

SEDDONS

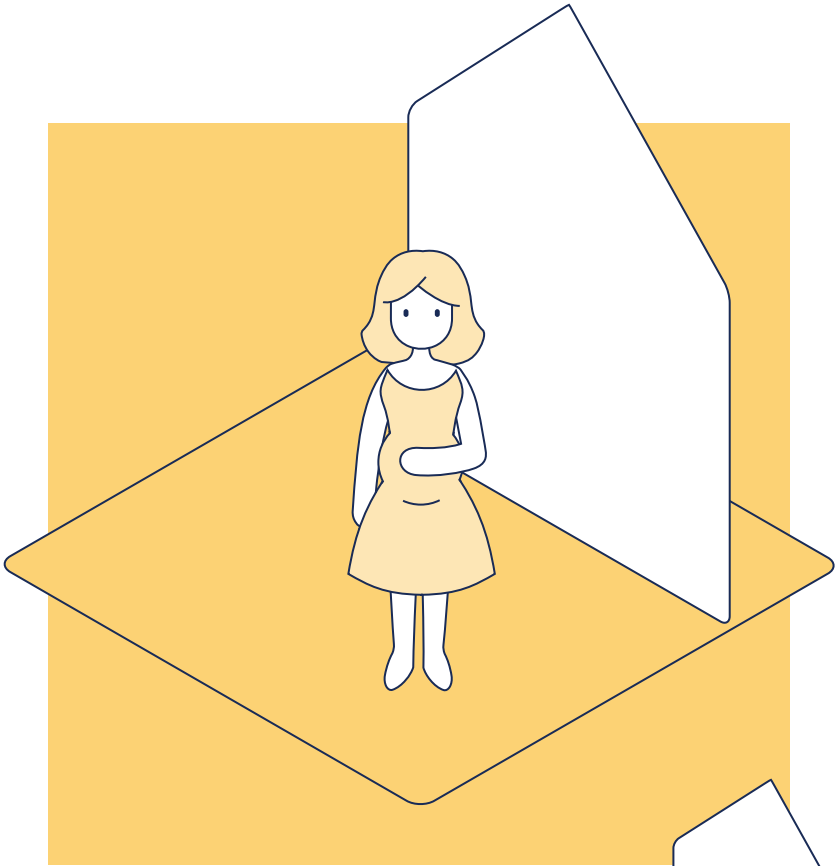
# Employment Guide

A helpful  
factsheet  
for employers



— On your side

# Types of leave

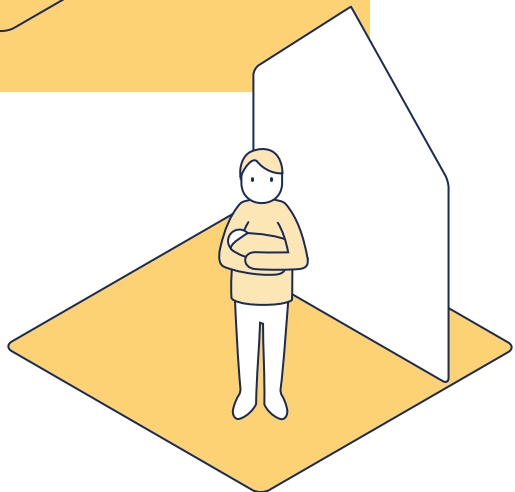


## Maternity leave

All pregnant employees are entitled to take up to one year's maternity leave, regardless of their length of service. This is made up of 26 weeks ordinary maternity leave (OML) followed by 26 weeks additional maternity leave (AML).

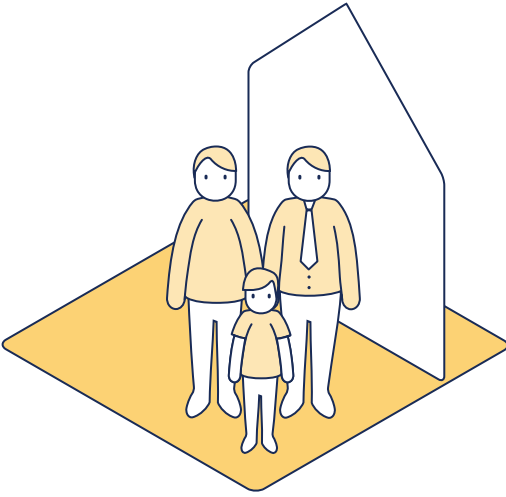
Pregnant employees also have a right to paid time off for antenatal care.

