



DIOCESE OF SODOR AND MAN

FAMILY FRIENDLY POLICY

This policy supersedes any previous policy of this nature. It will be reviewed as appropriate, and amended where any clarification or actions are needed, and at a minimum 2 yearly.

Date of Approval	May 2025
Date Due for review	May 2027

Family Friendly Policy: Maternity, Paternity & Adoption Policy

1. INTRODUCTION

1.1 This policy sets out the Diocese of Sodor and Man's policy on the above. This applies to all clergy officers (curates, vicars, rectors, priests in charge, cathedral clergy, archdeacons and bishops) and to those training for ordained ministry who have not yet been ordained (ordinands). These are referred to as 'officers' throughout the policy. Self-supporting clergy are also entitled to maternity, paternity, adoption leave but not to maternity (and other) pay.

- 1.2 'Family Friendly' leave includes:
- Maternity leave
 - Paternity leave
 - Adoption leave
 - Time off for dependents

2. MATERNITY LEAVE

2.1 Ordinary Maternity Leave

All pregnant officers are entitled to at least 26 weeks' ordinary maternity leave. This applies regardless of the length of service. Holiday entitlement continues to accrue during ordinary maternity leave, although leave cannot be taken during this time.

2.2 Additional Maternity Leave

All pregnant officers can take additional maternity leave. This leave starts immediately after ordinary maternity leave and continues for a further 26 weeks.

2.3 Compulsory Maternity Leave

An officer may not work immediately after childbirth. This period of compulsory maternity leave lasts for two weeks from the date of childbirth.

2.4 Statutory Maternity Pay

All officers who are pregnant or who have just given birth are entitled to a maximum of 26 weeks full stipend and 13 weeks Maternity Allowance all of which is pensionable.

All payments are made by the Diocese with the maternity allowance being recovered from the IOM Government at the appropriate rate.

2.5 Notification to start Maternity Leave

To take advantage of the right to maternity leave an officer must notify her diocese no later than the end of the 15th week before the week her baby is due or as soon as reasonably practicable:

- That she is pregnant;
- When the expected week of childbirth will be, by means of a medical

certificate (Mat B1)

- When she intends to start her maternity leave (in writing).

The maternity leave can start no earlier than the 11th week before the Expected Week of Childbirth. Officers can change their leave dates as long as 56 days' notice is given (provided that the diocese has notified her of the date that her leave should end). The Diocese will notify the officer of the end date of her leave within 28 days of receiving the notification.

2.6 Start of Maternity Leave before the notified date

An officer cannot normally start her maternity leave unless she has given her diocese the required notice, except in the following circumstances:

- If the officer gives birth before the date she has notified, or before she has notified a date, her maternity leave period starts automatically on the day after the date of birth. She must notify her diocese as soon as is reasonably practicable of the date of birth.
- If the officer is absent from work due to a pregnancy-related reason after the beginning of the fourth week before the Expected Week of Childbirth but before the date she has notified, her maternity leave period begins automatically on the day after the first day of her absence. She must notify her diocese that she is absent from work wholly or partly because of pregnancy and of the date on which her absence for that reason began as soon as is reasonably practicable.

Officers may wish to use the maternity leave timeline available from the IOM Government [here](#)

2.7 Keeping in Touch days

Officers can work up to 10 days during their maternity leave (also during adoption or additional paternity leave). These days are known as Keeping in Touch (KIT) days and are optional, and must be agreed between the diocese and officer.

The officer's right to maternity leave and pay is not affected by KIT days and so the work and pay that an officer receives in respect of KIT days must be agreed in advance.

The usual arrangement for payment for KIT days appears to be that during these days the officers should be paid at their normal rate stipend as they are carrying out work for the Diocese under their Statement of Particulars (SoP). Even if they are simply attending a training day this still falls under their SoP.

2.8 Return to Work after Maternity Leave

The diocese will notify the officer of the date that her leave will end. If the officer intends to return to work before the end of her additional maternity leave period, she must give the diocese at least 28 days' notice of her date of return.

An officer does not have to give her diocese advance notice if she intends to return to work immediately after the end of her additional maternity leave period (the date notified by the diocese).

An officer must give the normal contractual notice if she does not intend to return to work after her maternity leave.

An officer who returns to work after ordinary maternity leave is entitled to return to the same role on the same terms and conditions as if she has not been absent (unless a redundancy situation has arisen).

An officer who returns to work after additional maternity leave is also entitled to return to the same role on the same terms and conditions as if she has not been absent (unless a redundancy situation has arisen). However, if there is some reason other than redundancy why it is not reasonably practicable for her diocese to take her back in her original job, she is entitled to be offered suitable alternative work.

Officers who wish to vary their working pattern on return from maternity leave have the right to request a flexible working pattern.

3. PATERNITY LEAVE

3.1 The right to Paternity Leave

The right to Paternity Leave allows an eligible officer to take paid leave to care for his baby or to support the mother following birth or adoption. He can take either one week's or two consecutive weeks' paternity leave and during this time may be entitled to full stipend. IOM Government do not pay paternity allowance unless in employment.

Paternity Leave can only be taken to care for a new baby or to support the mother of the baby – not for any other purpose.

There is no right to time off to attend antenatal care appointments. However, as good practice, the diocese will allow the officer to attend some or all of the appointments. The Officer may need to take this time as annual or flexi leave.

