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# Becoming a parent

A short guide for employees

Ways in which we can help  
you as you prepare for your  
new arrival



## I'm becoming a parent...

Congratulations!

Becoming a mother or father is an exciting prospect.

We know a new child can also present challenges – be they practical, financial, personal or emotional. As a mum or dad to be, there are a number of ways in which the CII can offer you support as you prepare to welcome a new member to your family:

### Assistance that is always available – whatever stage you are at

#### Employee Assistance Programme

Our Employee Assistance Programme provides a suite of regularly updated information and resources to support you both during pregnancy and after becoming a parent.

You can find details of our Employee Assistance Programme on the Hub.

#### Free counselling for you and your partner

Our Employee Assistance Programme operates an online and a telephone counselling service. They can also arrange face to face counselling sessions where required.

To speak to a telephone counsellor or enquire about face to face counselling please see the contact details on the Hub.

### Preparing for your new arrival

#### Time Off for Antenatal Appointments

Did you know that if you are pregnant you are entitled to take paid time off to attend antenatal appointments? If you wish to accompany the pregnant mother of your child you are entitled to take unpaid leave to attend up to two appointments during the pregnancy.

#### Your Pension Contributions

The CII will continue to make its standard contributions to your pension for the duration of any maternity, adoption or shared parental leave.

If you make **personal pension contributions via salary deductions please let us know if you wish these to continue** while you are receiving maternity, adoption or shared parental pay. Please note that if you don't inform HR, deductions will continue to be made until such time as your statutory pay is no longer sufficient to cover them.

Pension Booster contributions cannot continue when you are receiving statutory pay alone so if you make contributions via pension booster these will cease automatically at the point that you are no longer receiving your salary or any enhanced maternity, adoption or shared parental pay. If you'd like to stop your pension booster contributions earlier then please let us know.

If you have questions please contact a member of the HR team who will be happy to talk you through what this means for you whilst on leave.

### When your baby is born or adopted child is first placed with you

#### Maternity, Paternity or Adoption Leave and Related Pay

When your baby is born or an adopted child is first placed with you, you are entitled to take a period of leave to look after them. You continue to accrue all of your contractual benefits, except your salary and you are entitled to return to work on terms no less favourable than when you started leave. If you are eligible you will also receive enhanced and statutory maternity, paternity or adoption pay. You may also wish to consider taking up Shared Parental Leave (see page 6).

#### Notice is key

Whenever you make a request that will impact your pay and benefits and may impact business as usual, please try to give as much notice as practical to allow your manager and HR the time they need to properly consider, plan for and accommodate any agreed change.

### Talk to us...

Talking to your manager about how we can communicate with you during maternity, adoption or shared parental leave will help us keep in touch in a way that works well for both parties.

# Key dates

To help us to plan for your absence you need to provide your manager and the HR department with adequate notice that you intend to take leave. The checklist below is intended for women who are pregnant and their partners – timescales are different the case of adoption (the staff handbook has full details):

	11-15 Weeks	16-20 Weeks	21-25 Weeks	26-30 Weeks	31-35 Weeks	36-40 Weeks
						
<b>Milestones for pregnant mums</b>	<p>First ultrasound scan (8-14 weeks).</p> <p>You may wish to consider informing your manager and the HR department of your pregnancy (notice should be given to HR in writing).</p>	<p>Second ultrasound scan (18-21 weeks).</p> <p>MATB1 form issued by Doctor/Midwife – Please pass your MATB1 form to HR.</p>	<p><b>To qualify for maternity leave and maternity pay you must inform HR of your pregnancy, in writing, at the latest 15 weeks before your baby is due.</b></p>	<p>If you make personal pension contributions please write to HR to confirm whether these should continue whilst on leave.</p>	<p>You may want to consider using up this year's annual leave allowance immediately prior to starting your maternity leave. Any period of holiday should be agreed with your line manager.</p> <p>Maternity leave can commence anywhere from 11 weeks prior to the week your baby is due. If the baby is born earlier than your chosen date then your maternity leave will start automatically – please inform your manager/HR of the baby's date of birth as soon as practical.</p>	<p>Expected week of childbirth (week 40).</p>
<b>What you can expect from the CII</b>	<p>Once you have informed HR of your pregnancy:</p> <p>We will organise a health and safety assessment for you to ensure you are safe and comfortable in the office, this will be regularly reviewed as your pregnancy progresses.</p> <p>HR will write to you to confirm proposed dates and arrangements for your maternity leave.</p>	<p>Once we have received your MATB1/a copy of your partner's MATB1:</p> <p>HR/payroll will make arrangements for your maternity or paternity pay.</p>	<p>In all cases, HR will confirm the proposed dates and arrangements for your maternity or paternity leave in writing (if we have not heard from you and written to you previously).</p> <p>You have the option of a 1:1 session with a Parental Coach for you and your partner to provide guidance and advice on you/your partner's pregnancy.</p> <p>Please contact HR if you would like for us to arrange a session for you and your partner.</p>	<p>If HR receives no notification from you, the personal pension contributions will continue to be deducted on the same basis until enhanced or statutory pay can no longer cover them - see page 3 for details.</p>		<p>You have the option of a 1:1 session with a Parental Coach after the new arrival to provide guidance and advice on becoming a parent e.g. going back to work.</p> <p>Please contact HR if you would like for us to arrange a session for you and your partner.</p>
<b>Milestones for expectant partners</b>		<p>You may wish to take a copy of your child's mother's MATB1 form – this may be requested by HR if you apply for paternity leave.</p>	<p><b>To qualify for paternity leave and paternity pay you must inform HR, in writing, of your intention to take leave at the latest 15 weeks before the baby is due.</b></p>			<p>Statutory paternity leave can commence at any time from the date of the baby's birth but must be completed within 56 days of the birth.</p>

## During the first year

### Every Little Helps With Every Little One...

The CII offers all new mums and dads a £20 shopping voucher to spend on essentials for your child or for you.

