



# University of Southampton Parent and Carer Network

**Maternity, Paternity and Adoption Leave Handbook**



“WiSET+ have historically collaborated with the Parent and Carer Network to enable women to achieve their full potential at the University and we are pleased to share this valuable information handbook with our colleagues”.

**Dawn-Marie Walker**

WiSET+ Southampton Chair

Congratulations on your maternity/paternity/adoption leave from the University of Southampton Parent and Carer Network. Our aim is to support the working lives of colleagues who also have off-campus parenting and/or caring responsibilities. This handbook has been produced by parents and carers who

have found the contents useful on their parenting/caring journey before, during and after maternity/paternity/adoption leave and is updated annually according to new University and Government policies and any new helpful information that we discover on this subject.

Further information about the Parent and Carer Network, including all our events can be found at:  
<https://www.southampton.ac.uk/pcn>

**Lisa Hanley**

Parent and Carer Network Chair



“Equality, Diversity and Inclusion are core University values and the Parent and Carer Network are integral to supporting these”.

**Paul Bonaer**  
Equality, Diversity and Inclusion Team

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**What is the definition of maternity, paternity and adoption leave?**

**Maternity leave** is the time you are able to take of work to have a baby.

The University’s maternity leave policy and other useful information can be found at:

<https://www.southampton.ac.uk/hr/services/maternity-leave/index.page>

<https://www.gov.uk/maternity-pay-leave>



**Paternity leave** is the time you are able to take off work because your partner is having a baby or you are adopting a child together.

The University’s paternity leave policy and other useful information can be found at:

<https://www.southampton.ac.uk/hr/services/paternity-leave/index.page>

<https://www.gov.uk/paternity-pay-leave>

**Adoption leave** is the period of time you have the conditional right to take when you’ve been notified of being newly matched with a child for adoption.

The University’s adoption leave policy and other useful information can be found at:

<https://www.southampton.ac.uk/hr/services/adoption-leave/index.page>

<https://www.gov.uk/adoption-pay-leave>

<https://www.hants.gov.uk/socialcareandhealth/adoptionandfostering>

**‘Keeping in Touch’ (KIT) days**

There are 10 optional keeping in touch days available to staff on maternity or adoption leave (known as KIT days). Staff taking shared parental leave are also entitled to 20 keeping in touch days each (known as SPLIT days).

KIT and SPLIT days provide the opportunity for staff to undertake a limited amount of work and training without affecting their statutory pay. This may help ease an eventual return to work and benefit both parties.

Further information about KIT days can be found on the Related Document section at: <https://www.southampton.ac.uk/hr/services/maternity-leave/index.page>

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“The work the Parent and Carer Network is doing supports all types of families and we are proud to collaborate with them to respond to the needs of the diverse University Community.”

**Sam Berry and Andrew Landells**  
Pulse LGBT+ Staff Network Chairs

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**Jubilee Sports Centre pre and postnatal fitness classes**

The Jubilee Sports Centre organises pre and postnatal yoga and pilates classes. Please visit their website for further information. Participants will need to be a member of the Centre.



### **Breast feeding and changing facilities on campus**

If you are on campus and need to access a private, clean feeding location, it may be useful to know about the following feeding locations on this interactive Google map showing baby changing facilities and expressing/ breastfeeding rooms <http://bit.ly/UOSfamilyfacilities>

The New and Expectant Parents Room is based in the Nuffield Theatre Building 6 and has resting, feeding and baby change facilities. The code to access the room is #2624\*.

ACAS has a specific guide for accommodating breastfeeding employees in the workplace <https://www.acas.org.uk/media/3924/Accommodating-breastfeeding-employees-in-the-workplace/pdf/Acas-guide-on-accommodating-breastfeeding-in-the-workplace.pdf>

The charity Maternity Action has a number of excellent help guides for parents and employers: <https://maternityaction.org.uk/>

The Breastfeeding Network, another charity, has some useful leaflets about expressing and storing milk: <https://www.breastfeedingnetwork.org.uk/>

The NCT has a very helpful page which covers the same subject: <https://www.nct.org.uk/parenting/returning-work-and-breastfeeding>

### **Harassment contacts**

The University has a team of trained Harassment Contacts. They provide a confidential service to students and staff who feel bullied or harassed.

