



Family Friendly Procedure

1. Introduction

In conjunction with the Family Friendly Policy, this procedure aims to outline how employees may notify the organisation of their decisions in relation to maternity, paternity, shared parental and adoption leave from work.

Contained within this procedure are specific guidelines surrounding timescales as well as information when taking time off work to care for dependants.

2. Maternity Leave

Planning for a period of maternity leave may feel overwhelming, particularly if you are having your first baby and have never taken this type of leave from work previously. This procedure however, explains what steps you should look to take regarding notifying us of your pregnancy and when you need to tell us in line with the policy.

2.1 *Notification of Maternity Leave*

Please notify us as soon as possible of your pregnancy to enable us to ensure that, where appropriate, any reasonable steps are taken to safeguard the safety of yourself and your unborn child and that you are not subject to any unnecessary risks at work.

To qualify for maternity leave we require that you provide us with written notification by the qualifying week, or as soon as reasonably practicable after this, of the following information:

- your pregnancy
- your EWC, and
- the date you wish to start your ordinary maternity leave period, which can be any time from the 11th week before the EWC.

There is a form you can use to provide this information which is available from Appendix A within this procedure.

You should also give your MATB1 to your manager once received. You will normally be provided with this at around the 20-week stage.

Once you have notified your manager of your intended start date of ordinary maternity leave, we will confirm, in writing, the date that we expect you to return to work after additional maternity leave has ended. This confirmation will be sent to you within 28 days of your notification.

An informal meeting will then be arranged with your manager and a HR representative to discuss your entitlements and the organisational processes involved. The meeting will include discussions on the following points:

- the amount of leave you can take and the payment arrangements
- the information that we will need from you to process your maternity leave
- time off for ante-natal appointments
- risk assessments to ensure your role does not pose a risk to your, or your baby's, health and safety
- your right to return after maternity leave to the same or a similar role
- the opportunity to request flexible working and how a request should be made.

In order to ensure good communication and a smooth transition in the time leading up to maternity leave, and during the leave itself, you will be informed of the arrangements for covering your work and also for remaining in contact whilst you are on leave. We will also consult you on how to cover your workload during your leave and whether any temporary reporting arrangements need putting in place.

We would like to keep you fully informed of any news or developments at work during your leave and we will also keep you informed of any recruitment exercises undertaken during your absence.

For any ante-natal appointments prior to taking your maternity leave, you should notify your manager of the dates and times at the earliest opportunity.

2.2 *Health and Safety*

So that we may assess any potential risk that your role poses to your health and safety, and the health and safety of your baby, you are required to notify your manager as soon as you are aware that you are pregnant. A Health and Safety Risk Assessment will be undertaken and action taken to eliminate any risk.

This may include making adjustments to your role or, if no adjustments can be identified that will reduce or remove the risk, you will be offered a suitable alternative role for the duration of your pregnancy. In the event that alternative work cannot be found, we reserve the right to place you on suspension on full pay until you are no longer at risk. If necessary where a risk remains, these arrangements will continue for a period of six months after the birth of your child.

Please speak with your manager immediately if you are worried about your own health and safety at any time.

2.3 *Return to Work*

You have the automatic right to come back to work following maternity leave and it is assumed that you will return unless you state otherwise. Although you are not required to give any formal notice of returning to work at the end of your full 52 week leave period it helps us to plan for your return if you contact your manager in advance to discuss your return.

If you wish to return to work before your maternity leave has ended you should give at least eight weeks' notice of the date on which you intend to return.

An eight-week notice period also applies if you wish to bring your maternity leave to an end early in order to take shared parental leave. Please refer to the shared parental leave policy for further information on entitlements, eligibility and notice requirements.

If you are unable to return to work due to sickness or injury, this will be treated as Sickness Absence as per the relevant policy.

If you decide not to return to work, you should notify your manager of your decision. You are asked to provide notice in accordance with the terms of your contract. If you have received Hanover Maternity Allowance in excess of your statutory entitlement, you will have to repay this amount upon termination of your contract.

