

Family Friendly Policy

This policy sets out our approach to all of our family friendly benefits.

Family Friendly Policy

Introduction

At Amey we understand just how important family is to our employees, and we want to support you in balancing your work and family life. Whether it is the excitement of welcoming a new child to your family or taking time off because of your responsibilities as a parent or providing care for a dependant, we want to ensure you know about the rights and benefits available to you.

Scope

This policy together with the associated processes, sets our approach to family care issues and explains the processes that need to be followed. It applies to all Amey employees except those covered by:

- an alternative agreement with a recognised trade union.
- other explicit arrangements as a consequence of either being employed on a joint venture contract; or joining the Company under the provisions of the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) where other policies may apply.

This policy and the process referred to in the associated guides do not form part of your contract of employment and may be amended without consultation at any time.

Principles

Maternity Benefits

Having a new child is an exciting time, but we also understand it can be a little daunting too. All pregnant employees are eligible to take 52 weeks leave. However, we know babies don't come cheap and we want you to enjoy your maternity leave without worrying about finances. That's why (for eligible employees) we provide pay for the full 52 weeks of maternity leave rather than the 39 weeks statutory maternity pay.

Full details of your entitlements and the process to be followed can be found in our Maternity Guide.

Please note if you are having a new child by adopting or through a surrogacy arrangement, your entitlements are set out in our Adoption and Surrogacy Guide

Paternity Benefits

We want to ensure fathers, partners and co-adopters also enjoy family time creating memories and enjoying those special moments. For eligible employees, you are entitled to two weeks paternity leave. For those that aren't eligible, you may wish to consider other options that may be available to you.

Full details of your entitlements and the processes to be followed can be found in our Paternity Guide.

Adoption Benefits

Adopting a new child or having a baby through surrogacy is an exciting time. We also appreciate that things may move quickly, and we want to support you through that process. For parents who are going to be the primary adopter, you are entitled to take up to 52 weeks leave. It is important that you spend your adoption leave focusing on your new family and not worrying about finances. That's why we offer pay for up to the full 52 weeks of adoption leave (for eligible employees) rather than the statutory 39 weeks pay.

Full details of your entitlements and the process to be followed can be found in our Adoption & Surrogacy Guide.

Shared Parental Leave

If you are having a baby or adopting a child, you and your partner may be eligible for shared parental leave and pay. Shared parental leave gives parents greater flexibility to share the care of their child in the first year by transferring up to 50 weeks of statutory maternity or adoption leave and up to 37 weeks of statutory pay to the other parent as shared parental leave.

Full details of your entitlements and the process to be followed can be found in our Shared Parental Leave Guide.

Parental Leave

We understand that there are times when you may need to take time away from work to concentrate on your family. Parental leave is a period for unpaid planned time off work to care for your child. If you had a child or children under the age of 18, you are entitled to up to 18 weeks parental leave. You can apply to take four weeks leave in any one year. Leave entitlement is per child and both parents can take parental leave for the same child. Leave usually needs to be taken in one-week blocks, but if your child is disabled (in receipt of DLA or PIP) then you can request to take it in single days.

Full details of your entitlements and the process to be followed can be found in our Parental Leave Guide.

For clarity, parental leave is different to shared parental leave, which lets eligible parents share their statutory leave and pay during the first year of their child's birth or adoption.

Carers Leave

We know that many of our employees are also carers for their loved ones. If you have a dependant with longer term care needs, and you want to take some time off work to provide or arrange care for that dependant, you will be eligible to apply for up to one weeks unpaid carers leave in any 12-month rolling period. Carers leave can be taken in full or half days and can be consecutive or non-consecutive.

Full details of your entitlements and the process to be followed can be found in our Carers Leave Guide.

Parental Bereavement Leave

We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face. Parents who lose a child under 18, or who suffer a stillbirth from 24 weeks of pregnancy will be entitled to two weeks paid leave. This can be taken as a single block or as two single weeks. For further details, please see the Bereavement Policy.

Associated Documents & Useful Links

- [Maternity Guide](#)
- [Paternity Guide](#)
- [Adoption & Surrogacy Guide](#)
- [Shared Parental Leave Guide](#)
- [Parental Leave Guide](#)
- [Guide on Supporting Employees Experiencing Pregnancy Loss](#)
- [Carers Leave Guide](#)
- [Flexible Working Policy](#)

- [Bereavement Policy](#)

Revision status

REVISION	DATE	AMENDMENT	CONTENT OWNER	MANDATED BY
1	February 2024	New Policy	Nicola Hill	David Long
2				