



ad signal

Maternity & Paternity Policy

AS-HR-007

V2.0 2025-08-08

To be reviewed August 2026

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Introduction

Ad Signal is committed to creating a supportive and diverse workplace. Family is important and we want to do as much as we can to support yours as it grows, even at the early stages of our business. We have tried to ensure you have time to prepare, that you can be there to support your partner and that we minimise workplace stress wherever possible... adding a child to your family can be stressful enough!

As the business grows we hope to increase this support, but you can be sure this will not be (and legally can't be) withdrawn or diminished.

As part of ensuring we support a team of all genders, races, religions and sexual orientations we have done our best to ensure the equality of this policy. We have highlighted areas where we differ from UK employment law to help you understand our enhancements. In short the main parts of our maternity & paternity policy are:

- Paid [maternity](#) leave above the legal requirement
- [Paternity](#) leave above the legal requirement, with option to match maternity leave
- [Adoption](#) and [Surrogacy](#) treated the same as maternity
- [Paid time off for antenatal classes and the flexibility to attend](#)
- [Paid time off for the mother's health appointments, including partners, adoption and surrogacy parents](#)
- [We'll buy you and your partner dinner for the first week following the birth](#)

Maternity

Eligible employees can take up to 52 weeks' maternity leave. The first 26 weeks is known as 'Ordinary Maternity Leave', the last 26 weeks as 'Additional Maternity Leave'.

The earliest that leave can be taken is 11 weeks before the expected week of childbirth, unless the baby is born early.

By law, employees must take at least 2 weeks maternity leave after the birth.

| Statutory Maternity Leave | Statutory Maternity Pay | Ad Signal Maternity Pay |
|---------------------------|---|---|
| First six weeks | 90% of your average weekly earnings before tax | 100% of your average weekly earnings before tax |
| The next 16 weeks | £187.18 per week or 90% of your average weekly earnings (whichever is less) | £187.18 per week or 25% of your average weekly earnings (whichever is more) |
| The next 17 weeks | £187.18 per week or 90% of your average weekly earnings (whichever is less) | £187.18 per week or 10% of your average weekly earnings (whichever is more) |
| The next 13 weeks | Unpaid | 10% of your average weekly earnings |

Please see the eligibility section below, which also includes the notice periods we need. This also includes proof of pregnancy which we'll need to pass on to the government.

Eligibility

Maternity leave

Employees must:

1. have a contract

2. give the correct notice in writing (email is acceptable)

The notice period is at least 15 weeks before the baby is expected. You need to inform us, by this deadline that:

1. The baby is due
2. you want to start your maternity leave - (you can change this with 28 days' notice)

We will then confirm your leave start and end dates in writing within 28 days. Employees can change their return to work date if they give 8 weeks' notice.

We cannot (and wouldn't) refuse maternity leave or change the amount of leave our employees want to take.

Maternity pay

Employees must:

1. be on our payroll in the 'qualifying week' - the 15th week before the expected week of childbirth
2. give 28 days' notice of the date you want to start their Maternity Pay. This is usually the same date you want to start your leave.
3. give proof you're pregnant (we need to pass this on to the government)
4. have been [continuously employed by](#) us for at least 26 weeks up to any day in the qualifying week
5. Earn at least £120 a week (gross) in an 8-week 'relevant period'

There are [special rules](#) for some situations. Please note, it is possible to be eligible for maternity leave but not for maternity pay.

Proof of pregnancy

We need the proof of the pregnancy before we can pay Maternity Pay. This is usually a doctor's letter or a maternity certificate (known as an MATB1 certificate). Midwives and doctors usually issue these 20 weeks before the due date.

You need to give you proof within 21 days of the SMP start date. We will need to [keep records](#) of the proof of pregnancy.

Surrogacy

Your maternity leave applies to Surrogacy. If you are a mother using a surrogate, we want you to be able to take the time to prepare before the baby is born or attend health

appointments with them. As such, the time you can leave for maternity, durations and pay are the same. Anywhere you read “Maternity leave”, “Maternity pay” or “Pregnancy” in this document, please know this includes mothers using a surrogate.

If you are a parent not considered the mother (including fathers), then please follow the structure for Paternity, which gives you an additional option on how you take your leave and pay. You still get paid time off for the mother’s [health appointments](#) and [antenatal classes](#).

