



St Andrew's Malvern

Partnering with God in the flourishing of our communities

Maternity and Paternity Policy

September 2026 v1

St Andrew's is Registered Charity Number 1128973.

The following policy was reviewed and agreed by St Andrew's Parochial Church Council (PCC) at their meeting held on 24th September 2026, with the agreement that some minor details would be subsequently resolved by the Standing Committee (which they have now been).

It is anticipated that this policy will be reviewed and subsequently agreed by all three Churches in the Chase Team early in 2027.

We recognise the importance of supporting employees through the birth of a child and the months before and after. We remain committed to providing a supportive and inclusive workplace.

1. Purpose

This policy explains the statutory rights and our procedures relating to:

- Maternity leave and pay.
- Paternity leave and pay.
- Pregnancy and maternity-related protections.
- Returning to work after family leave.
- Communication and support during leave.
- Neonatal care leave and pay.
- Shared parental leave.

We will comply with applicable UK employment legislation and will not discriminate against employees because of pregnancy, maternity, paternity or family responsibilities. We refer all employees to the UK Government website guidance at link: <https://www.gov.uk/paternity-pay-leave> and ACAS website guidance at link: <https://www.acas.org.uk/time-off-for-care-and-support> for further clarification of their statutory rights.

2. Statutory Maternity Leave

An eligible employee is entitled to up to 52 weeks of Statutory Maternity Leave, regardless of length of service, hours worked or earnings.

Maternity leave is divided into:

- **Ordinary Maternity Leave:** The first 26 weeks.
- **Additional Maternity Leave:** The following 26 weeks.

An employee does not have to take the full 52 weeks.

Compulsory maternity leave

- An employee must take at least **two weeks of maternity leave after childbirth**.
- An employee cannot work during the compulsory maternity leave period.

3. Notification of Maternity Leave

An employee should notify their line manager of their pregnancy and intended maternity leave arrangements as early as reasonably practicable.

To claim Statutory Maternity Leave, the employee must normally notify their line manager by the end of the **15th week before the expected week of childbirth**.

The employee should provide:

1. Confirmation that they are pregnant.
2. The expected week of childbirth.
3. The intended maternity leave start date.

We may request a MATB1 maternity certificate or other appropriate evidence of the expected week of childbirth.

Employees are encouraged to notify their manager at an early stage so that appropriate health and safety assessments and arrangements can be made.

4. Starting Maternity Leave

Maternity leave can normally begin no earlier than **11 weeks before the expected week of childbirth**.

Maternity leave may begin earlier if:

- The baby is born before the planned start date.
- The employee is absent from work wholly or partly because of a pregnancy-related illness during the four weeks before the expected week of childbirth.

Where an employee is absent because of a pregnancy-related illness during this period, maternity leave may automatically begin in accordance with the statutory rules.

An employee may change their intended maternity leave start date by giving their line manager the required notice.

5. Statutory Maternity Pay

An employee may qualify for Statutory Maternity Pay if they meet the applicable statutory conditions.

Generally, the employee must:

- Have been continuously employed by us for at least 26 weeks up to the relevant qualifying week.
- Have average weekly earnings at or above the applicable statutory threshold.
- Have provided the required notice and evidence of pregnancy.

Statutory Maternity Pay is normally payable for up to **39 weeks**.

The statutory payment structure is:

- First six weeks: 90% of average weekly earnings, without an upper limit.
- Remaining 33 weeks: The statutory weekly rate or 90% of average weekly earnings, whichever is lower.

The statutory weekly rate is subject to annual review by the Government.

We will apply the statutory rate in force when payment is made.

Where an employee does not qualify for Statutory Maternity Pay, they may be eligible for Maternity Allowance. We will provide the appropriate documentation where required.

Important: Statutory Maternity Pay is separate from any enhanced maternity pay offered by us.

6. Maternity Pay - Statutory maternity pay only

We are currently unable to offer enhanced maternity pay beyond the statutory minimum.

7. Annual Leave During Maternity Leave

Annual leave continues to accrue during maternity leave in accordance with the employee's contractual and statutory entitlement.

Employees should discuss their annual leave arrangements with their manager before beginning maternity leave.

We will seek to ensure that employees do not lose accrued statutory annual leave because they are unable to take it during maternity leave.

Employees may be encouraged to take accrued annual leave before or after maternity leave, subject to appropriate arrangements.