3. Paternity and Partner Leave

This section explores how employees wishing to take paternity or partner leave from work can notify the organisation about their intentions to take both leave and return to work following such a period.

3.1 *Notification of Paternity or Partner Leave*

Unless not reasonably practicable, your intention to utilise a period of paternity or partner leave needs to be notified to the organisation during or before the 15th week before the EWC. Your manager is required to be informed, in writing, of:

- the anticipated week of birth
- whether you intend to use one or two weeks' leave
- the date you wish the leave to begin.

There is a form you can use to provide this information which is available from Appendix C within this procedure.

If wish to change the date of your paternity leave after giving notice, you should provide an additional written notice requesting a variation to the leave. This notice should be provided at least 28 days in advance of the new start date of the leave period.

As the father or partner of the baby's mother, you are entitled to accompany them on up to two ante-natal appointments. This entitlement is unpaid leave. You should submit this request to your manager as soon as you are aware of the upcoming appointment.

3.2 *Return to Work*

Following two weeks' paternity or partner leave, you have the right to come back to the same job role. The act of requesting or taking paternity or partner leave will not cause you to suffer any disadvantage in the workplace.

If you wish to change your working hours following paternity or partner leave, the business will consider each request on its individual facts in line with the Hanover's flexible working policy.

You should discuss with your manager, as early as possible, where you are planning on not returning to work. Resignation should be notified to your manager, in writing, as set out in your employment contract. Any payments of statutory paternity pay will not be altered by your resignation.

4. Parental Leave

4.1 *Notification of Parental Leave*

If you fulfil all of the statutory criteria as outlined in section 4.2, you should provide written notice 21 days' before the intended start date. If the employee or their partner are having a baby or adopting, 21 days' notice before the week the baby or child is expected will be required.

Notification should include the start and end date of the parental leave.

There is a form you can use to provide this information which is available from Appendix J within this procedure.

5. Shared Parental Leave

There are various conditions associated with shared parental leave however, this procedure simplifies and explains each of those which may affect you and your decision to take such leave.

5.1 *Notification of Shared Parental Leave*

You should provide written notice eight weeks before the start of any period of SPL. Each employee can make up to three requests during each maternity or adoption period. Each time period requested is required be longer than one week.

Notification should include the following:

- the name of the employee;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
- the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
- the amount of SPL the employee and their partner each intend to take

- a non-binding indication of when the employee expects to take the leave

A signed declaration is required from you stating:

- that they meet, or will meet, the eligibility conditions and are entitled to take SPL;
- that the information they have given is accurate;
- if they are not the mother/adopter they need to confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should they cease to be eligible they will immediately inform the organisation.

There is a form you can use to provide this information which is available from Appendix E within this procedure.

You should also provide the organisation with a signed declaration from your partner confirming:

- their name, address and national insurance number (or a declaration they do not have a national insurance number);
- that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the 'employment and earnings test and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
- that they consent to the amount of SPL that the employee intends to take;
- that they consent of the organisation processing the information contained in the declaration; and (in the case whether the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions
- Child's birth or adoption certificate
- Your and your partners' exact relationship(s) to the child
- Name and address of the partner's employer and their National Insurance number
- Signed declaration stating that you/your partner meet or will meet the eligibility conditions are entitled to take SPL – and should you cease to be eligible that you will notify the business as soon as possible
- Signed and dated declaration that the information you have both given is accurate. .

The HR Team will respond within 14 days of receiving the notification via your manager.

5.2 *Varying a Period of Leave*

Once a period of leave notice has been submitted, you may change the dates on which leave is to be taken by submitting a request to vary a period of leave giving eight weeks' notice. These notice provisions are waived in the event of an early birth and your leave will start the same length of time after the birth as it would have started had the baby not come early. In this case, notice should be given as soon as reasonably practicable. In all other cases, the following applies:

- in this case notice to vary the start date should be given as soon as reasonably practicable after the birth of the child
- in order to change the start date of leave, you should give eight weeks' notice counted back from the earlier of either the original date or the new date
- to change the duration of a period of leave, you should give eight weeks' notice of the original start date.

