



Special Leave Policy

Compassionate Leave

Northwards will allow employees reasonable time off in the event of the death of an immediate family member or friend. This is normally defined as employee's parents, siblings, children, grandparents or partners (partners in marriage, or within a common law relationship, or a lesbian relationship or a gay male relationship); however, consideration will be given to other family members/dependents/close friends on an individual basis.

Employees will be entitled to paid leave at the discretion of the Manager. If employees are off work for 7 or more consecutive days, a Doctor's certificate may be required.

Maternity Leave

The length of Ordinary Maternity Leave ("OML") is currently 26 weeks, regardless of how long staff have been employed. OML is paid at 90% of your salary for 8 weeks, and the remaining period at the current rate of Statutory Maternity Pay ("SMP").

To qualify for Additional Maternity Leave ("AML"), employees must have completed 26 weeks' continuous service with your Employer by the beginning of the 14th week before the Expected Week of Childbirth ("EWC"). AML will start immediately after OML and will continue for a further 26 weeks. Please note that AML is unpaid.

Employees will be required to notify their Manager and Human Resources of intention to take maternity leave by the 15th week before the EWC, unless this is not reasonably practicable.

Paternity Leave

Employees are entitled to Paternity Leave if their spouse/partner is expecting a baby or has recently given birth. Employees are also entitled to Paternity Leave if they are in the same sex relationship where one individual is entitled to take Maternity/Adoption leave the other will be entitled to Paternity Leave.

Employees must:

- Have or expect to have responsibility for the child's upbringing;
- Be the biological father of the child or the mother's husband or partner

- Have worked continuously for Northwards for 26 weeks ending with the 15th week before the baby is due.

Employees are entitled to take either 3 days' paid leave, or alternatively/additionally one or two consecutive weeks' Paternity Leave, which is paid at the current rate of Statutory Paternity Pay ("SPP").

Employees are required to inform their Manager and Human Resources of their intention to take Paternity Leave by the end of the 15th week before the baby is expected, unless this is not reasonably practicable.

Adoption Leave

Employees are entitled to Adoption Leave if:

- Employees are adopting a newly matched child/children through an approved adoption agency and
- Employees have continuous service for 26 weeks' ending with the week in which they are notified of being matched with a child/children for adoption.

The length of Ordinary Adoption Leave ("OAL") is 26 weeks, followed immediately by up to 26 weeks' Additional Adoption Leave ("AAL"). Payment of AAL is the same as OML and AML.

Employees are required to inform their Manager and Human Resources of their intention to take adoption leave within 7 days of being notified by the adoption agency that they have been matched with a child/children for adoption, unless this is not reasonably practicable.

Parental Leave

If employees are a parent (or qualify for adoption leave) and have a child/children under 5 years old, or a disabled child/children under 18 years old they are entitled to a period of unpaid leave which they can use to spend more time with their child/children.

Employees will need to have one year's continuous service to apply for Parental Leave. However, special rules apply for parents of children born, or placed for adoption, before 14 December 1999. Please contact Human Resources for further details. The entitlement is:

- Up to a maximum of 13 weeks' unpaid parental leave for each child under the age of 5; or
- 18 weeks' unpaid parental leave for each child under the age of 18 entitled to a disability living allowance.

Flexible Working

This enables mothers and fathers to request to work flexibly if they have a child/children under 6 or under 18 in the case of disabled child/children. It does not provide an

automatic right to work flexibly as there may be circumstances when the Employer is unable to accommodate their desired work pattern.

Northwards are committed to proper consideration of any such reasonable requests whenever practicable.