



Kinship Care Leave Policy

Kinship Care Leave

Kinship intends to support you with your kinship care arrangement and is therefore introducing a Kinship Care Leave Policy for all eligible employees.

Eligibility

To qualify for the right to take Kinship Care Leave, this must be a new arrangement and you must either have the child(ren) living with you or be preparing for them to live with you as a permanent arrangement. You do not need to have a legal order in place; this can be an informal arrangement.

If you are eligible, you may take up to a total of 52 weeks' Kinship Care Leave, unless the child ceases to live with you or reaches the age of 18.

Kinship Care Leave Pay

To receive Kinship Care Leave Pay, which will be paid at the same rate as Statutory Adoption Pay, you must:

- Be the child's primary caregiver.
- Earn before tax an average that is no less than the lower earnings limit which applies to National Insurance (NI). This is the amount you must earn to qualify for benefits. You must earn more than this amount before you actually start paying NI.
- Be employed at Kinship for a continuous period of at least 26 weeks ending before the child starts living with you.

In 2022, this is 90% of your average weekly earnings for the first six weeks followed by the statutory rate or 90% of your average weekly earnings (whichever is lower) for the remaining 33 weeks.

If we offer and you wish to accept you can work up to 10 days during your leave, without this affecting your Kinship Care Leave pay.

Requirements

If you wish to take Kinship Care Leave, you must inform your Line Manager in writing of your request no later than two weeks after the date on which the child(ren) moved in with you or you were informed they would be moving in with you. You must provide written details of the date on which you were notified of having the child(ren) placed with you, the date the child(ren) is/are expected to be placed with you (if different) and when you want your Kinship Care Leave to start.

Kinship Care Leave can start on the day the child is placed with you (whether this is earlier or later than expected) or on a date that is up to 14 days before the expected date of placement.

Throughout the Kinship Care Leave you are entitled to all your non pay related contractual benefits.

If you decide not to return to work, you are required by law to give your contractual notice if you are resigning from your position at Kinship.

You are encouraged to take any outstanding annual leave due to you before the commencement of Kinship Care Leave, but speak to your line manager if you wish to carry over some leave.

Pension

Pension contributions will continue to be made during the period when you are receiving the equivalent of Statutory Adoption Pay (26 weeks) but not during any period of unpaid additional Kinship Care Leave. Your contributions will be based on your actual pay whilst the Company's contributions will be based on the salary you would have received had you not gone on additional Kinship Care Leave.

Keeping in Touch Days

Whilst you are on Kinship Care Leave we will try to keep you up to date with all that is happening here. This may be to let you know about any changes; invite you to attend a particular event or to offer a training opportunity. You do have the right to decline attending.

Return to Work

Whilst you are under no obligation to do so, it would assist Kinship if you could confirm as soon as convenient during your Kinship Care Leave that you will be returning to work as expected, and no less than six weeks before your return date.

If you are intending to return earlier than the return date you stated, then you must give the Company at least six weeks' written notice of your intention, failure to do so may mean the Company postpones your return to work for up to six weeks, provided of course this is not later than your originally stated return to work date.

On your return to work if you are requesting a change to your working pattern then a flexible working request should be submitted in writing following our Flexible Working Policy.