You may also request that a continuous period of leave is separated into a discontinuous period, or that a discontinuous period is consolidated into a continuous period.

Submitting a variation notice will count towards your maximum three notices unless it is made as a result of the child being born earlier or later than the expected week of childbirth.

If you are submitting a variation notice subsequent to a request to do so by the organisation, it will not count as one of the maximum three notices.

5.3 *Notification of Curtailment*

Maternity/adoption leave needs to be curtailed (ended early) if shared parental leave is to be taken. The mother/main adopter should inform the Hanover that maternity/adoption leave will be brought to an end by providing a curtailment notice at the same time as the notice of entitlement is provided. The curtailment notice will give eight weeks' notice of leave (or pay in the event that the employee is not entitled to leave) being brought to an early end.

A notice of curtailment can only be revoked in the following specific circumstances:

- where it is discovered in the eight weeks following the notice that neither the mother/adopter nor their partner has any entitlement to shared parental leave or pay
- in the event of the death of the partner
- if the notice was given before the birth, and the mother revokes her maternity leave curtailment notice in the six weeks following the birth.

Notice of curtailment should also be provided to Jobcentre Plus if the mother is not entitled to maternity pay but instead received maternity allowance.

5.4 *Notice to Take a Specific Period of SPL and ShPP*

Although an indication of leave dates will have been given in previous notices, a period of leave is not fixed (unless stated to the contrary) until a period of leave notice is submitted. A maximum of three period of leave notices are permitted, which will include any notices to amend a period of leave already booked. A period of leave notice gives eight weeks' notice to the organisation that you intend to take leave on the specified dates. The date that leave will start should be given unless the period of leave notice is given before the birth of a child, in which case the start date may be expressed as, for example, 'two weeks' after the birth, to last for 'four weeks'.

You should also indicate in this notice whether you intend to allocate ShPP to the period of leave.

It is important that all of the relevant information is provided according to the set timelines. If it is not, Hanover cannot guarantee that the leave will be granted.

5.5 *Return to Work*

Employees who wish to amend the date on which they are to return to work after shared parental leave need to give eight weeks' notice of the original end date and the new end date, whichever is earlier.

After SPL, provided the total amount of leave taken by you (including maternity leave) does not exceed 26 weeks, you are entitled to return to the same job on the same terms and conditions of employment as if they had not been absent.

When you are considering your return to work, for reasons related to childcare, you may request a change to your previous working arrangements. Any such request will be considered in line with the operational requirements of the business and there is no automatic right to return to work on altered conditions.

6. Adoption Leave

As noted in the family friendly policy, adoption leave is treated equal to maternity leave in terms of entitlements and pay, and therefore there are similar notification procedures in place.

6.1 *Notification of Adoption Leave*

You are required to give us notice, in writing, of your intention to take adoption leave within seven days of being notified by the adoption agency that you have been matched with a child, unless this is not reasonably practicable. The notice should specify:

- the date the child is expected to be placed with you; and
- the date you want the adoption leave to start.

There is a form you can use to provide this information which is available from Appendix F within this procedure.

You should also provide the "matching certificate" from the adoption agency. The certificate will include basic information on matching and expected placement dates.

You are able to change your mind about the date on which you want your adoption leave to start providing you inform us at least 28 days in advance, unless this is not reasonably practicable.

We will write to you to notify you of the date on which you are expected to return to work if the full entitlement to adoption leave is taken, within 28 days of the date on which you notified us of your intention to take leave, or, if you have varied the date originally chosen to start adoption leave, within 28 days of the date on which adoption leave began.

For any adoption appointments prior to taking your adoption leave, you should notify your manager of the dates and times at the earliest opportunity.