Paternity

UK law does not offer a great deal of paternity leave or pay and we want to correct this. To enable you to choose the best option for you and your partner, we have two options.

Option 1 - Stick with the statutory leave and enhanced pay

If your partner is on a more beneficial scheme than Ad Signal’s, you may wish to benefit from their package and your right to [shared parental leave and pay](#). Taking this option gives you the right to up to two consecutive weeks of leave. We have increased the pay for these two weeks to 100%.

| Statutory Paternity Leave | Statutory Paternity Pay | Option 1 Paternity Pay |
|---------------------------|--|--|
| First two weeks | £187.18 a week or 90% of their average weekly earnings (whichever is lower). Tax and National Insurance need to be deducted. | 100% of your average weekly earnings before tax. Tax and National Insurance need to be deducted. |
| Thereafter | Nothing | Nothing |

Please see the eligibility section below, which also includes the notice periods we need. This also includes proof of pregnancy which we’ll need to pass on to the government.

For the majority of our staff, we expect that option 1 will be the less desirable option, and **encourage you to look at option 2**, outlined in the next section. You must meet the eligibility criteria, below, to claim either option.

Option 1 eligibility

Option 1 relies on the government scheme, as such the below represents their eligibility criteria. Please see here for more information:

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

Employees must be one of the following, the:

- father
- husband or partner of the mother (or adopter)
- child's adopter
- intended parent (if they're having a baby through a surrogacy arrangement)

Employees must also:

- be [classified as an employee](#) (paternity leave only)
- be employed by Ad Signal up to the date the child is born (or placed with the adopter) (paternity pay only)
- be on our payroll and earn at least £120 a week (gross) in an 8 week 'relevant period' (paternity pay only)
- give us the [correct notice](#)
- be taking time off to look after the child or their partner
- be responsible for the child's upbringing
- have been [continuously employed by you](#) for at least 26 weeks up to any day in the 'qualifying week'

If your employee usually earns an average of £120 or more a week, and they only earned less in some weeks because they were paid but not working ('on furlough') under the Coronavirus Job Retention Scheme, they may still be eligible.

There are [special rules](#) for some employee situations, for example if they leave or become sick.

If the child is born early

If the child is born early, the employee is still eligible if they would have worked for you continuously for at least 26 weeks by the qualifying week.

For very premature births where the child is born 15 weeks before the due date, you'll need to calculate paternity pay using your payroll software (if it has this feature) or [work it out manually](#).

Option 2 - Ad Signal's paternity package

Ad Signal's paternity package is identical in benefits for leave and pay to the [maternity package](#).

The package is too different from the statutory to compare side by side. Here's the statutory entitlement:

| Statutory Paternity Leave | Statutory Paternity Pay |
|----------------------------------|--|
| First two weeks | 90% of your average weekly earnings before tax |

...and here's the Ad Signal package:

| Ad Signal Paternity Leave | Option 2 Paternity Pay |
|----------------------------------|---|
| First six weeks | 100% of your average weekly earnings before tax |
| The next 16 weeks | £187.18 per week or 25% of your average weekly earnings (whichever is more) |
| The next 30 weeks | 10% of your average weekly earnings |

Please see the eligibility section below, which also includes the notice periods we need. This also includes proof of pregnancy which we'll need to pass on to the government.

You must meet the eligibility criteria, below, to claim either option.

Option 2 eligibility

Employees are [eligible](#) for Statutory Paternity Leave and Pay if they and their partner are:

- having a baby
- adopting a child
- having a baby through a surrogacy arrangement

The amount of time is the same even if you have more than one child (for example twins).

Leave can start up to 2 weeks before the birth or due date. This is a departure from the statutory paternity leave, which can only start on the date of birth.

The start date must be one of the following:

- the actual date of birth
- **up to two weeks before the birth or due date** (*added by Ad Signal*)
- an agreed number of days after the birth
- an agreed number of days after the expected week of childbirth

The start and end dates are different if the employee is adopting.

Adoption

Eligible employees are entitled to paternity leave and pay if they are adopting a child. Most employees are likely to favour our [paternity option 2](#). We've tried to ensure we treat being the parent of an adopted child as our standard maternity / paternity package; the main difference being the trigger dates and paperwork we need.

