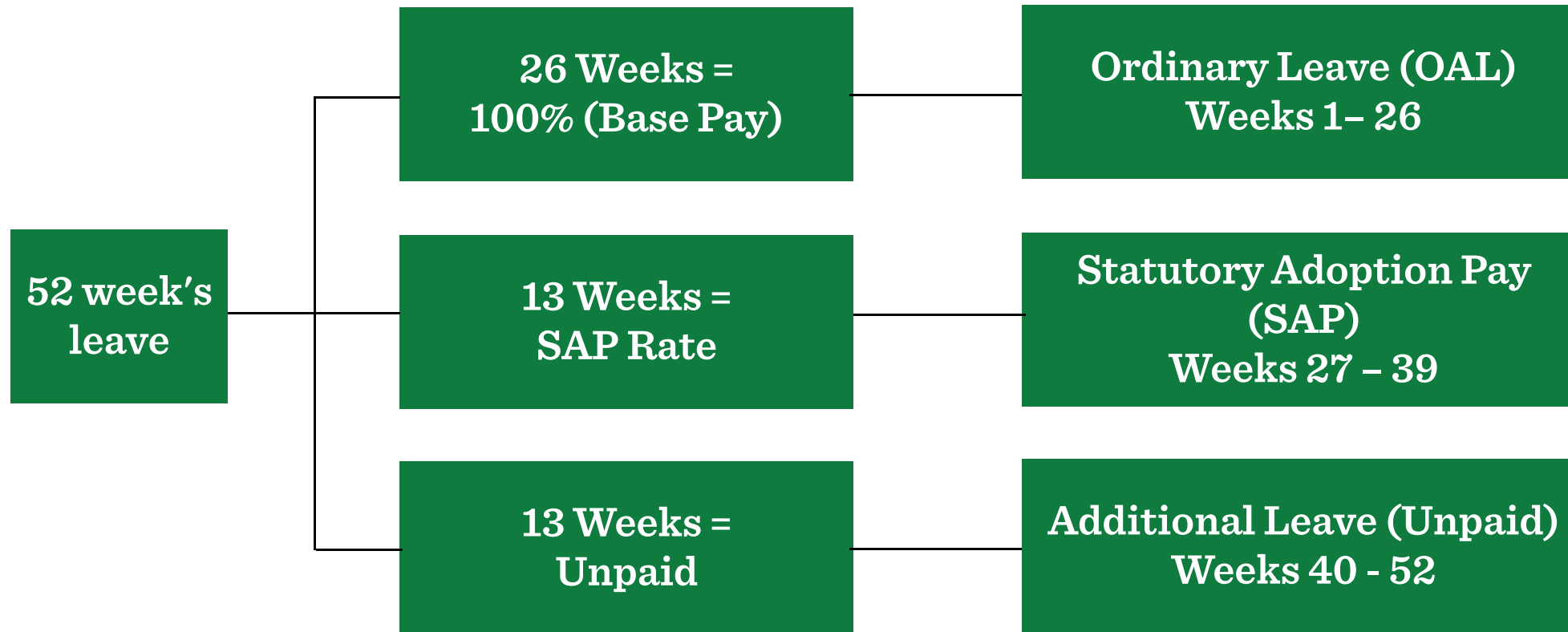
Prior to commencing your adoption leave your line manager will ensure that you have had a performance review for the period up to your leave for that Performance Year. Please discuss with your line manager, so that the timing is right for you.

Additionally, if you initially opted not to take the full 52 weeks of adoption leave, you can request to extend your period of leave whilst on adoption leave. To do this, please provide your manager with 8 weeks notice of the new return date and updating the new agreed date in Workday.

If the placement ends during the period of adoption leave, then you can remain on adoption leave for up to 8 weeks after the placement ends.

Adoption Leave – Pay

Quilter’s Enhanced Adoption Leave means that we offer eligible employees 100% base pay for the first 26 weeks of Adoption Leave (rather than the Statutory Adoption Pay (SAP) rate). The remainder of the Adoption Leave consists of SAP, and Unpaid Leave.



The SAP rate changes each year, so please check on gov.uk to confirm the current rate.

Alternative financial support if you don't qualify for Statutory Adoption Pay

If you don't qualify for SAP, you should talk to your adoption agency about the financial support available for adopters.

Eligibility

To qualify for Quilter Enhanced Adoption leave you need to be employed by Quilter for a continuous period of at least 26 weeks leading into the week in which you're notified (by a recognised UK Adoption Agency) of being matched with a child for adoption, (the matching week).

Benefits

The following benefits remain unchanged during your leave: Whilst you are on adoption leave your core benefits, life assurance, income protection, private healthcare scheme and cash allowances continue.

The following benefits are impacted by pay: Pension contributions will remain at the same level prior to your adoption leave; however they will cease when on unpaid leave and will restart once you return to work.