8. Pension Contributions and Benefits

We will maintain contractual benefits during maternity leave in accordance with applicable legislation and the terms of the employee's contract.

Where the employee receives paid maternity leave, pension contributions will normally continue in accordance with the applicable pension scheme rules.

During unpaid maternity leave, pension contributions and other benefits will be handled in accordance with the relevant legislation, scheme rules and contractual terms.

Employees should contact their line manager for further information about their individual circumstances.

9. Keeping in Touch During Maternity Leave

We may agree reasonable contact arrangements with an employee during maternity leave.

These may include:

- Updates about significant workplace developments.
- Invitations to relevant meetings or social events.
- Discussions about returning to work.
- Information about vacancies, training or promotion opportunities.

The employee is not required to undertake work during maternity leave unless this is agreed as a lawful Keeping in Touch day.

An employee may work up to 10 Keeping in Touch days during maternity leave without bringing maternity leave to an end.

Keeping in Touch days are voluntary and must be agreed between the employee and their line manager.

Any payment arrangements for Keeping in Touch days will be agreed with your line manager in advance of you undertaking any Keeping in Touch day.

10. Statutory Paternity Leave

Eligible employees may take up to **two weeks of Statutory Paternity Leave**.

Paternity leave may be taken:

- As one continuous two-week period; or
- As two separate one-week periods.

Paternity leave must be taken within **52 weeks of the birth of the child**.

Paternity leave may be available to an eligible employee who is:

- The child's biological father.
- The mother's spouse or partner.
- The partner of the person giving birth.
- An intended parent in certain surrogacy arrangements.

The employee must satisfy the applicable statutory relationship and responsibility conditions.

11. Notification of Paternity Leave

Employees should notify LINE MANAGER or their manager as early as possible and at the latest by the end of the 15th week before the expected week of childbirth, together with the required notice for the start date of leave.

The employee must provide the statutory notices required for paternity leave, including:

- Confirmation of the expected week of childbirth.
- Confirmation of their eligibility and intention to take paternity leave.
- The intended dates of leave.

Employees should contact their line manager as soon as possible if the baby is born earlier than expected or if they need to change their intended leave dates.

We will deal with requests in accordance with the statutory rules.

12. Statutory Paternity Pay

An employee may qualify for Statutory Paternity Pay if they meet the applicable statutory conditions.

Although paternity leave is now a day-one right, **the qualifying conditions for Statutory Paternity Pay remain separate**. In particular, the employee will generally need to satisfy the relevant length-of-service and earnings requirements.

Statutory Paternity Pay is normally paid for up to two weeks at the statutory weekly rate or 90% of average weekly earnings, whichever is lower.

We will apply the statutory rate in force when payment is made.

Where an employee does not qualify for Statutory Paternity Pay, their line manager will explain the position and provide any required documentation.

13. Paternity Pay - Statutory paternity pay only

We are currently unable to offer enhanced paternity pay beyond the statutory minimum.

14. Shared Parental Leave

Eligible parents may be able to share up to **50 weeks of leave** and up to **37 weeks of statutory pay** between them.

Shared Parental Leave allows eligible parents to divide leave following the birth or placement of a child.

Eligibility and notice requirements apply.

Employees wishing to consider Shared Parental Leave should contact their line manager as early as possible.

Their line manager will provide information about the relevant statutory process and will consider requests in accordance with the law.

15. Neonatal Care Leave and Pay

Eligible employees may be entitled to Statutory Neonatal Care Leave where their baby requires qualifying neonatal care.

Under the current statutory scheme:

- Employees may be entitled to up to 12 weeks of Neonatal Care Leave.
- The entitlement is generally one week for every seven full and continuous days the baby spends receiving qualifying neonatal care.
- Leave may be taken within 68 weeks of the child's birth.
- Neonatal Care Leave is available from the first day of employment.
- Eligible employees may also qualify for Statutory Neonatal Care Pay.

Neonatal Care Leave is separate from maternity, paternity, adoption and Shared Parental Leave.

Employees should notify their line manager as soon as reasonably practicable if their child requires qualifying neonatal care.

Your line manager will explain the applicable notice, pay and leave arrangements.

16. Pregnancy and Maternity-Related Health and Safety

We will carry out an appropriate workplace risk assessment when notified that an employee is pregnant.

We will review the assessment as necessary throughout pregnancy and after the employee returns to work.

