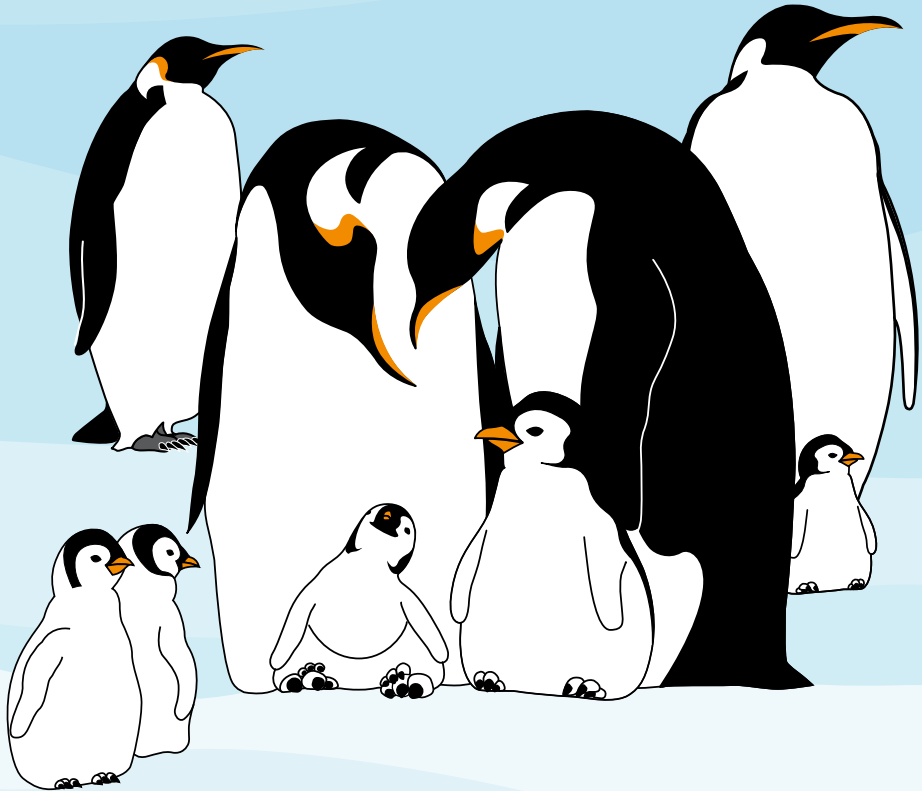




THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

Information for Expectant Parents:

Benefits and Support





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What you should know...

Maternity Leave

Statutory Maternity Leave (regardless of length of service)

- 26 weeks' Ordinary Maternity Leave (OML) which can start at any point from the 11th week before the expected week of childbirth (EWC)
- 26 weeks' Additional Maternity Leave (AML) which starts at the end of the OML

Contractual Maternity Leave

Staff who have continuously worked for the School for 26 weeks at the beginning of the 15th week before the EWC qualify for:

- 18 weeks' leave on full pay (subject to receiving your MATB1)
- 21 weeks' leave at £140.98 per week (SMP Rate April 2017) or 90 per cent of your average weekly earnings, whichever is lower
- 13 weeks' unpaid leave

Adoption Leave

Statutory Adoption Leave (regardless of length of service)

- The same entitlements as Maternity Leave

Contractual Adoption Leave

Staff who have continuously worked for the School for 26 weeks by the end of the week of the notification of being matched, qualify for:

- 18 weeks' leave on full pay
- 21 weeks' leave at £140.98 per week (SMP Rate April 2017) or 90 per cent of your average weekly earnings, whichever is lower
- 13 weeks' unpaid leave

Paternity Leave

Employees who have continuously worked for the School 26 weeks ending with the 15th week before the baby is due, matched or newly placed for adoption are eligible to apply for paid paternity leave:

- 10 full paid working days; pro rata if part time (subject to receiving **SC3 form**)



What you should know...