Shared Parental Leave - Notification

If you are planning on taking Shared Parental Leave, there are some actions that you will need to take.

Click the links below to find out more.

Let us know you're planning on taking Shared Parental Leave



You'll receive an acknowledgment letter from HR



Changing the dates or cancelling your SPL



Shared Parental Leave - Entitlement

Shared Parental Leave (SPL) is designed to enable parents to choose what combination of leave works best for their family during the year after their child is born or placed for adoption. Parents can share a pot of leave and pay. Parents can decide to be off work at the same time and/or take it in turns to have periods of leave to look after their child.

Qualifying and Leave entitlement

Qualifying and Leave Entitlement of SPL

Birth

The total amount of SPL available is a maximum of 52 weeks, less the weeks spent by the child's birth mother on maternity leave (or in receipt of SMP or MA). Please note it is compulsory that the birth mother must remain on Maternity Leave for at least two weeks after birth. This means that the parent who has not given birth can take a maximum of 50 weeks SPL.

From birth, share care of your child with either:

- your husband, wife or civil partner
- the child's other parent
- your partner (if they live with you and the child)

Adoption

The total amount of SPL available is 52 weeks, less the weeks spent by one of the child's adoptive parents (regardless of gender) on Adoption Leave (or in receipt of Statutory Adoption Pay (SAP)).

From the date of placement, share care of your child with either:

- your husband, wife, civil partner
- the child's other parent (your joint adopter)
- your partner (if they live with you and the child)

You must still be employed by Quilter in the week before the leave is to be taken.

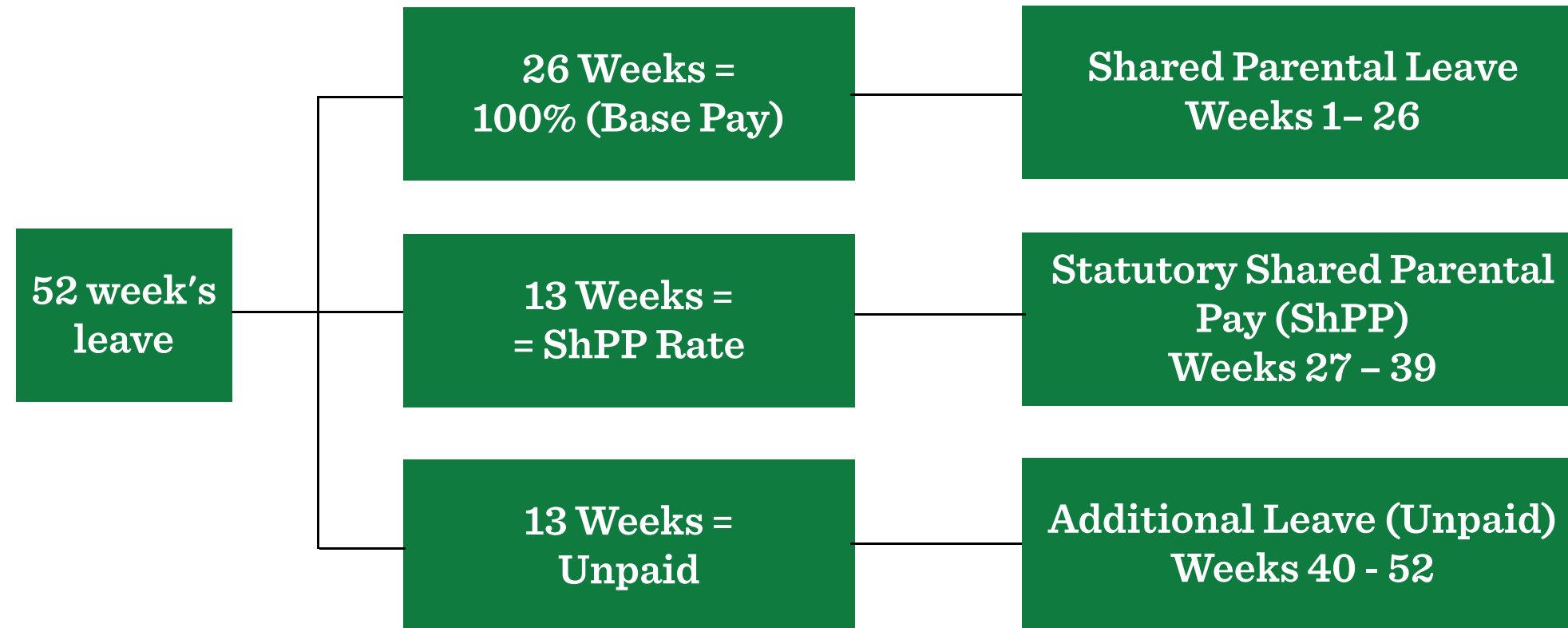
You should consider using your six weeks paternity leave before taking SPL. Once you start SPL you'll lose any untaken paternity leave entitlement.

