

Parental Combined Policy (including Maternity, Adoption, Paternity, Parental and Shared Parental leave and pay)

Why do we have a policy?

Whilst the law provides certain entitlements for new and expectant parents, at Future we are supportive and want to encourage equality and fairness in the workplace by helping managers and colleagues to understand the rights and obligations attached to all parental leave. It ensures colleagues are aware of their rights when they have a family and it provides assistance in their return to work after they have taken their leave.

Who does this policy apply to?

The policy applies to all temporary and permanent colleagues of Future Publishing Limited. Colleagues are defined as those with a contract of employment with Future. For clarity this policy does not apply to agency workers, freelancers, zero hour contractors or self-employed contractors.

This policy does not form part of a colleague's contract of employment and the Company may change this policy at any time.

Colleagues who transferred over from GoCo Group will continue to use GoCompare's family leave policies until 1st March 2025. We will share these with the relevant colleagues accordingly.

General Principles

Future follows the statutory procedures for all maternity, adoption, paternity, parental and shared parental leave. For more information on any of these subjects, colleagues should use the links to the government website, which are provided under each subject heading below.

Where Future offers enhanced payments for any type of leave, this is indicated in the tables set out in the following sections.

Maternity & Adoption

Both Maternity and Adoption

Where a colleague has the required length of service, the Company makes enhanced payments above the basic entitlement to Statutory Maternity and Adoption Pay (SMP/SAP), known as Company Maternity/Adoption Pay (which is inclusive of SMP/SAP). Entitlements are set out below.

Maternity and Adoption Leave - Entitlement to Pay

Length of time I have worked at Future	What Maternity/Adoption Leave am I entitled to?	What Maternity/Adoption pay will I receive?
I have less than 26 weeks' service up to the 15th week before the expected week of childbirth or the 7 days of being matched with a child	An eligible colleague may take up to 26 weeks' ordinary maternity/adoption leave followed by a further 26 weeks of additional maternity/adoption leave, giving an overall entitlement of 52 weeks' leave	<ul style="list-style-type: none"> Any period of maternity leave taken will be unpaid Employees may be entitled to claim Maternity Allowance ("MA") from Jobcentre Plus The Company has no responsibility for the provision or administration of this benefit. MA is usually paid at the flat rate of SMP for 39 weeks
I will have worked for 26 weeks (continuously) up to the 15 th week before the expected week of childbirth or the 7 days of being matched with a child		<ul style="list-style-type: none"> 13 weeks' Company Maternity/Adoption Pay (at your full weekly rate) 26 weeks' SMP/SAP rate A further 13 weeks' additional maternity leave unpaid (optional)

SMP/SAP and Company Maternity/Adoption Pay will not be paid in certain circumstances, including the following:

- if the colleague is detained in legal custody;
- if the colleague is abroad, outside the European Community;

Levels of Maternity Leave

There are three tiers of Maternity Leave:

Compulsory Leave – for the first two weeks after birth, the colleague is not allowed to work. (NB: this is part of OML and in addition).

Ordinary Maternity Leave (OML) – 26 weeks' leave that the colleague is entitled to.

Additional Maternity Leave (AML) – an additional 26 weeks' leave that can be added onto the end of OML.

Notice of maternity leave dates

The colleague must provide a minimum 28 days' notice prior to any change in dates given (maternity leave start date / maternity leave end date) and not participate in any other business during periods of paid maternity/adoption leave.

Pension, childcare vouchers, private medical insurance

Provided the colleague is in the pension scheme prior to the start of their maternity or adoption leave, employer's pension contributions will continue during the 39 week paid period and are calculated as if the colleague was in receipt of their normal remuneration.

The colleague's normal pension contributions will also continue to be deducted from their pay during periods of Company enhanced pay, based on what the colleague is actually paid. However, pension contributions will not be deducted from statutory pay.

Provided that colleagues were already in the Childcare Voucher Scheme at the start of their maternity or adoption leave, they can continue to order childcare vouchers during their leave. Apart from the first 13 weeks, Future will pay for childcare vouchers on a colleague's behalf, averaged at the rate the colleague was ordering the vouchers over the 3 months prior to maternity/adoption leave commencing.

If the colleague is a member of Future's private healthcare scheme their cover will continue whilst they are on maternity/adoption leave. The cost of the premium will continue to be deducted from enhanced pay. However deductions will not be taken from statutory payments. Once colleagues have moved onto statutory pay or no pay, they must reimburse Future to cover their monthly premiums. Failure to provide payment will result in the colleague's cover ceasing.