6.2 *Return to Work*

If you are returning to work at the end of additional adoption leave, you should simply present yourself for work at the end of that period.

If you intend to return to work before the end of your additional adoption leave, you should give us at least eight weeks' notice of the date on which you intend to return. If you do not give us eight weeks' notice, we may postpone your return to a date ensuring that there has been eight weeks' notice.

Shortly before your return to work, we will be in touch with you to arrange an informal meeting with *[insert job title of person]*. The aim of this meeting is to discuss your return and to ensure it is as smooth a transition back to work as possible.

You have the right to return:

- with your seniority, pension rights and similar rights
- on terms and conditions no less favourable than those which would have applied if you had not been absent.

You will not be subject to any detriment by Hanover because you took or sought to take adoption leave.

7. **Time Off for Dependants**

We understand that taking time off for dependants is often an emergency or short-notice situation however, we do have reasonable steps in place to allow you to notify your manager of such incidents, as the following explains.

7.1 *Notification of Time Off for Dependants*

You are asked to contact your manager as soon as practicable of your unavailability for work, the reason for it and how long you expect to be away from work. You do not have to do this in writing, but you will need to provide sufficient information for your manager to determine your entitlement to time off under this policy.

If you fail to inform your manager as soon as is reasonably practicable that you need time off, or if you abuse the rights under this provision, you may be subject to disciplinary proceedings.

8. **Neonatal Care Leave**

We understand that having a baby in the neonatal unit can be a difficult time. We have reasonable steps in place to allow you to notify your manager where neonatal care leave is required.

8.1 *Notification of Neonatal Care Leave*

If you fulfil all of the statutory criteria for neonatal care leave, you should notify your manager as soon as practically possible of your unavailability for work. Notification should include:

- Your baby's date of birth
- The start date or dates of neonatal care
- The date on which you would like to take the leave (and pay)
- The number of weeks of Neonatal Care Leave (and pay) the notice is being given for
- The date neonatal care ended (if applicable)

8.2 *Return to Work*

Employees should communicate their return date and any adjustments needed for a return to work. If you wish to change your working hours following neonatal care leave, the business will consider each request on its individual facts in line with the Hanover's flexible working policy.

8 Appendices

Appendix A – Maternity Leave Application Form
Appendix B – Maternity Leave Start Variation Form
Appendix C – Paternity Leave Application Form
Appendix D – Paternity Leave Start Variation Form
Appendix E – Shared Parental Leave Application Form
Appendix F – Adoption Leave Application Form
Appendix G – Adoption Leave Start Variation Form
Appendix H – Flexible Working Flowchart
Appendix I – Flexible Working Application Form
Appendix J – Parental Leave Application Form

9 Related Policies and Procedures

- Family Friendly Procedure
- Flexible Working Policy and Procedure
- Time Off Policy and Procedure
- Maximising Attendance Policy and Procedure

Appendix A – Maternity Leave Application Form

Employee Details	
Name:	Job Title/Department:
Employee Start Date :	Manager:

This form should be completed for employees to inform Hanover about their intention to take Maternity Leave and should be submitted to Managers before the 15th week of expected child birth.

Application
<p>I confirm that I am expecting a baby on:-</p> <p>Date:</p> <p>I intend to start my Maternity Leave on:-</p> <p>Date:</p> <p>(You may change this date by submitting a Maternity Leave Variation Form, giving 28 days notice of any change).</p> <p>You reserve the right to return to work giving 8 weeks' notice, however, should confirm with your Manager if this is not your intention.</p>

FAMILY FRIENDLY PROCEDURE

Please refer to the Family Friendly Policy and Procedures for full details obligations relating to Maternity Leave.

I confirm that the detail provided within this form is accurate and am aware of Hanovers Family Friendly Policy and Procedure.

Acknowledgement

Signature:

Date:

Please complete and return to your Manager, attaching your Mat B1 Form.