Shared Parental Leave

Shared Parental Leave (SPL) enables parents to **share** caring responsibilities evenly or have one parent taking the main caring role, depending on preferences and circumstances. Unlike maternity/adoption leave, eligible employees can stop and start their SPL and **return to work** between periods of leave. SPL can be used alongside, or instead of, Maternity or Adoption Leave.

Employees can take SPL in one continuous block, or over 3 discontinuous blocks.

Statutory Shared Parental Pay (ShPP)

To be eligible, employees must:

- be directly employed by the School and have worked for 26 weeks ending with the 15th week before the baby is due, matched or newly placed for adoption
- be employed in the first week SPL is planned

The other parent must have worked in the UK for 26 weeks in the 66 weeks leading up to the due date and have earned above the maternity allowance threshold in 13 of the 66 weeks.

Contractual Shared Parental Pay

As part of the School's positive support of employees who are working parents, Contractual Shared Parental Pay is available for eligible employees.

- A maximum of 16 weeks on full pay (this is not in addition to payment of ShPP or Contractual Maternity Pay)
- Two eligible employees who are the mother and partner respectively of the same child will be eligible to a maximum of 32 weeks on full pay between them (this is not in addition to payment of ShPP or Contractual Maternity Pay)

The School recognises that Shared Parental Leave can seem overwhelming at first glance. You can find further information [here](#), or, feel free to contact your **HR Adviser**.



What you should know...

Keeping in Touch Days (KIT)

Whilst on maternity leave, you may either request, or be requested, to undertake up to **10 days' paid work** under your contract of employment. KIT days may be taken at any stage during the maternity leave period, except during the first two weeks after the baby is born.

KIT Days are a great way to facilitate the return to work process. Examples of ways to use KIT Days include:

- team meetings
- training/development sessions
- conferences

KIT days must be agreed mutually by you and your line manager. You can find the KIT Day application form [here](#).

Employees eligible for SPL/ShPP also have an individual entitlement of up to 20 SPLiT Days.





What you should know...

Annual Leave

Your annual leave will **continue to accrue** during your whole leave period. For example, if you took 52 weeks' maternity/adoption leave, you would accrue 41 days' leave including Bank Holidays and Closure Days (pro-rata for part time staff. You can find the annual leave calculator [here](#).

When taking the leave, possible options may include:

- using your leave allowance to facilitate a **phased return** to work, by working shorter weeks for a fixed time
- ending your unpaid leave early and using your allowance instead
- tagging leave on to the end of your maternity to extend your time off

As normal, leave requests must be agreed by your line manager.

Research Leave

If you are employed under the terms and conditions of the **New Academic Career**, you are entitled to a period of research leave (ie, 4 months) following maternity, adoption, or shared parental leave for a period of 18 weeks or more in total in order to re-establish your research trajectory. Absences of less than 18 weeks will not normally attract research leave.





Support for parents...

New and Expectant Mothers Room

New and expectant mothers are welcome to use the room, situated on the **1st floor of Tower 3**. Please collect the key from the reception of Tower 2. It provides a comfortable and private setting to rest, express and store milk.

The room has a lockable door, lockers, comfortable chairs and kitchen facilities including a refrigerator to store expressed milk.





Support for parents...

LSE Nursery

The LSE Nursery **welcomes** children of past and present staff, students and non-LSE related parents and offers flexible hours to help parents achieve a better **work/life** balance.

The Nursery offers:

- A central yet quiet **location** in London
- Emergency child care
- Discounted rates for LSE Staff

“As we had wonderful weather today we decided to visit our local play park. Freya really enjoys swinging on the swings. Then we had fun on the slide going up and down again and again!”

For further information about the nursery, please visit:
lse.ac.uk/intranet/LSEServices/nursery/Home.aspx



Support for parents...

Childcare Vouchers

What is the Scheme and who does it apply to?

The School uses **Computershare** to provide and administer the provision of childcare vouchers.