Keeping-in-touch days enable a woman to work for up to ten days during her maternity leave period, without losing SMP.



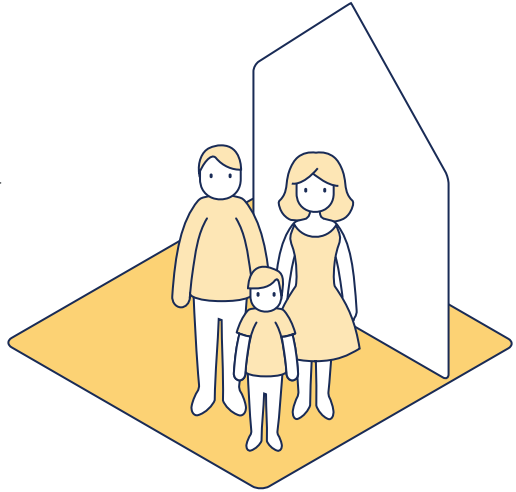
## Paternity leave

Fathers with 26 weeks' service ending with the 15th week before the expected week of birth are entitled to take up to two weeks' paid ordinary paternity leave. If two weeks are to be taken, they must be taken consecutively.



## Adoption leave

The rules on adoption leave mirror the maternity leave provisions.



## Shared parental leave

Mothers with 26 weeks' service ending with the 15th week before the expected week of birth may, following the compulsory two week period of maternity leave, share up to 50 weeks' leave with their partner, instead of taking maternity leave.

## Parental leave

All employees with one year's service who have or expect to have responsibility for the child are entitled to 18 weeks' unpaid leave per child to be taken before their child's 18th birthday. Leave must be taken in blocks of one week, up to a maximum of four weeks in any one year.

To be eligible, both parents must satisfy certain earnings and employment requirements. The same principles apply to parents of adopted children.

# How much do you have to pay?

(as from 1 April 2018)

## Maternity pay

- Qualifying employees will get Statutory Maternity Pay (SMP)
- 90% of weekly earnings for the first six weeks and, for the remaining 33 weeks £145.18 per week or 90% of the average weekly earnings, whichever is the lower
- Employers can pay above the statutory minimum if they wish
- Maternity allowance is paid by the Benefits Agency to those who do not qualify for SMP

## Adoption pay

Adoption pay mirrors the maternity pay provisions.

## Paternity pay

Paternity leave paid is capped at £145.18 per week or 90% of average weekly earnings, whichever is the lower.

## Shared parental leave pay

- Qualifying employees will get Statutory Shared Parental Pay (SSPP)
- £145.18 per week or 90% of the average weekly earnings, whichever is the lower
- Employers can pay above the statutory minimum if they wish

## Parental pay

All parental leave is unpaid.

# Other basics

## Statutory minimum notice

Employer must give:

- one week's notice after one month's continuous service
- two weeks' notice after two years' continuous service
- and then one week's notice for each year of continuous service to a maximum of 12 weeks

Employee must give:

- one week's notice after one month's continuous service

## Working time

- limit of 48 hour working week
- 24 hours off per week (or 48 hours' rest per fortnight)
- 11 consecutive hours of rest a day
- 20 minute break after six hours worked
- 5.6 weeks' paid leave a year
- (28 days for five day working week)
- Entitlements are calculated pro-rata for part-time workers

## National living wage / minimum wage (as from 1 April 2018)

Age	25+	21-24	18-20	16-17
Per hour	£7.83	£7.38	£5.90	£4.20

## Statutory sick pay (as from 6 April 2018)

- £92.05 per week
- Maximum entitlement is 28 weeks in any single or linked period of incapacity for work.

## Week's pay (as from 6 April 2018)

- £508 for the purposes of calculating statutory redundancy payments and the Tribunal's basic award

## Tribunal limits (as from 6 April 2018)

- Basic award (and statutory redundancy payments) - £15,246
- Compensatory award - £83,682



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