Appendix B – Maternity Leave Start Variation Form

Employee Details

Name:

Job Title/Department

Start Date:

Manager:

Declaration for Adoptions within the UK

I previously gave notice of my intention to take Maternity Leave and pay in respect of a child who has been/is due to be born on:

Date.....

I wish to vary the start date of my Maternity Leave to:-

Date.....

This is a date is in line with the criteria outlined in the Family Friendly Policy.

FAMILY FRIENDLY PROCEDURE

I am aware of the Family Friendly Policy and Procedure and the detail provided in this form is accurate to the best of my knowledge.

Acknowledgement	
Signature:	Date:

Please return completed form to your Manager

Appendix C – Paternity Leave Application Form

This form should be completed by employees who meet the criteria for requesting Paternity/Partner in line with the Family Friendly Policy.

Where possible, your intention to utilise a period of paternity/partner leave should be requested to your manager during or before the 15th week before expected childbirth.

Employee Details	
Name:	Job Title:
Department:	
Details	
Anticipated date of Birth:	
Date you wish leave to begin:	
Request for 1 or 2 weeks leave:	
Declaration	
I am the father or secondary caregiver for the child and can confirm that as such I am entitled to take leave paternity/partner leave.	
Employee signature:	Date

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Please return to Manager.

Appendix D – Paternity Leave Start Variation Form

Employee Details	
Name:	Job Title:
Department:	Manager:

Variation
<p>I previously gave notice of my intention to take Paternity/Partner Leave in respect of a child born/anticipated to be born on:</p> <p>Date.....</p> <p>I now wish to start my leave on:-</p> <p>Date.....</p> <p>This date is in line with guidance provided within the Family Friendly Policy. All other details in my application remain unchanged.</p>

I believe that I am entitled to Paternity/Partner leave in line with criteria and Hanover’s Family Friendly Policy.

Acknowledgement	
Signature:	Date:

Please return to your Manager

Appendix E – Shared Parental Leave Application Form

This form should be completed by employees requesting Shared Parental Leave (SPL) in line with Hanovers Family Friendly Policy. In order to take SPL both employee and their partner are required to meet the eligible criteria identified in the Family Friendly Policy. A minimum of eight week's notice of intention to take SPL should be given.

Employee Details	
Name:	Job Title/Department
Start Date:	Manager:
Partners Details	
Name Address National Insurance number or confirmation that they do not have one.	
Application Detail	

FAMILY FRIENDLY PROCEDURE

Expected week of childbirth/date of placement for adoption			
Actual date of childbirth/date of placement for adoption (if known)			
Date maternity/main adopter's adoption leave (or pay period*) started or is to start			
Date maternity/main adopter's adoption leave (or pay period*) ended or is to end			
Intention to curtail maternity/adoptions leave			
<p>I confirm that I intend to curtail my maternity/adoption leave on _____ (insert date).</p>			
<p>Non-binding indication of SPL</p> <p>Please set out below the number of periods/dates of SPL you intend to take. This indication is not binding and you may change your mind until you submit a formal notice of your intention to take a period of SPL.</p> <p>The total amount of SPL available to you is 50 weeks if your compulsory maternity leave period is two weeks or 48 weeks if your compulsory maternity leave period is four weeks</p>			
<p>Total number of weeks available:</p>			
Start date	End date	Who is taking the leave? Mother/main adopter or partner or both?	Are you allocating SHPP to this period? If so, how many weeks?

Declaration

I confirm that:

- I am the mother, father, or main adopter of the child, or the partner of the mother or main adopter
- I have been employed by the company for at least 26 weeks' by the 15th week before the Expected Week of Childbirth/Placement
- I have the main responsibility for caring for the child (along with my partner) and will inform the company immediately of any changes to this
- I am entitled to statutory maternity/adoption leave
- I have returned to work before my maternity/adoption leave has ended OR I commit, in this notice, to ending my maternity/adoption leave early
- (If I am claiming shared parental pay) I have average weekly earnings equal to or above the lower earnings limit over the eight week period ending with the relevant week.

