

ezyUnite
maternity/Paternity/Adoption
guide



A guide for Union members at easyJet

UPDATED September 2021

The purpose of this guide is to supplement the Maternity guide provided by the company, give you information on your rights at work and explain the benefits of being in the Union while you're on Maternity/Paternity/Adoption leave.

Why its beneficial to be in the Union while on Maternity/Paternity/Adoption leave:

The Union is here to support you throughout your pregnancy and maternity leave with any issues that may arise.

We have a long history in securing and protecting your rights at work and we have supported countless cabin crew at easyJet with many workplace issues that may arise while on maternity.

We can support you with your rights at work regarding GDMT, Health and Safety issues, pay discrepancy's, maternity leave and support you in flexible working requests and breastfeeding rights.

Just because you are off work on maternity leave doesn't mean you should miss out on crucial votes that affect your pay and working conditions therefore while off on maternity leave, we will ensure you still receive ballots and surveys. (as long as we have an up to date email address for you)

Rights at work:

You should have received a maternity pack from your base office detailing what is to be expected from you while on GDMT and Maternity. You should only be working your contracted hours and no more.

Every duty you will be asked to perform while on GDMT should have been risk assessed to minimise health and safety issues to yourself. If you are ever asked to do anything that you are not comfortable doing, you don't believe has been risk assessed, not on the list of normal duties then you must contact your local base Rep immediately.

Maternity/Paternity/Adoption/IVF treatment pay and leave:

Information about your rights to pay and leave can be obtained from your base office.

We recommend if you are pregnant, your partner is pregnant, you are planning or undergoing IVF treatment or if you are planning on adopting a child, you obtain these guides from your base office and read through and understand them fully. If you do not understand the information in these guides, or you feel you are not receiving the correct pay or leave then please contact your base office or local Unite Rep.

Shared parental leave:

Shared Parental leave is a relatively new and largely unheard-of maternity leave scheme. This type of maternity leave means you can share your maternity leave with your partner if you wish to do so. Some families may find this scheme useful and we recommend you look into this and discuss it with your partner to see if it would suit your needs.

You and your partner may be able to get Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if you're having a baby or adopting a child.

- You can share up to 50 weeks of leave and up to 37 weeks of pay between you.
- You need to share the pay and leave in the first year after your child is born or placed with your family.

- You can use Shared parental leave to take leave in blocks separated by periods of work or take it all in one go. You can also choose to be off work together or to stagger the leave and pay.

Find out more here: <https://www.gov.uk/shared-parental-leave-and-pay>

Parental leave:

Eligible employees can take unpaid parental leave to look after their child's welfare, e.g. to:

- spend more time with their children
- look at new schools
- settle children into new childcare arrangements
- spend more time with family, such as visiting grandparents

Entitlement:

- Parental leave is unpaid. You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.
- The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless the employer agrees otherwise).
- You must take parental leave as whole weeks (e.g. 1 week or 2 weeks) rather than individual days, unless your employer agrees otherwise or if your child is disabled. You don't have to take all the leave at once.
- A 'week' equals the length of time an employee normally works over 7 days.

Eligibility: Employees qualify if all of these apply:

- they've been in the company for more than a year
- they're named on the child's birth or adoption certificate or they have or expect to have parental responsibility
- they're not self-employed or a 'worker', e.g. an agency worker or contractor
- they're not a foster parent (unless they've secured parental responsibility through the courts)
- the child is under 18

Employers can ask for proof (like a birth certificate) as long as it's reasonable to do so, e.g. they can't ask for proof each time an employee requests leave.

Notice period: Employees must give 21 days' notice before their intended start date. If they or their partner are having a baby or adopting, it's 21 days before the week the baby or child is expected.

Employees must confirm the start and end dates in their notice. Unless an employer requests it, this doesn't have to be in writing.

How to apply at easyJet: If you wish to apply for parental leave at easyJet please follow these steps:

- Click "Base pages" on the left-hand side of the portal.
- Click "HR agreements, guides and processes"
- Click and fill in "Parental leave form"

Dependency leave:

As an employee you're allowed time off to deal with an emergency involving a dependant. A dependant could be a spouse, partner, child, grandchild, parent, or someone who depends on you for care.

How much dependency leave can I take?

You're allowed a reasonable amount of time off to deal with the emergency, but there's no set amount of time as it depends on the situation.

Examples:

- If your child falls ill, you could take time off to go to the doctor and make care arrangements.
- If your childcare arrangements are changed at short notice.
- If your partner/parent/grandparent is ill and needs care.

There are no limits on how many times you can take time off for dependants. However, the company may want to talk to you if they think time off is affecting your work.

The company may pay you for time off to look after dependants, but they don't have to, and it might be unpaid.

You can't have time off if you knew about a situation beforehand. For example, you wouldn't be covered if you wanted to take your child to hospital for an appointment.

Breastfeeding/returning nursing mothers:

Should you wish to continue to breastfeed after your return to work, please discuss this with your line manager and relevant adjustments will be made in order for you to do so.

It may not be possible to provide a bespoke flying roster while you breastfeed. Therefore, for all UK based crew ground duties will be provided while you continue to breastfeed, and you will be paid in the same way as you were while on GDMT.

Please contact your local Unite Rep if you have any questions or if you require any Union support/assistance.

Flexible working requests:

Should you wish to apply for a part time roster when you return you will have to apply with a flexible working request.

We strongly recommend you discuss any flexible working request with your local base Unite Rep before submitting a request and request Union representation in any flexible working request meeting (including the initial meeting).

Flexible working request template letter:

<http://nebula.wsimg.com/2f9fd25edde64b068eb44d281fb830d8?AccessKeyId=DD3C33C7130235009199&disposition=0&alloworigin=1>

Useful Unite enhanced member benefits:

- Maternity/Adoption/Shared Parental Benefit up to £390/€468 Maternity and Adoption (including Shared Parental Leave) Maximum benefit of 5 days per calendar week (Sunday – Saturday) for up to 39 weeks. £10 per week (£2 per day)
- Paternity Benefit up to £30/€36 Paternity Maximum benefit of 5 days per calendar week (Sunday – Saturday) for up to 2 weeks. £15 per week (£3 per day)
- Reduced Income Benefit

Terms and conditions and downloadable and printable benefit forms can be found here:

<https://unitetheunion.org/why-join/member-offers-and-benefits/member-offers/enhanced-membership-benefits/>

Useful Information:

Useful websites:

www.citizensadvice.org.uk

www.ezyunite.co.uk/home.html

www.mumsnet.com

www.acas.org.uk

www.unitetheunion.org

www.gov.uk/30-hours-free-childcare (For information on how to claim your 30 hours free childcare)

www.gov.uk/government/publications/child-benefit-claim-form-ch2

www.gov.uk/browse/benefits

Useful phone numbers:

Free expert legal services for Unite members and their families:

Call **0800 709 007** for legal advice or to make a claim.

easyJet Union local base Reps contact details can be found on this website on the “contact us” page

<https://ezyunite.co.uk/>

Follow us on Facebook:

<https://www.facebook.com/ezyunite.co.uk/?ref=bookmarks>

(SEARCH FOR “EZYUNITE”)