The dates and eligibility for and adoption differ from maternity and paternity in some ways. Where these disagree, the eligibility and dates in this section superseded other areas for adoption.

Eligibility

An employee adopting a child must:

- have been [continuously employed](#) by Ad Signal for at least 26 weeks up to any day in the week they were matched with a child (UK adoptions)

- have been continuously employed by Ad Signal for at least 26 weeks by either the date the child arrives in the UK or when they want their pay to start (overseas adoptions)
- confirm that your partner is getting Statutory Adoption Pay in writing or by giving us a copy of their partner's [form SC6](#)
- meet the other [eligibility conditions](#) for paternity leave or pay

Notice period

An employee adopting a child must send us [form SC4](#) for:

- leave - no later than 7 days of their co-adopter or partner being matched with a child
- pay - 28 days before they want their pay to start

For overseas adoptions the form and notice period is different. The process is explained on [form SC5](#).

Leave start date

An employee taking paternity leave because they're adopting can start their leave:

- on the date of placement
- **an agreed number of days, up to 2 weeks, before the date of placement** (*added by Ad Signal*)
- an agreed number of days after the date of placement
- on the date the child arrives in the UK or an agreed number of days after this (overseas adoptions)

For overseas adoptions leave must be taken within 56 days of the date of placement or the child's arrival in the UK.

Proof of adoption

You must give us proof of adoption to qualify for paternity pay. Proof can be a letter from their adoption agency or their matching certificate. We need to [keep records](#) of the proof.

Paid time off for health appointments

This is a statutory right for mothers, but we wanted to make it clear you'll always have these.

At Ad Signal, this also applies to partners attending appointments for the mother (paternity), and attending appointments for the birth mother in the cases of surrogacy and adoption. By offering paid time off for these appointments and ensuring we can be flexible, we hope you feel able to attend as many of these appointments as you want to.

Paid time off for antenatal classes

By law, employees can take unpaid leave to [accompany a pregnant woman to antenatal appointments](#) if they are:

- the baby's father
- the expectant mother's spouse or civil partner
- in a long term relationship with the expectant mother
- the intended parent (if they're having a baby through a surrogacy arrangement)

At Ad Signal, this time off is paid. By offering paid time off for these appointments and ensuring we can be flexible, we hope you feel able to attend as many of these appointments as you want to.

First week of paid evening meals

Tom Dunning, CEO: The first week following a birth can be exhausting and it can often get late before you realise you haven't cooked. In our church people make meals for the parents and deliver them the first week. It's a huge help, which we benefited from too, and I wanted to find a way to do the same for our team.

For the first week after the birth we will pay for evening meals for you, your partner and any children. You can choose whichever meal delivery service you'd like. There is a limit of **£100 per day. This applies to Maternity, Paternity, Surrogacy and Adoption.**

If expensing these meals becomes an issue for you please let us know and we can either supply vouchers, or pay for each meal on your behalf. Please contact your line manager or the COO to make this happen.

If the worst should happen

Under UK law employees still qualify for maternity leave or pay if the baby:

- is stillborn after the start of the 24th week of pregnancy
- dies after being born

At Ad Signal this also applies to adoption, surrogacy & paternity.

If the baby dies before the 24th week of pregnancy you will be entitled to paid compassionate leave of at least one month. If you want to return to work during this period we will be flexible. If you choose to return early you can always go back on leave during this period if you need to. If you need more time than this, please talk to us and we'll support you.

Fostering

We do not currently have a policy for leave or pay when fostering a child, however we hope to add something in the future. Should this be something that you are considering before a policy is created, please contact the COO at the earliest opportunity and we will put something in place. Rest assured, this will be handled with absolute discretion.

UK Maternity & Paternity Law

Here are some **gov.uk** links you may find useful:

- Maternity Leave & Pay: <https://www.gov.uk/employers-maternity-pay-leave>
- Paternity Leave & Pay: <https://www.gov.uk/paternity-pay-leave>
- Pay Leave Calculator: <https://www.gov.uk/pay-leave-for-parents>
- Shared Parental Leave: <https://www.gov.uk/shared-parental-leave-and-pay>
- Adoption: <https://www.gov.uk/employers-adoption-pay-leave>