



Nottingham Trent
University

Becoming a parent?

Here's what you need to know...



Congratulations!

First things first, congratulations on your upcoming parenthood! This is an exciting time but it can also be a little daunting – that’s why we’ve put together this guide which will help you navigate the leave, pay, and support you can access as a colleague at NTU.

Every parent is unique and individual circumstances will always be taken into account, but this guide should help you to find the right information and signpost you to additional support and guidance where necessary.*

“In short, what new parents need is time and flexibility. I feel privileged to work for an employer who understands this.”

Chris Pryke-Hendy
Shared parental leave

There are four types of leave for new parents:

Maternity
Adoption
Paternity
Shared Parental

There is also a range of support for when you return to work, from research grants, to breastfeeding/expressing rooms, to flexible working options.

Where links are provided to individual policy documents please note these are accessible to NTU colleagues only.

Maternity Leave

There are two elements to maternity leave, but colleagues often don't realise this. The first element is an entitlement to leave i.e. time off and the second entitlement is an entitlement to pay i.e. maternity pay.

The entitlement to maternity leave (time off) is up to a maximum of 52 weeks. Whereas the entitlement to maternity pay is up to a maximum of 39 weeks. It is important to understand this so you can make informed decisions and choices as to how you would like to use your entitlement to best suit and support your individual circumstances.

The amount of pay that you will receive during your maternity period will vary depending upon your circumstances, currently for eligible NTU colleagues maternity leave pay is offered as follows:*

- 6 weeks at full pay
- 12 weeks at half pay plus lower rate statutory pay
- 21 weeks at lower rate statutory pay

During maternity leave you have the option of using up to 10 paid Keep in Touch (KIT) days which can be used to help keep in touch with the University and ease your return to work. They allow you to carry out work during your maternity leave without bringing your leave to an end.

For further information see our Maternity Leave Policy and [gov.uk](https://www.gov.uk) guidance on statutory maternity leave and pay.

Case Study: Maternity Leave



Tatjana Smith
Equality, Diversity & Inclusion Officer (Race)

Tatjana started her role initially as a secondment. “I was really excited about the position and passionate about the work. I jumped at the opportunity.” Her team was aware at this time that Tatjana was pregnant.

“Sometimes it can feel that your career cannot progress if you’re planning a family, but I was not discouraged because of being pregnant. I felt the

department was committed to me in the same way that I was committed to the role.”

During the later stages of her pregnancy Tatjana was diagnosed with pre-eclampsia and needed to be admitted to hospital for monitoring and bed rest. As stated in the policy and provisions, because of this health complication her maternity leave had to start early. “Being able to take maternity leave early meant that I felt more at ease because I knew my health and wellbeing were being properly looked after. It gave me time to let go of my role for a while and not feel guilty about it.”

Tatjana made use of Keep in Touch days, enabling her to attend team meetings, stay connected with new developments and support her colleagues, especially the colleague covering the role while she is on maternity leave.

“I have been working hard on academic, personal and professional development and the University has given me the opportunities to use this development, proving that it supports BAME employees. NTU has shown me that I can achieve career progression and have a family as well.”

Case Study: Flexible Working

Dr Sarah Broadberry
Principal Lecturer

Sarah works full-time in a role that doesn't always fall within the traditional nine to five, which suits her. Her husband works in a full-time role as well and they need to make sure that they can be there for their young children.

To be able to put her children on the school bus and pick them up from after-school clubs is an important part of the children's routine for Sarah, and flexible working is a key way of giving employees the chance to fulfil parental roles, "It gives me the flexibility to feel like a mum."



As a working mum it would be a lot harder for Sarah to balance homelife with work without the opportunity to work flexibly. "The fact that NTU allows you to do that, helps you feel valued and appreciative of what you have with your employer. This can help tremendously – to have an employer that understands that people, not just parents, have other responsibilities in life that affect their wellbeing."

"Making sure that you value having flexible working is so important. It doesn't have to be a formal arrangement, but an understanding between the employer and employee that it can be flexible as and when family or your personal life needs it."

Parity amongst colleagues and making all feel valued is something Sarah feels strongly about. "The flexibility that I have benefited from is also something that the staff I manage have to be able to benefit from. Different people have different needs and it's important that you trust them to make decisions about that."

Adoption Leave

Leave and pay for the primary adopter are the same as for maternity leave.

For further information see our Adoption Leave Policy and [gov.uk](https://www.gov.uk) guidance on statutory adoption leave and pay.