Where a risk is identified, their line manager will consider appropriate measures, including:

- Adjusting working conditions or hours.
- Providing suitable alternative work.
- Making temporary changes to duties.
- Suspending the employee on appropriate terms where legally required.

Their line manager will also consider the health and safety needs of employees returning from maternity leave or breastfeeding.

Employees should notify their manager or their line manager of any relevant health and safety concerns.

17. Protection from Discrimination

We will not unlawfully discriminate against an employee because of:

- Pregnancy.
- Maternity.
- Paternity.
- Sex.
- Pregnancy-related illness.
- Family responsibilities.

Employees will not be subjected to unfair treatment, harassment, victimisation or detrimental treatment because they exercise their statutory family leave rights.

Any concerns should be raised with their line manager and line management. If for any reason the employee cannot raise their concerns with their line management, they should contact the PCC lay chair who will discuss suitable alternative arrangements.

18. Redundancy Protection

Employees taking maternity leave may have enhanced protection against redundancy during pregnancy and following maternity leave.

We will comply with the applicable redundancy protection rules.

Employees taking other forms of statutory family leave, including paternity, adoption, Shared Parental Leave and Neonatal Care Leave, may also have statutory protections in certain circumstances.

We will ensure that any redundancy process takes account of the employee's applicable legal rights.

19. Return-to-Work Arrangements

Employees should discuss their intended return date with their line manager as early as possible.

An employee taking the full 52 weeks of maternity leave will generally return at the end of that period unless an alternative arrangement has been agreed.

Their line manager will make reasonable efforts to support a smooth return to work.

This may include:

- A return-to-work meeting.
- An updated workplace risk assessment.
- A review of duties and responsibilities.
- Refresher training.
- Flexible working discussions.
- Consideration of childcare-related arrangements.

20. Right to Return

An employee returning from maternity leave will generally have the right to return to their previous job or, where applicable, a suitable alternative role in accordance with statutory protections.

The precise right to return depends on the amount and type of leave taken.

We will comply with the applicable legislation and will not disadvantage an employee because they have taken maternity leave

21. Flexible Working

Employees may request flexible working in accordance with applicable legislation.

Flexible working requests may include:

- Changes to working hours.
- Changes to working days.
- Part-time working.
- Remote or hybrid working, where appropriate.

- Changes to working patterns.

All requests will be considered fairly and in accordance with the law.

Employees should submit requests as early as possible to allow time for discussion and consideration.

22. Breastfeeding and Expressing Milk

We will support employees who wish to breastfeed or express milk when they return to work.

Where reasonably practicable, we will consider providing:

- A suitable private space.
- Appropriate breaks.
- Suitable storage arrangements.
- Reasonable adjustments to working arrangements.

Employees should discuss their requirements with their line manager before returning to work.

We will seek to accommodate these arrangements sensitively and respectfully

23. Employee Responsibilities

Employees should:

- Notify their line manager of pregnancy or intended paternity leave as early as possible.
- Provide the required statutory notices and evidence.
- Keep their line manager informed of changes to leave arrangements.
- Discuss annual leave and return-to-work arrangements.
- Raise any concerns promptly.

Employees are not required to disclose more personal information than is reasonably necessary to administer their statutory rights.

24. Manager Responsibilities

Managers should:

- Treat all family leave requests confidentially and sensitively.
- Notify us promptly when an employee advises them of pregnancy or intended family leave.
- Avoid making assumptions about an employee's plans or availability.
- Support appropriate risk assessments.
- Maintain reasonable contact during leave.
- Support a fair and effective return to work.
- Avoid disadvantaging employees who take family leave.

Managers should consult before making decisions that may affect an employee's maternity, paternity or other statutory family leave rights.

25. Responsibilities

We will:

- Administer maternity and paternity leave.
- Confirm statutory and contractual pay arrangements.
- Maintain appropriate records.
- Provide relevant statutory forms and documentation.
- Support managers and employees.
- Monitor changes in employment legislation.
- Ensure the policy is reviewed when necessary.

26. Confidentiality and Data Protection

Information relating to pregnancy, maternity, paternity and family circumstances will be handled confidentially and in accordance with applicable data protection legislation.

Information will only be shared with those who need it for legitimate employment, health and safety, payroll or legal purposes.

27. Policy Review

This policy will be reviewed periodically and whenever there are significant changes to UK employment legislation.

We reserve the right to amend this policy to reflect changes in statutory requirements.