3.2 Who is eligible for Paternity Leave

An officer is eligible for Paternity Leave if he has, or expects to have, responsibility for his baby's upbringing and is either or both:

- The biological father of his baby
- The mother's husband or partner.

In addition, he must:

- Have worked continuously for the same diocese for twenty-six weeks ending with the fifteenth week before the baby is due, and from the fifteenth week before the baby is due up to the date of birth
- Be taking the time off either to support the mother or to care for the new baby.

A partner is defined as someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative.

Either parent may take Paternity Leave following the Adoption of a child, for example, the father may take Adoption Leave and the mother may take Paternity Leave. In such

cases, please read “she” instead of “he”.

3.3 Statutory Paternity Pay

Eligible officers will receive full stipend for the two week period of paternity leave.

3.4 When can leave be taken?

Leave cannot be taken before the birth of the baby. An officer can choose to start the leave:

- On the date of the baby’s birth (whether this is earlier or later than expected)
- On a date falling a certain number of days after the birth of the baby as notified by the officer to the diocese
- On a chosen date which falls after the first day of the expected week of childbirth as notified to the diocese.

If the officer specifies the date of birth as the day, he wishes to start his leave and he is at work on that day, his leave will begin on the next day.

Leave must be completed within 56 days of the actual date of the baby’s birth. However, where the baby is born earlier than expected, leave can be taken between the date of the baby’s birth and 56 days from the first day of the expected week of birth.

3.5 Notification required for Paternity Leave

To qualify for Paternity Leave, an officer must tell his diocese that he intends to take paternity leave by the end of the fifteenth week before the week his baby is due or, if this is not possible, as soon as is reasonably practicable. They must further give at least 28 days’ notice to the diocese of the actual dates requested.

The officer must confirm the actual date of the baby’s birth to the diocese as soon as is reasonably practicable.

3.6 Multiple births

In the case of a multiple birth, the officer is entitled to the same entitlement of paternity leave and pay as if there were one baby.

4. **ADOPTION LEAVE**

This information is provided for those situations where a child is matched and placed within the IOM. Different measures apply where a child is adopted from overseas.

Adoption leave and pay are available to individuals who adopt and for one member of a couple where a couple adopts jointly (the couple must choose which partner takes adoption leave).

The partner of a couple who adopts, or the other member of a couple who are adopting jointly, may be entitled to paternity leave and pay.

4.1 Eligibility for Adoption Leave

To qualify for adoption leave, an officer must:

- Be newly matched with a child for adoption by an adoption agency.
- Have worked continuously for their diocese for 26 weeks ending with the week in which they are notified of being matched with a child for adoption.

The notification requirements must also be met.

4.2 Length of Adoption Leave

Those adopting are entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave.

Ordinary Adoption Leave is paid at the standard rate of Statutory Adoption Pay. A additional Adoption Leave is usually unpaid.

They can choose to start their leave:

- From the date of the child's placement (whether this is earlier or later than expected), or
- From a fixed date which can be up to 14 days before the expected date of placement and no later than the expected date of placement.

Leave can start on any day of the week.

Only one period of leave is available irrespective of the number of children placed for adoption as part of the same arrangement.

4.3 Adoption Pay

Please refer to the maternity payment section as adoption pay within the diocese matches that. The current rate is £151.20 per week (correct at April 2020 and usually changes in April each year).

4.4 Notice of Intention to take Adoption Leave

Officers are required to inform their dioceses of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption unless this is not reasonably practicable. They need to tell their dioceses:

- When the child is expected to be placed with them, and
- When they want their adoption leave to start.

Adopters can change their mind about the date they want their leave to start providing they give 56 days' notice unless this is not reasonably practicable.

4.5 Matching Certificate

Officers will need to give the diocese documentary evidence of their entitlement to adoption leave and pay. Officers should request this evidence from their adoption agency, which may be provided in the form of a matching certificate which includes basic information on matching and expected placement dates.

4.6 Return to Work after Adoption Leave

Adopters who intend to return to work at the end of their full adoption leave entitlement do not need to give any further notification to their dioceses.

Adopters who want to return to work before the end of their adoption leave period, must give their diocese 28 days' notice of the date they intend to return.

After ordinary adoption leave you have the right to return to the same role. After additional adoption leave you have the right to return to the same role, or to another suitable job if that is not reasonably practicable.

5. **RIGHT TO TIME OFF FOR EMERGENCIES**

In an emergency there is a right to time off work to care for someone depending on the officer. The leave is unpaid.

5.1 Dependant

A dependant is defined as spouse/partner, child or parent, or someone living as part of their family, and any others who rely on them solely in an emergency.

5.2 An emergency

An emergency is defined as:

- Is ill or injured and needs help to make longer-term care arrangements
- Is involved in an accident or assaulted
- Needs the officer to deal with an unexpected disruption or breakdown in care, such as a childminder or nurse failing to turn up
- Goes into labour
- Needs help to deal with an incident involving their child during school hours e.g. suspension from school.

5.3 How much time can be taken?

As long as it takes to deal with the immediate emergency. For example, if their child falls ill they can take enough time to deal with their initial needs, such as taking them to the doctor and arranging for their care. The officer will need to make alternative arrangements (request holiday entitlement or request unpaid leave) if they wish to stay off work longer.

This right does not include the right to attend appointments such as dental appointments. However, it is a matter of goodwill and best practice that time off be given for such appointments.

All leave requests must be in writing to the Bishop.