All of the information provided in this notice is accurate to the best of my knowledge. I am aware that, should I have intentionally provided any misleading information in this notice, this may be considered to be a disciplinary offence. I understand that I must inform Hanover if any information I have given in this form changes meaning I am no longer eligible for SPL.

Signature	
Date	

Declaration of other parent

I confirm that:

- I am one of the following:
 - the father of the child
 - the mother of the child
 - the civil partner of the mother of the child
 - the partner of the mother of the child
- I have worked in Great Britain for at least 26 in the 66 weeks leading up to the expected week of childbirth/placement
- I have earned on average £30 in any 13 of those weeks
- I will have the main responsibility for caring for the child (along with the child's mother/main adopter)
- I consent to my partner taking the number of weeks' shared parental leave and pay specified in this notice

- I consent to you processing the information I have provided.

If you are the mother/main adopter:

- I have curtailed my maternity leave and pay/adoption leave and pay/maternity allowance or will have done so by the time your employee starts shared parental leave

I consent to you processing the information contained in this declaration.

Signature	
Date	

Appendix F – Adoption Leave Application Form

Employee Details	
Name:	Job Title:
Department:	Manager:

This form should be completed for employees who have been notified that a child is to be placed with them for adoption. Adoptive parents decide between them which is to be the main adopter, and which is to be the secondary adopter for the purposes of taking leave.

The main adopter (who will then go on to take adoption leave subject to criteria) is also entitled to paid time off for up to five adoption appointments. The secondary adopter is entitled to unpaid time off for up to two adoption appointments. This should be approved and recorded by Managers prior to time off being taken.

Employee Declaration

Declaration for Adoptions within the UK
<p>I am the main adopter/partner of the main adopter (delete as appropriate) and confirm that I wish to take adoption leave and pay entitlement as outlined in Hanovers Family Friendly Policy in respect of a child who has been matched with me for adoption, the confirmed date of the child's placement with me is:</p> <p>Date.....</p> <p>I wish to start my Adoption leave on:-</p> <p>Date.....</p> <p>This is a date no more than 14 days before the child is expected to be placed for adoption, and no later than the expected placement date.</p>

Declaration For Adoptions From Overseas
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I am the main adopter/partner of the main adopter (delete as appropriate) and confirm that I wish to take adoption leave and pay entitlement as outlined in Hanovers Family Friendly Policy in respect of a child who I am adopting from overseas and is expected to arrive in Great Britain on:

Date.....

I intend my adoption leave to begin on (the child enters Great Britain or from a predetermined date that is no later than 28 days after this date):

Date.....

Please complete and return this form to your Manager no later than 28 days after the date above.

I believe that I am entitled to receive adoption leave, pay and time off for appointments as outlined in Hanovers Family Friendly Policy in relation to adoption.

Acknowledgement	
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Signature:	Date:
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Please complete and return to your Manager, attaching a copy of your matching certificate, no later than seven days after the notification of the adoptive match was given to you by the adoption agency and at least 28 days before you wish any payment of statutory adoption pay to begin (or as soon as possible where this is not reasonably practicable).

Appendix G – Adoption Leave Start Variation Form

Employee Details	
Name:	Job Title:
Department:	Manager:

Declaration for Adoptions within the UK
<p>I previously gave notice of my intention to take adoption leave and pay in respect of a child who has been matched with me for adoption starting:</p> <p>Date.....</p> <p>I wish to start vary the start of my Adoption leave to:-</p> <p>Date.....</p> <p>This is a date no more than 14 days before the child is expected to be placed for adoption, and no later than the expected placement date.</p>

Declaration For Adoptions From Overseas
<p>I previously gave notice of my intention to take adoption leave and pay in respect of a child who I am adopting from overseas and is expected to arrive in Great Britain on:</p> <p>Date.....</p> <p>I wish to vary the start of my adoption leave and pay to begin on:-</p> <p>Date.....</p>

