**Addendum for members of staff employed on Research grants in relation to Shared Parental Leave, Maternity, Adoption or Paternity Leave Policies (“Family Leave”).**

All employees of Queen Mary University of London (QMUL) are eligible to take advantage of its Shared Parental Leave provisions provided they meet the qualifying criteria. This includes employees on indefinite, fixed-term, and part-year contracts, but not casual staff, agency workers or contractors.

**For staff who are funded by research or charity grants there is no difference in entitlement to “family leave” however there may be some requirements to inform funding bodies about this leave and different approaches by funding bodies.**

**Key questions/steps:**

1. **The overall entitlements and eligibility for any of the above policies is identical regardless whether your position is funded by QMUL or a research funding body.**

Some funding bodies may providing funding via QMUL in line with QMUL entitlements for Maternity/Adoption Leave, Shared Parental Leave, Paternity leave etc.

The Principal Investigator for the grant and /or, project officer or research office/manager within the School should liaise with the Joint Management Research Officer (JRMO) to ascertain what the particular funding body will/can do in terms of paying for family leave or cover for family leave.

1. **What if the Research Funding Body will not pay for Shared Parental Leave/Maternity Leave, Adoption Leave or Paternity Leave?**

In these circumstances QMUL will pay for these entitlements for staff in line with their existing contract and entitlements.

1. **Will the Research Funding Body give me a no-cost extension for any (shared parental/Maternity/Adoption/Paternity) leave I take?**

This will be at the discretion of the research funding body.

1. **What happens if my contract cannot be extended and I have not exhausted my “Family Leave” or pay by the time my contract ends?**

If an extension cannot be awarded and your contract is due to end whilst you are on a period of family leave you will receive your full QMUL pay and leave entitlement, relevant for the type of family leave and your qualifying eligibility until the end of your contract. At the end of your contract if you have any remaining entitlement to **statutory** pay in relation to any “Family leave” you will be paid this as a lump sum in the next available pay period.

**You can get further advice and information about “Family leave” from the HR Department.**