The Scheme applies to all salaried **members of staff** and can be used for any registered childcare provision including; child minder, after school club, nursery, nanny, family member or the care element of boarding fees. You can sign up for 3, 6, 12 months or for an indefinite period.

Members of staff can “exchange” or sacrifice part of their salary in return for childcare vouchers and as Tax and NI contributions are not taken on the amount sacrificed, **you could save** up to £75 per month!

How do I sign up?

If you're ready to join the Scheme, ensure you have understood the **terms and conditions** and follow the steps below:

Step 1:

Send your completed **contract** amendment form to fin.div.payroll@lse.ac.uk

Step 2:

Sign up via the **Computershare website**.

Employer Code: 0019229569

For any queries regarding the Scheme, please contact the **Payroll Team**. You can also find further information about the scheme **here**.



On your return...

A successful return to work

Returning to work after having a baby is a **transition**. As with all change, effective preparation will allow you, your manager and the School to benefit from a smooth transition with a **positive** outcome for all.

The working families group have created specific **guidance** for parents and managers to help them facilitate a successful return to work. Pocket guides can be found [here](#) for employees and [here](#) for managers.

Flexible Working

There are clear, positive links between flexible working and work-life balance. Flexible working arrangements increase work-to-personal life enrichment and vice versa, which in turn is linked to greater **job satisfaction** and retention.

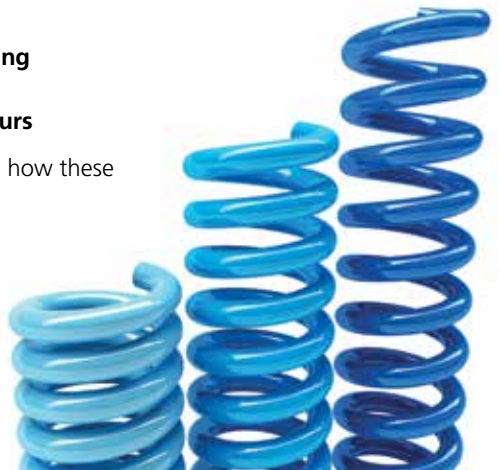
“Flexible working allows me to work from home once a week and do the nursery run without a fuss.”

Flexible working can include:

- Flextime
- Home-working
- Term-time working
- Part-time working
- Job sharing
- Compressed hours

For further information on flexible working and how these options may work in practice, please visit:

lse.ac.uk/intranet/LSEServices/policies/pdfs/school/fleWorPolPro.pdf





FAQs

What is a MATB1 Certificate?

This is a certificate issued by your GP or midwife, confirming the expected week of childbirth (EWC). It is available from 20 weeks before the EWC. We need this to verify your pregnancy for HMRC purposes.

Are KIT/SPLiT days paid on top of my leave, or included?

Yes, they are paid on top of your leave payments and you are entitled to the full amount, no matter what your working hours are.

What happens to my pension contributions whilst I'm on leave?

Your pension contributions will continue as normal whilst you are on full pay. During SMP you will not make any contributions but the School will continue to pay the normal contributions. During your unpaid leave the contributions will freeze, however, you may be able to reimburse these when you return to work at the School. If you have any further queries, you can contact the **Pensions Team**.

Do I get any help with medical treatment whilst I'm pregnant?

You're entitled to free **NHS dental treatment** if you're pregnant when you start your treatment. You can also get free NHS prescriptions if you have a valid Maternity Exemption Certificate or card (MatEx).

How do I apply for a Baby on Board badge to help with my commute?

You can apply for a badge **here**. If you are pregnant and travel by train, you may also be eligible for a free First Class upgrade by your **train operator**!

Can I apply for training whilst I'm on leave?

Yes you can you apply for training which you can be done via the online portal; **here**. The School also runs workshops for all staff and partners of staff working at the LSE who are new and expectant parents, to help explore how to find the balance between being a parent and having a career. These can also be found on the online portal.

Contact us

If you have any further questions, please contact your **HR Adviser**.
Houghton Street London WC2A 2AE UK