FAMILY FRIENDLY PROCEDURE

The is the date the child enters Great Britain or a predetermined date that is no later than 28 days after this date):
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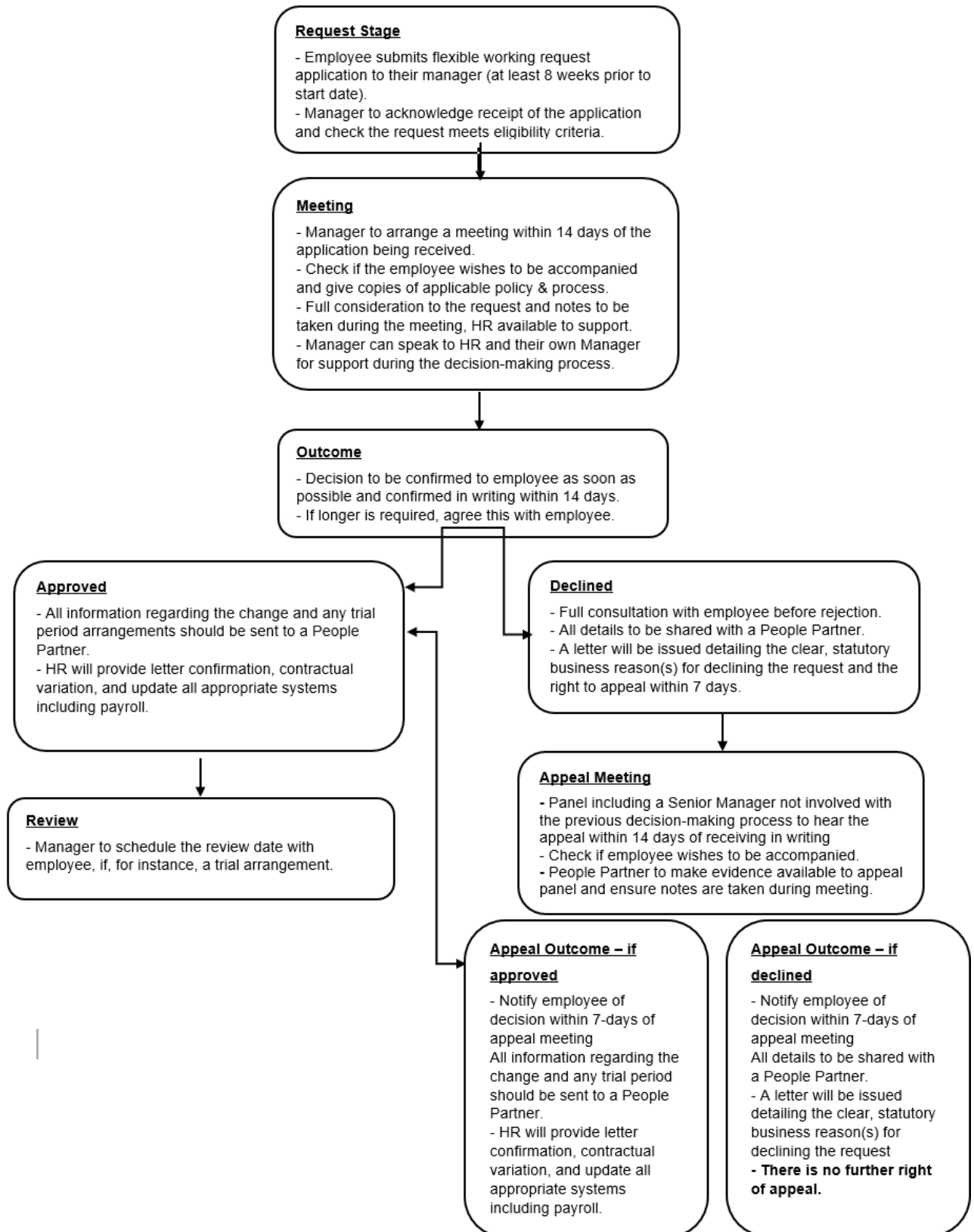
I believe that I am entitled to receive statutory adoption pay in relation to the adoption, and therefore have selected to receive statutory adoption pay and not statutory paternity pay.