Paternity Leave

Eligible fathers, civil partners, husbands, and partners who live with the mother or primary adopter, inclusive of same sex couples, are entitled to three weeks of leave at full pay.

For further information see our Paternity Leave Policy.

Shared Parental Leave

Shared Parental Leave (SPL) allows eligible parents to share caring responsibilities by transferring some maternity or adoption leave and pay to a partner, i.e. someone sharing the parenting and support available.

We recognise that SPL can seem complicated, and we strongly encourage you to contact your HR representative who will help you navigate the process.

For staff on shared parental leave, each parent may work up to 20 paid Shared Parental Leave in Touch (SPLIT) days during a period of SPL, in addition to the 10 KIT days which are available to a member of staff who is on maternity or adoption leave.

For further information see our Shared Parental Leave Policy and [gov.uk](https://www.gov.uk) guidance on statutory shared parental leave and pay.

Case Study: Shared Parental Leave



Chris Pryke-Hendy
Sustainable Development Projects Officer

“In previous generations childcare has been the Mum’s responsibility and earning money the Dad’s. This is changing, but it’s still difficult for a Dad to play an equal role in their baby’s first year.”

Chris initially took NTU’s standard three weeks’ paternity leave when his son was born, which was great, but only seeing his newborn son for a short time in the morning and evening once he’d returned to work was tough. He decided to apply for shared parental leave, meaning that Chris could

use some of his wife’s maternity leave to take an additional six weeks when his son was six months old.

Being a hands-on father is deeply important to Chris, but he did find that some people didn’t especially understand why he was taking shared parental leave.

“It’s a positive thing that Dads want to play a bigger part in their baby’s first year and something which should be encouraged, but there is some way to go in changing peoples’ perceptions of what a ‘Dad’ is and the traditional ideas of gender roles in relationships certainly need to be challenged further.”

As well as meaning Chris had a more involved role with their son, the shared parental leave also meant that his wife could have more contact with her employer than she otherwise would have.

“Thanks to our flexibility she’s going back to work after maternity leave with a promotion.”

Support when you return to work

Talk to your line manager

Every new parent is different and every family has different needs and priorities, so it's really important that you speak to your line manager about your return to work and any arrangements you need to make.

Support of Academic Returners (SOAR)

SOAR is a fund to support colleagues of any gender who have taken a minimum of 26 weeks time off for caring responsibilities. SOAR is designed to help colleagues re-establish practice, scholarship, or research. For more information visit the EDI SharePoint page.

Nursing facilities

There are currently dedicated spaces for nursing, expressing and rest at 23 Goldsmith Street on the City campus, Pavilion room 123A at Clifton, and work is underway to develop a suitable space at Brackenhurst.

Parental leave

Eligible staff who have parental responsibility for a child under 18 can access a total of 18 weeks' unpaid parental leave per child up until the child's 18th birthday.

For further information see our Parental Leave Policy.

Flexible Working

Flexible working is a type of working arrangement which gives a degree of flexibility on how long, where, when and at what times colleagues work.

You might wish to change your working arrangements when you return to work as a new parent, and the University will give due consideration to flexible working requests.

A flexible working arrangement could include:

- Part-time working
- Job sharing
- Term time only working
- Annualised hours
- Working from home
- Staggered hours

For further information see our Flexible Working Policy.

Case Study: Flexible Working

Dr Gayle Dillon
Principal Lecturer

Gayle has children at a primary school that does not have childcare facilities outside of school hours. She uses flexible working to accommodate this, in conjunction with her husband.

“My family couldn’t manage any other way, it’s perfect for us.”

The flexible working arrangement has been very important for helping the children settle into the school and maintain a consistent routine around school life. It allows for time to be with the children and deal with the logistics of family life.

When Gayle first approached her Head of Department she found that he was supportive and wanted to find the best balance for Gayle and her family. This meant Gayle felt trusted that she would continue to do a good job and fulfil her role in the department as she always had. This flexibility goes both ways, and Gayle reciprocates when her role requires trips away from the University for key meetings and events.

Transparency is key. Gayle feels that as long as people know when you are available and when you will be in the office then they will work with you.

“People become used to your working patterns. A few years ago flexible working wasn’t that common. It is now more so and acceptable, and people often don’t think about it once they realise that the job is being done.”

Gayle feels that the advancement of part-time workers into more senior roles shows that NTU values them and sets a great example to junior members of staff. “It shows that it works.”



Further Information

Working Families has a suite of information and resources for working parents, including a helpful Maternity Calendar.

For further information please contact your local HR representative.

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