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## INFORMATION RELEASED UNDER THE FREEDOM OF INFORMATION ACT

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Information released title	Maternity, Paternity & Adoption Leave
Original request	<p>1) With respect to the Commission's terms and conditions of employment, the current policy in relation to public and privilege holidays that fall during a period of maternity, paternity or adoption leave</p> <p>2) Any prior policy pertaining to public and privilege holidays that fall during a period of maternity, paternity or adoption leave</p> <p>3) The date the previous policy was amended to the current policy</p> <p>4) Any internal correspondence and documents relating to an amendment to this policy - in particular any correspondence providing an explanation for changing policy (e.g. Bulletin 42, issued by the Cabinet Office in September 2011 <a href="http://bit.ly/163hSMt">http://bit.ly/163hSMt</a> )</p> <p>I should prefer to receive these in electronic format at this email address.</p> <p>It would be helpful if you were to provide any brief notes which might be necessary to understand the context of the information provided, although I recognise that you are not obliged to do this.</p> <p>If for any reason you feel this request is unclear, please do not hesitate to contact me at this email address. If you are not the appropriate authority for this request, or for part of it, please let me know as soon as is convenient.</p> <p>Could you please let me know if you are able to provide this information for the agencies and public bodies the Commission works with, or whether I should submit requests to them directly.</p> <p>If the information requested contains sections of confidential information, please blank out or remove these sections, and mark clearly that they have been removed.</p>
Date of release	03/05/2013
Requester type	Individual

**Information released:**

**RESPONSE TO QUESTION 1.**

**The UK Commission's Maternity Leave Policy states:**

‘During the Maternity leave period, an employee remains entitled to the benefits of the terms and conditions of employment, which would have been applicable to her if she had not been absent. All employment contract entitlements continue except remuneration.’

The policy then explains that the contract entitlements include the accrual of holiday:

‘Holiday is accrued at the usual holiday rate during the entire maternity leave period. However, in accordance with the Holiday policy, an employee will only be allowed to take up to five (5) days carry-over from one holiday year to the next.’

Please note that in this context ‘holiday’ includes bank holidays.

**The UK Commission’s Paternity Leave Policy states:**

‘During the Paternity Leave period, an employee remains entitled to the benefits of the terms and conditions of employment, which would have been applicable to him/her if he/she had not been absent. All employment contract entitlements continue.’

The policy then explains that the contract entitlements include the accrual of holiday:

‘Holiday continues to be accrued. However, in accordance with the Holiday policy, an employee will only be allowed to take up to five (5) days over from one holiday year to the next (with management permission). Any carry over holiday entitlement must be used within three months or it will be forfeited. Any remaining holiday entitlement accrued over five (5) days will be forfeited.’

Please note that in this context, ‘holiday’ includes bank holidays.

**The UK Commission’s Adoption Leave Policy states:**

‘During the Adoption leave period, an employee remains entitled to the benefits of the terms and conditions of employment, which would have been applicable to her if she had not been absent. All employment contract entitlements continue except remuneration.’

The policy then explains that the contract entitlements include the accrual of holiday:

‘Holiday is accrued at the usual holiday rate during the entire adoption leave period. However, in accordance with the Holiday policy, an employee will only be allowed to take up to five (5) days carry-over from one holiday year to the next.’

Please note that in this context, ‘holiday’ includes bank holidays.

**RESPONSE TO QUESTIONS 2, 3 AND 4**

There have been no amendments to the UK Commission’s Maternity, Paternity or Adoption Leave Policies in relation to holidays or bank holidays. There is therefore no prior policy, date of amendment, or internal correspondence or documents relating to amendments.