



Family friendly policy for MEC – funded Studentships

This policy covers the following areas: Maternity, paternity/partner and adoption leave and pay

1 Purpose

This document outlines the family friendly leave and pay funding policy for students in receipt of a Moorfields Eye Charity funded PhD studentship. This policy covers the following areas:

- Maternity leave and pay
- Paternity/partner leave and pay
- Adoption leave and pay

2 Introduction

Full time graduate research students are not employed by the university. They are registered with the university to complete their PhD and are therefore not normally eligible for statutory maternity pay (SMP). The amount of support, if any, that they can receive if taking parental leave will depend on:

1. their grant's terms and conditions and funder's policy on parental leave
2. university's parental leave policy and funds which may be locally available to support students during this type of leave

Moorfields Eye Charity (MEC) has agreed the policy that eligible graduate research PhD students will have the right to time off sometimes with pay in the following circumstances:

1. if the individual is pregnant or has recently given birth or adopted a child.
2. if a partner is pregnant or has recently given birth or adopted a child.

3 Scope

This policy applies to students who;

1. are registered with their host institution,
2. are in the course of completing a graduate research PhD,
3. are in receipt of a Moorfields Eye Charity funded PhD Studentship, and
4. have provided the required paperwork for notification of pregnancy or adoption.

4 Policy

Moorfields Eye Charity will abide by the terms and conditions of the PhD registering university, normally UCL, and therefore recognise the level of funding or duration of time the grant can go into abeyance will be informed by these terms and conditions.

MEC will not, however, normally consider a request to supplement the grant to cover additional research costs.

The grant holder, who in this instance is the primary supervisor must notify the charity of pregnancy or adoption, in advance and in writing. The grant holder must further confirm the start date and the expected duration of maternity or adoption leave, when known, at which point the grant will be put in

abeyance. Retrospective requests will not normally be considered and therefore the grant holder is responsible for ensuring their PhD student is suitably supported in this process.

Notification of pregnancy or adoption should be made as soon as possible and, unless there are exceptional circumstances, not less than 15 weeks before the expected date of childbirth.

4.1 Maternity leave and pay

The mother can take up to 52 weeks maternity leave which will be comprised of:

- 26 weeks full pay, followed by
- 13 weeks pay equivalent to SNP, followed by
- 13 weeks no pay

The grant holder must apply, in advance and in writing, to the charity, and retain as appropriate the evidence of adoption or student's pregnancy via a copy of a form MAT B1 or a document giving the same information as the MAT B1 (Evidence of confirmation of pregnancy and due date) issued by the midwife or GP and confirm the expected start date of the maternity leave.

To note, pregnant students must take at least 2 weeks of leave after the birth of the baby and are expected to return to their studentship following their leave.

4.2 Paternity/partner leave and pay

Father, partner or civil partner of the mother can take up to 10 working days of paid leave.

4.3 Adoption leave and pay

Adoption leave and pay follows as per maternity leave and pay. Partners of those adopting are also eligible for paternity/partner leave and pay.

4.4 Other leave

Sick leave pay is not supported by Moorfields Eye Charity. If sick leave occurs during the time an individual is availing of the family friendly policy, the studentship will not be further supplemented to cover this time.