

# UK Country FAQs - BENEFITS - Dependents

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If you don't find the answer to your question, please contact the HR support on [Digital Workplace](#)

- **What happens after I notify the company I'm adopting a child?**

Arrangements will be made for you to meet with the HR Manager. This will be an informal interview, the purpose of which is to confirm that: Your right to adoption leave and any additional leave is understood, including the requirement to give appropriate notice. The right to return is explained, together with any potential opportunities for flexible working arrangements. Arrangements for time off are known, and any possible health and safety concerns are aired. You know your entitlements to payment during adoption leave.

- **Do my work conditions change if I'm pregnant or breastfeeding?**

Yes. Syensqo Intertox Ltd should review their risk assessment for your specific work and identify any changes that are necessary to protect you and your unborn baby's health. Your employer must then either remove the risk or remove you from being exposed to it (for example, by offering you suitable alternative work). If neither of these is possible, your employer should suspend you from work on full pay. Unreasonable refusal to carry out suitable alternative work will mean the employee loses her right to pay whilst suspended. Your employer should involve you in the process and continue to review the assessment as your pregnancy progresses, just to see if any adjustments are necessary. These risks might be caused by: lifting or carrying heavy loads; standing or sitting for long periods; exposure to toxic substances; long working hours.

- **What are the responsibilities of the employee, manager and HR department on the Adoption Policy?**

**Employee:** to respond to any documentation, as well as communication, within the time periods specified.

**Manager:** It is the responsibility of all managers to ensure that this policy is not only available and communicated to all employees but also understood by all.

**HR Department:** It is the responsibility of the HR Department to ensure the procedure is updated in accordance with changing legislation, provide consistent advice to line managers and employees in order to maintain fairness, as well as ensure that all relevant documentation and communication is issued.

- **What are the objectives and scope of the Adoption Policy?**

The objective of this policy is to ensure that all expectant mothers and fathers are aware of their rights and rules in regards to the Adoption Leave. Syensqo Intertox Ltd policy is to ensure that you are able to combine your career and family responsibilities to the greatest extent possible. We recognise that parenthood brings additional responsibilities; as a result, the company has set out our policies for compliance with this and allowing you your full rights.

- **I am pregnant, when should I inform the company?**

You should inform HR before you're 15 weeks pregnant.

- **What are my rights when I return to work after taking Parental Leave?**

You have the right to return to the same job or, if more than four weeks leave are taken, to a similar job with the same or better terms and conditions.

- **What are the responsibilities of the employees, manager and HR department on the Maternity Policy?**

**Employee:** It is the responsibility of the employee to: Inform Syensqo Intertox Ltd of the pregnancy - for reasons of health and safety it is useful to know of a pregnancy within the first few weeks, but in any case Syensqo Intertox Ltd should be informed before the employee is 15 weeks pregnant; Follow any work restrictions put in place for their health and safety; Respond to any documentation and communication within the time periods specified.

**Manager:** It is the responsibility of all managers to ensure that this policy is available and communicated to all employees, as well as understood by all.

**HR Department:** Ensure the procedure is updated in accordance with changing legislation; Provide consistent advice to line managers and pregnant employees in order to maintain fairness; Ensure that all relevant documentation and communication is issued.

- **What are the objectives and scope of the Parental Policy?**

The objective of this policy is to ensure that all expectant mothers and fathers are aware of their rights and rules relating to Parental Leave. Syensqo Intertox Ltd policy is to ensure that as far as possible you are able to combine your career and family responsibilities. We recognise that parenthood brings additional responsibilities. As a result, the company has set out our policies for compliance with this and allowing you your full rights.

- **Do I get more time off if my partner has more than one newborn?**

No, If your partner has a multiple birth, you are only allowed one period of Ordinary Paternity Leave.

- **Can I get additional Paternity Leave?**

The father could have the right to up to 26 weeks' Additional Paternity Leave. This is in addition to the two weeks' Ordinary Paternity Leave they could be entitled to. Additional Paternity Leave can be taken from 20 weeks after the child is born. It must finish before the child's first birthday. The mother must have returned to work before the father can take Additional Paternity Leave. If the father decides to take Additional Paternity Leave the mother will be asked for a signed declaration stating: name, address (including postcode) and National Insurance number if she is entitled to either Statutory Maternity Pay or Maternity Allowance (or Statutory Maternity or Adoption Leave if they are applying for unpaid Additional Paternity Leave only) if she has given notice of your intention to return to work and the date you intend to return to work if the start date of her Statutory Maternity Pay or Maternity Allowance period (if they are applying for Additional Statutory Paternity Pay) they are the only person taking Additional Paternity Leave or pay in respect of the child you consent to the employer processing the information given in the declaration they are the father of the child or your spouse, partner or civil partner (including same-sex relationships)

- **What happens if I don't qualify for Ordinary Statutory Paternity Pay?**

If you don't qualify for Ordinary Paternity Leave you could use your Holidays.

- **How much do I get as Ordinary Statutory Paternity Pay paid?**

During your leave you may be entitled to Statutory Paternity Pay from the company. Statutory Paternity Pay will be at the rate which is variable from time to time. Please speak with the HR Department for current rate.

- **What are the responsibilities of the employee, manager and HR department on the Paternity Policy?**

**Employee:** It is the responsibility of the employee to inform Syensqo Interlox Ltd of the EWC, as well as to respond to any documentation and communication within the time periods specified.

**Manager:** It is the responsibility of all managers to ensure that this policy is available and communicated to all employees, understood by all, and effectively implemented and complied with by all pregnant employees.

**HR Department:** It is the responsibility of the HR Department to ensure the procedure is updated in accordance with changing legislation, provide consistent advice to line managers and employees in order to maintain fairness, as well as guarantee that all relevant documentation and communication is issued.

- **What are the objectives and scope of the Paternity Policy?**

The objective of this Policy is to ensure that all expectant fathers, their managers and colleagues understand the procedures to be followed and the benefits to which expectant employees are entitled in order to ensure health and safety obligations and legal requirements are adhered to. Syensqo Interlox Ltd Policy is to comply with both the letter and the spirit of the law on paternity rights. To this end its aim is to inform all employees of their entitlement to statutory paternity rights and to ensure that these rights are understood by all employees who qualify.

- **What are the objectives of the Maternity Leave Policy?**

The objective of this policy is to ensure that all pregnant employees, their managers and colleagues understand the procedures to be followed and the benefits to which pregnant employees are entitled in order to ensure health and safety obligations and legal requirements are adhered to and that pregnant employees are treated in a fair and equitable way.

- **I am pregnant, do I qualify for Statutory Maternity Pay? If I don't qualify, what should I do?**

In order to qualify for SMP you must have 26 weeks of service by the beginning of the 14th week before EWC, as well as have earnings above the lower earnings limit for National Insurance contributions.

If you cannot get SMP your employer must fill in form SMP1 and give this to you. On the form, your employer must say why SMP has not been paid. If you have more than one employer, you must get form SMP1 from each employer.