Acknowledgement	
Signature:	Date:

Please return to your Manager at least 28 days prior to the date on which you now wish to start your adoption leave/pay. A copy will be placed on your HR file.

Appendix H – Flexible Working Flowchart

FAMILY FRIENDLY PROCEDURE



FAMILY FRIENDLY PROCEDURE

Employee Details	
Name:	Job Title:
Department:	Manager:

Flexible Working Details
<p><u>Current working pattern:</u> State here</p> <p><u>Desired working pattern:</u> State here</p> <p><u>Select the option(s) you are requesting:</u></p> <p><input type="checkbox"/> Annualised hours</p> <p><input type="checkbox"/> Compressed hours</p> <p><input type="checkbox"/> Flexible shift working</p> <p><input type="checkbox"/> Flexitime</p> <p><input type="checkbox"/> Job-sharing</p> <p><input type="checkbox"/> Part-time working</p> <p><input type="checkbox"/> Swapping hours</p> <p><input type="checkbox"/> Term-time working</p> <p><input type="checkbox"/> Working from a 'satellite office'</p> <p><input type="checkbox"/> Other: State here</p> <p><u>Desired start date of requested change(s) (requests should be made at least 8 weeks in advance):</u> State here</p>

Equality Act 2010	
Please confirm if you are making this flexible working request under the Equality Act (2010) and whether you believe it to be a reasonable adjustment for a disability or disabilities:	Yes / No

Acknowledgement	
<p>I confirm that I am making a statutory request for flexible working.</p> <p>I also confirm that I have read the Flexible Working Policy and Procedure and that I have not already submitted two Flexible Working Requests within the last 12-months of making this request.</p>	
Signature: <i>(Please now submit this form to your manager)</i>	Date: <i>(This date will be taken as the date of submission for your request)</i>

Appendix J – Parental Leave Application Form

FAMILY FRIENDLY PROCEDURE

This form should be completed by employees who meet the criteria for requesting Parental Leave as outlined in the Family Friendly Policy and returned to their Manager.

Employee Details	
Name:	Job Title:
Team:	Manager:
Details of Child	
Date of Birth:	
Age at time leave will be taken:	
If child is not yet born, expected week of birth:	
Is your child in receipt of Disability Living Allowance? Yes/No	
Details of Leave	
Intended start date of leave:	
Intended end date of leave:	
Intended length of leave:	
How much parental leave have you taken before in relation to this child?	
I have attached all relevant documentation e.g., copy of birth certificate/evidence of Disability Living Allowance (where appropriate) Yes/No	

Declaration

I confirm that I am taking parental leave in order to care for my child. I understand, and agree, that:

- I have at least one year's continuous service at the date that parental leave is to begin.
- I am giving 21 days' notice of my request to take parental leave.
- Parental leave is taken in blocks of one week except where the child is in receipt of Disability Living Allowance, in which case it can be taken in blocks of one day.
- Except in the case of a disabled child, where a day's parental leave is requested, a full week will be deducted from my entitlement.
- Hanover may postpone a period of parental leave requested for up to 6 months except where the request falls during the expected week of birth/placement for adoption or immediately following the birth or adoption.
- Hanover may contact my former employer to ascertain the length of parental leave previously taken (if any)
- Parental leave is unpaid.

Employee signature:	Date
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FAMILY FRIENDLY PROCEDURE

First Approved	29 September 2022
Approved By	People Committee/SMT
Most recent Review	24/3/2025
Approved By	Head of People
Next Review Due	24/3/2028

Revision History

<u>Version Number</u>	<u>Revision Date</u>	<u>Approval Date</u>	<u>Approved by</u>	<u>Review Reason</u>
1		20/9/2022	People Committee/SMT	
2		24/3/2025	Head of People	3-yearly review
3				
4				
5				