Colleagues do have the option to cease cover whilst on maternity/adoption leave if they wish. This should be communicated to the People Team before beginning their maternity leave.

Colleagues can add children to their healthcare cover at an additional cost – this can be done within a month of child birth or at the annual scheme renewal date. Please speak to the People team to arrange this if you wish.

Whilst on maternity/adoption leave a colleague's car allowance will continue to be paid. If the colleague is entitled to a Company Car, they will retain the car throughout maternity/adoption leave.

Keeping in Touch (KIT) days

Colleagues can work up to ten days during their maternity or adoption leave. These are called 'keeping in touch days'. Keeping in touch days are optional - both for the colleague and Line Manager need to agree to them. Colleagues often use KIT days for attending team meetings, attending training courses etc.

The colleague does not have to come into work for a full day, it can be just a couple of hours in the office. Please note that a full KIT day will be deducted from the allowance, regardless of how long you actually worked.

If the colleague is only being paid Statutory Maternity Pay (SMP), or if a KIT day is worked during weeks 40-52 when the colleague is not getting paid, a day's pay for each KIT day worked will be processed (even if the colleague only works part of the day).

To arrange coming in for a KIT day, please discuss this with the line manager. Please then email the People team to confirm the date worked and we will process in the next available pay date.

IVF/Fertility Treatment

If the colleague is undertaking IVF or other fertility treatment, they will most likely need to attend regular appointments. The colleague does not need to use annual leave or make time up for these. Please just notify the line manager of the appointment times, and also log the absence on eDays.

Paternity Leave

Where a colleague has the required length of service, the Company will make enhanced payments above the basic entitlement to Statutory Paternity Pay (SPP), known as Company Paternity Pay (which is inclusive of SPP).

Paternity Leave - Entitlement to Pay

Length of time I have worked at Future	What Paternity Leave am I entitled to?	What Paternity pay will I receive?
I will have worked less than 26 weeks	The colleague will not be entitled to take paid Paternity Leave	Time off will be unpaid – please seek further guidance from the Department of Work & Pensions
I will have worked for 26 weeks	10 days' Paternity Leave	10 days full pay (inclusive of statutory paternity pay)

Shared Parental

Shared Parental Leave (SPL) is a form of leave available to working parents following the birth or adoption of a child. It gives the colleague and their partner more flexibility in how to share the care of the child in the first year after birth than simply taking maternity and paternity leave. Shared Parental Leave is paid using the statutory guidelines.

Shared Parental Leave allows parents to take up to 50 weeks' leave in total on the birth or placement of a child. If both the colleague and their partner are eligible, they can choose how to split the leave. This leave can be taken at the same time or at different times and the colleague has the option to take it in more than one block where possible.

The colleague is entitled to Shared Parental Leave in relation to the birth of a child if:

- The colleague is the child's mother, and share the main responsibility for the care of the child with the child's father or partner
- The colleague is the child's father and share the main responsibility for the care of the child with the child's mother
- The colleague is the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother)

The total amount of Shared Parental Leave available is 52 weeks, less the weeks spent by the child's mother on maternity leave (or the weeks the mother has received SMP or MA if she's not entitled to maternity leave).

If the colleague is the child's mother, they can't start SPL until after the compulsory maternity leave period which lasts until two weeks after birth.

If the colleague is the child's father or the mother's partner, they should use the two weeks' ordinary paternity leave before taking SPL. Once Shared Parental Leave has started, they'll lose any untaken paternity leave entitlement as SPL entitlement is additional to paternity leave entitlement.

Parental Leave

Parental leave is a statutory provision allowing parents to take unpaid leave at a point in time which they require. The colleague is entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday. The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless the employer agrees otherwise).

Parental leave must be taken as whole weeks (e.g. 1 week or 2 weeks) rather than individual days, unless the employer agrees otherwise or if the colleague's child is disabled. This leave does not need to be taken all at once. A 'week' equals the length of time an employee normally works over 7 days.

Useful links

<https://www.gov.uk/maternity-pay-leave>

<https://www.gov.uk/adoption-pay-leave>

<https://www.gov.uk/paternity-pay-leave>

<https://www.gov.uk/shared-parental-leave-and-pay>

<https://www.gov.uk/parental-leave>

Want to know more?

Any questions in relation to this policy please contact the People team at peopleandculture@futurenet.com for further information.