They also support those who have been accused of harassment. If you feel you are being bullied or harassed and you need to share your experiences in confidence, the Harassment Contacts are available to talk to.

All Harassment Contacts work across the University. Your Contact does not have to be from your own faculty or department. It's usually much better for both of you to be based in different parts of the University. Communications can often be by email, phone or Skype, so you don't even have to be on the same campus. The full list of contacts can be found at: [https://www.southampton.ac.uk/diversity/how\\_we\\_support\\_diversity/harassment\\_contacts\\_details.page](https://www.southampton.ac.uk/diversity/how_we_support_diversity/harassment_contacts_details.page)

### **Flexible working**

What is flexible working? Broadly speaking, it's a variation from a 'standard' working pattern such as the standard Monday-Friday 'full time' week.

Here are some examples of varying when you work, individually or as a team:

Part-time or reduced working hours: for example 3 full days per week, or shorter days than standard.

Job sharing: one full-time role is shared between two employees

Condensed/compressed hours: working additional hours on certain days to allow a free day once a week or once a fortnight.

Change to working pattern: selecting the hours worked within certain limits and by agreement with the department.

Examples of varying where you work could include:

Alternate location: being based in a certain building might make it easier to get home, to school or to hospital for emergencies.

Working from home on certain days.

Further information about flexible working, including how to make a request and Government overview and options can be found at:

<https://www.southampton.ac.uk/pcn/parenting/flexible-working.page>

<http://www.acas.org.uk/index.aspx?articleid=1616>



## Early Years Centre

The Early Years Centre at the University of Southampton provides high quality childcare from birth to five years of age and has recently been Ofsted graded as an overall 'Good' with an 'Outstanding' award in the category of personal development, behaviour and welfare.

The Centre is open throughout the year, closing for the Easter holiday, Christmas holiday and Bank Holidays.

The Centre is divided into four groups:

- babies from birth to one year old
- tweenies aged one to two years
- toddlers aged two to three years
- pre-school aged three to five years

Full details about the Centre, including fees, how to apply for a place, visiting the Centre, extra activities, meal provision and facilities can be found at:

<https://www.southampton.ac.uk/earlyyearscentre/index.page>

It is worth noting that due to the popularity of this facility, there is usually a waiting list, so consider applying for your child's place as soon as you can.

## Childcare voucher scheme

The childcare voucher scheme closed to new applicants on 4 October 2018, but individuals may be able to qualify for the Government's introduction of Tax-Free Childcare instead.

The childcare vouchers scheme will continue for existing members, unless you cancel your childcare vouchers or leave the University.

If you have any queries please contact: [reward@soton.ac.uk](mailto:reward@soton.ac.uk).

Further information about help paying for childcare can be found at:

<https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

## Return to work Buddy

If you would like an informal return to work buddy, or have experienced returning to work from maternity/paternity/adoption leave and would like to become a contact, please contact [diversity@soton.ac.uk](mailto:diversity@soton.ac.uk).



## Jubilee sports centre holiday club

Sport and Wellbeing offer fun-filled activity days in the Easter and Summer holidays for children aged 5 – 14 years. Further information including cost and how to book can be found at:

<https://www.southampton.ac.uk/sportandwellbeing/activities/holiday-camps.page>

Produced by the Parent and Carer Steering Group, 2019



### **Further concerns or questions**

Further concerns or questions, should be directed to AskHR in the first instance by any of the following methods:

- Raise a ticket through Service Now
- Speak to 'Ask HR' on ext 27547 (dial A-S-K-H-R)
- Email [AskHR@soton.ac.uk](mailto:AskHR@soton.ac.uk)