Shared Parental Leave – Pay

Quilter Enhanced Shared Parental Pay means that we offer eligible employees 100% base pay for the first 26 weeks (rather than the Statutory Shared Parental Pay (ShPP rate). The remainder of the Shared Parental Leave consists of the Statutory rate, and Unpaid Leave.

Remember Shared Parental Leave is a maximum of 52 weeks less the time the other parent has taken on maternity leave or adoption leave (in the case of birth, the birth mother must take a minimum of 2 weeks following the birth).

Please note if you take both Paternity Leave and Shared Parental Leave the maximum paid leave at 100% pay will be capped at 26 weeks.



The ShPP rate changes each year, so please check on gov.uk to confirm the current rate.

Eligibility

To qualify for Quilter's Enhanced Shared Parental Pay you need to be employed by Quilter for a continuous period of at least 26 weeks at your qualifying /matching week. Additionally, you must have been paid the Lower Earning Limit (LEL) in the two months up to the last payday before the end of the qualifying week. The LEL changes every year.

Benefits

Whilst you are on shared parental leave your core benefits, life assurance, income protection, private healthcare scheme and cash allowances will continue.

The following benefits are impacted by pay: Pension contributions will remain at the same level prior to your shared parental leave; however they will cease when on unpaid leave and will restart once you return to work.



Unpaid Parental Leave

Parental leave gives you the ability to take periods of unpaid time off work to care for your child up to the age of 18 years old.

To be entitled to parental leave you must have ‘responsibility for the child’ and have one year’s continuous service at the date on which your parental leave is due to start.

‘Responsibility for the child’ has been defined as natural (biological), adoptive parents and those with “parental responsibility”.

Parents of disabled children are entitled to additional flexibility with respect to the criteria for parental leave – both in terms of the age of the child, and the amount of time needed. A disabled child is defined as one who is in receipt of a disability allowance.

Click the links below to find out the actions you will need to take to take unpaid leave.

[Let us know you’re planning on taking Unpaid Parental Leave](#)



[Provide proof of entitlement](#)



[You’ll receive an acknowledgment letter](#)



Unpaid Parental Leave - Entitlement

Your entitlement includes:

- ▶ 18 weeks unpaid leave per child
- ▶ Leave can be taken as single days with the agreement from your manager.
- ▶ Part-time employees will be entitled to parental leave on a pro rata basis.
- ▶ Parents can take Parental Leave anytime up to the child's 18th birthday.
- ▶ Four weeks leave can be taken per child per year of entitlement, so if an employee is a parent of two children, they qualify for up to eight weeks leave in a year.

Benefits

Whilst you are on unpaid parental leave your core benefits, life assurance, income protection, private healthcare scheme and cash allowances continue.

The following benefits are impacted by pay: Pension contributions cease whilst on unpaid leave and will restart once you return to work.



Glossary of terms

We understand that this document contains some terms you may not be familiar with. Click the links below to see a short and simple definition of each term to help you and your understanding.

[Company enhanced payment](#)



[Expected Week of childbirth \(EWC\)](#)



[Matching Week](#)



[Primary caregiver](#)



[Qualifying Week](#)



[Secondary caregiver](#)



[Statutory payment](#)



FAQs

IT best practice guidance

Maternity Leave

What if my baby is premature? Will I still receive Enhanced Maternity Pay (EMP) if the actual birth date is before the date that I would be qualified?

What is a MATB1 Certificate?

How do I work out the 15th week before my baby is due?

Am I entitled to Maternity Pay if I'm made redundant?

How do I change the dates of my Maternity Leave?

Shared Parental Leave

Does my partner's maternity leave impact the number of weeks shared parental leave I can take?

Will I be entitled to both Paternity Leave and Shared Parental Leave?

Adoption Leave

What happens if I am adopting a child from overseas?

What if the adoption placement ends prematurely?

For Maternity/Adoption Leave and Shared Parental Leave, will my salary be the same each month for the first 26 weeks?

What happens to the Incentive Schemes during my leave?

What happens to my benefits while I'm on leave?

Will I receive all the Bank Holidays that fall during my parental leave as lieu days to take another time?

General questions

What is the difference between Ordinary Maternity/Adoption Leave (OML)/(OAL) and Additional Maternity/Adoption Leave (AML)/(AAL)?

How do I claim a KIT/SPILT day?

Will Quilter clawback any parental leave payments taken if I resign at the end of my parental leave period?

What if I am due to adopt more than one child or give birth to more than one child?

What if I have stillbirth, miscarriage or my baby dies?

What if I require a password reset, access to any IT systems or equipment in preparation for returning to work?

What happens to any untaken holiday during my maternity/adoption leave?