### Shared Parental Leave (SPL)

Shared Parental Leave allows you to split a period of up to 50 weeks leave and up to 37 weeks statutory pay with your partner, giving you greater flexibility in how you share childcare responsibilities during the first year after birth/adoption. As with maternity and paternity leave, during SPL you will remain employed and can continue to accrue all of your contractual benefits, except your salary. You will be entitled to return to work on terms no less favourable than when you started your period of leave. Once SPL has commenced it will take the place of any remaining maternity/adoption leave and maternity/adoption pay you or your partner may have been entitled to. SPL can be taken in addition to paternity leave. Eligibility and notice requirements apply.

### Keeping in Touch (KIT) Days or In Touch Days

A Keeping In Touch (KIT) or Shared Parental Leave In Touch (SPLIT) day allows you to come into work or to attend relevant meetings or training, without ending your leave or forfeiting your right to any statutory pay to which you are entitled.

You are able to take up to 10 KIT days during the course of maternity leave. If you have opted to take shared parental leave you may take up to 20 SPLIT days. In the case of mothers, these will be in addition to any KIT days you may have already taken during any period of maternity leave.

In all cases, you will be paid for a day's work for each KIT or SPLIT day that you take. Agree with your manager if, when and how best to use these days and remember to inform HR when you've taken one so we can arrange for you to be paid.

## Returning to work

### Parental Leave

You can take up to 18 weeks of unpaid leave to spend time with your child. This 18 week allowance covers the full period from birth up until your child's 18th birthday. This means any weeks of parental leave taken at the CII will reduce your entitlement with any future employers accordingly. You will be entitled to return to work after your leave on terms no less favourable than when you started. Eligibility and notice requirements apply.

### Tax Free Childcare

The Government has introduced a Tax Free Childcare scheme. More information can be found by visiting [gov.uk](http://gov.uk) and searching 'Tax Free Childcare'. There is also some information on the Hub.

The childcare vouchers scheme will be closing to new entrants in April 2018; this is because of the Government's introduction of Tax Free Childcare and the requirements of that policy. For more information visit [gov.uk](http://gov.uk) and search 'Tax Free Childcare' or look up 'childcare vouchers' on The Hub.

### Talk to Us...

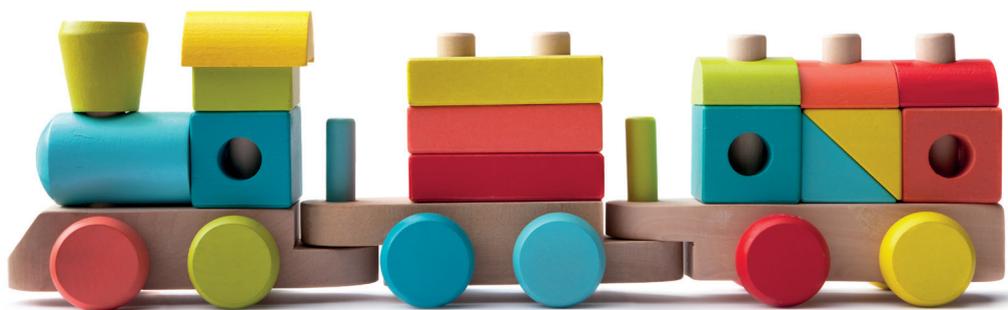
Unless you inform your manager/HR otherwise the CII will assume that you intend to return to work on the same basis as before following any period of maternity, paternity, adoption or shared parental leave; we will set out the expected date of your return when writing to you to confirm periods of leave. If you do decide to resign you will need to provide adequate notice, in accordance with the terms of your contract.

### Flexible Working

When considering your return to work, you may also want to consider applying for a form of flexible working, for example reduced or amended working hours. The CII will always give consideration to such requests but may not always be able to accommodate them.

### Taking Time Off to Deal with Family Emergencies

Sometimes the unexpected happens. If your child falls ill or your childcare falls through, you are entitled to take a reasonable period of unpaid leave to care for them or make the necessary arrangements for them to be cared for (this is called dependants leave). You should inform your manager as soon as practical that you will not be attending work and, wherever possible, provide an indication of how long you expect to be on leave. If unpaid leave is impractical, remember that it may be possible to come to an alternative arrangement with your manager such as taking annual leave instead.



## **Please refer to the staff handbook or talk to HR for more information**

This help sheet provides an overview of the policies and benefits in place at the CII to support working parents. For full details and to check your eligibility please refer to the staff handbook or speak to a member of the HR team.

 Chartered Insurance Institute

 @CIIGroup

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