

Parental leave policy

This policy covers:

- maternity leave
- paternity leave
- adoption leave
- unpaid parental leave

There are laws about these types of parental leave.
If our policy gives you fewer rights than the law, we will
treat you according to the law.

Maternity leave

We provide maternity leave and maternity pay in line with the law.

Please check the current law on the www.gov.uk website.

Paternity leave

We provide paternity leave and paternity pay in line with the law.

Please check the current law on the www.gov.uk website.

Adoption leave

We provide adoption leave and adoption pay in line with the law.

Please check the current law on the www.gov.uk website.

Unpaid parental leave

This applies if you have parental responsibility for a child aged under 18 and you have worked for AWPf for over a year.

You may have up to 4 weeks of unpaid parental leave each year for each of your children.

You may take this as individual days or whole weeks.

You must agree when you will take unpaid parental leave with your manager. If you give less than three weeks' notice, your manager may not be able to agree to your request.

You may take a maximum of 18 weeks of unpaid parental leave for each of your children. This includes any unpaid parental leave which you took when you were working somewhere else.

Unpaid leave and your pension

Taking unpaid leave can affect your pension contributions. If you would like to know how your unpaid leave period may affect your contributions, you can contact the organisation's pension provider NEST on 0300 020 0090 or support@nestpensions.org.uk