

BEING A PARENT

August 2017

We know that being a parent brings additional responsibilities, so we try to support parents to combine work and home life. We have a number of family-friendly policies that outline the support available.

Maternity leave

- It helps if you speak to your manager as soon as possible when you know you're pregnant.
- They can give you advice and support, such as paid time off for ante-natal appointments.
- Your manager will arrange a risk assessment to identify any hazards that could be a health and safety risk to you.
- There are certain timescales that you and Royal Mail need to follow during your pregnancy and maternity leave (see the Maternity policy for details).
- All pregnant employees are entitled to 52 weeks' maternity leave (see Maternity pay section).
- During your maternity leave, you're entitled to 10 'keep in touch' days so that you can take part in relevant work or training. Before you start your maternity leave, arrange with your manager how you will keep in touch.



Adoption leave

- As long as certain criteria are met, similar time off to maternity leave is normally available if you or your partner adopts a child through an approved agency.
- If you have 52 weeks' service at the date you are matched with a child, you may be entitled to 18-26 weeks' Royal Mail enhanced adoption pay.
- You need to request adoption leave within seven days of being matched with a child.
- When adopting a child from abroad, adoption leave will start after the child enters the UK.



Maternity pay

- If you have 26 weeks' service 15 weeks before your baby is due, you may be entitled to 39 weeks' statutory maternity pay.
- If you have less service, you may be entitled to a maternity allowance.
- If you have 52 weeks' service 15 weeks before the expected week of childbirth, you may be entitled to the first 26 weeks' maternity leave paid at your full pay rate. This is a generous enhancement by Royal Mail to statutory maternity pay.



Paternity leave

- You can normally take up to two weeks' paternity leave, if you have at least 26 weeks' service, have responsibility for the child's upbringing, and are one of the below:
 - The biological father
 - The mother's partner/husband
 - Matched with a child by an adoption agency, or are the partner/husband of someone who has been matched
- If you have 52 weeks' service, you may be entitled to receive full pay during paternity leave.



Ordinary parental leave

- You can take a maximum of 18 weeks' unpaid leave per child up to your child's 18th birthday.
- A maximum of 4 weeks' may be taken in any year (in whole week blocks).
- You may also be entitled to Shared parental leave.

Want to know more?

For full details, ask your manager for a copy of the maternity, paternity, adoption or parental leave policies and guides available in the 'Policy and information' section on PSP, and/or the appropriate request form. Also see Shared parental leave, Time off: other leave and Flexible working summaries.