Manager Quick-Reference Guide

These are legal entitlements that every employee has from their first day of work. **There is no qualifying service requirement** - if someone starts on a Monday, these rights apply that Monday. This is a summary; full eligibility and notice rules are in the relevant Milbank policy.

We enhance a number of these which are in the enhancement document

Right	What applies from day one (the law)
Sick pay	
Statutory Sick Pay (SSP) - NEW from 6 April 2026	**Now a day one right.** Payable from the first day of absence - all employees are eligible.
Family & parental leave	
Maternity leave	Day one right. Up to 52 weeks (26 weeks ordinary + 26 weeks additional). No qualifying service needed to take the leave. **Pay is separate:** Statutory Maternity Pay needs 26 weeks' continuous service by the 15th week before the expected week of childbirth, plus earnings above the lower earnings limit.
Paternity / partner leave	**Day one right from 6 April 2026** (previously needed 26 weeks' service). Up to 2 weeks. **Pay is separate:** Statutory Paternity Pay needs 26 weeks' continuous service, plus earnings above the lower earnings limit.
Unpaid parental leave - NEW from 6 April 2026	**Now a day one right** (previously needed 1 year's service). Up to 18 weeks per child, up to the child's 18th birthday. Taken in 1-week blocks; maximum 4 weeks per year per child.
Adoption leave	Day one right. Up to 52 weeks (26 weeks ordinary + 26 weeks additional). No qualifying service needed to take the leave. **Pay is separate:** Statutory Adoption Pay needs 26 weeks' continuous service by the matching week, plus earnings above the lower earnings limit.
Time off for antenatal appointments (partners / fathers)	Day one right. Unpaid time off to accompany for up to 2 appointments (maximum 6.5 hours each).

Right	What applies from day one (the law)
Bereaved partner's paternity leave - NEW from 6 April 2026	Day one right. Up to 52 weeks' unpaid leave if the child's mother or primary adopter dies within one year of the birth or placement. **Handle sensitively - contact the People Team immediately for guidance**
Parental bereavement leave (Jack's Law)	Day one right. 2 weeks' statutory leave following the death of a child under 18, or a stillbirth after 24 weeks. **Pay is separate: SPBP (Statutory Parental Bereavement Pay)** needs 26 weeks' continuous, plus earnings above the lower earnings limit.
Other leave & time off	
Emergency leave (time off for dependants)	Day one right. Reasonable unpaid time off to deal with an emergency involving a dependant.
Carer's leave	Day one right. Up to 1 week's unpaid leave in any rolling 12 months for employees with caring responsibilities.
Right to request flexible working	Day one right to make a statutory request. Up to 2 requests per 12-month period. Milbank must respond within 2 months. Requests made as reasonable adjustments under the Equality Act are considered in line with our legal duties.

Quick reminder - leave vs pay

Taking the leave (maternity, paternity, adoption) is a day one right. **Statutory pay** (SMP / SPP / SAP) is separate - each needs 26 weeks' continuous service plus earnings above the lower earnings limit. An employee can take the leave but may not yet qualify for statutory pay.

Unsure how a right applies? Don't make assumptions - contact the People Team. Milbank's enhancements to these rights are set out in the separate Day One Enhancements guide.