

Manager Quick-Reference Guide

These go beyond the statutory minimum and are offered by Milbank from an employee's first day. Some enhance an existing legal right; others have no statutory equivalent. **Most enhanced pay requires a minimum service requirement** - always check the specific policy. The underlying statutory rights are set out in the separate Day One Rights guide. Information on the Government statutory rate can be found by clicking the [link](#).

Entitlement	Milbank enhancement
Company sick pay	SSP day one Company Sick Pay may be payable in addition to SSP, subject to contractual entitlement.
Enhanced maternity pay	26 weeks of continuous service by the 15th week before the EWC to qualify 13 weeks at full pay 13 weeks at 50% pay Remaining weeks at the SMP rate Enhanced pay is inclusive of SMP.
Enhanced paternity pay	26 weeks of continuous service by the 15th week before the EWC to qualify 4 weeks at full pay. Available to fathers, partners (including same-sex) and partners of primary adopters. Enhanced pay is inclusive of SPP.
Unpaid parental leave (added flexibility)	Can be taken as individual days (within the 4-weeks-per-year-per-child limit). Reduced notice of 10 days.
Enhanced adoption pay	26 weeks of continuous service by the 15th week before the EWC to qualify 13 weeks at full pay 13 weeks at 50% pay Remaining weeks at the SAP rate Enhanced pay is inclusive of SAP.
Paid antenatal appointments (partners)	Day one: Paid at normal pay for up to 2 qualifying antenatal appointments, up to 6.5 hours each.
Parental & pregnancy-loss bereavement	Day one: For a child up to age of 18: Up to 2 weeks' paid leave. Pregnancy loss before 24 weeks: 1 weeks' paid leave.

Entitlement	Milbank enhancement
	Includes miscarriage, ectopic pregnancy, molar pregnancy and embryo-transfer loss.
Compassionate & bereavement leave	Day one: up to 1 week paid leave on the death of a close family member. Covers partner/spouse, parent, child (over 18), grandparent, sibling, step-parent, step-child. Discretionary compassionate leave is also available for other difficult circumstances.
Fertility journey support	Day one: time off for fertility-related appointments, scans and procedures. Flexible adjustments (hours, duties, hybrid working) where operationally possible. Privacy and confidentiality protections.
Moments That Matter leave	Day one: paid time off (typically a few hours / part-day) for key milestones in children's or grandchildren's lives. Covers events such as first day at school, nativities, sports days and parent-teacher meetings. Subject to manager approval and operational needs.
Jury service - enhanced pay	Day one: enhanced pay (inclusive of the court allowance): Weeks 1–4: 100% basic pay Weeks 5–8: 50% basic pay Beyond 8 weeks: to be discussed with MD.

Quick reminder

Eligibility: enhanced maternity, paternity and adoption pay each require 26 weeks of continuous service by the 15th week before the EWC to qualify. Where leave is a day one right, the enhanced pay may not start until that service is met.

Sensitivity: many of these relate to deeply personal circumstances (bereavement, fertility, pregnancy loss). Always respond with empathy and discretion, and contact the People Team if unsure.