**US Family Friendly Policy**

A person smiling for a picture

AI-generated content may be incorrect.

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**People & Culture Director**

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**Overview**

Scientific Group is proud to share the Family Friendly policy for our US team, as although we do not fall under the Family & Medical Leave Act (FMLA) of 1993, we want to support our team members throughout their successful careers with Scientific Group.

Our US Family Friendly policy supports all those wishing to start or grow their families. This policy does focus on maternity, parent and adoption support.

The following guidelines define our Family Friendly policy, which is discretionary and can be amended at the Company’s discretion.

**Maternity**

All employees are entitled to attend antenatal appointments and we ask these are scheduled, where possible, to cause as little disruption to your working day. We do remind you of our “Working & Wellness” policy where we advocate flexible working that suits you.

For those with 26 weeks continuous service, Scientific Group are pleased to offer 26 weeks of maternity support, as follows:

* The first 26 weeks of your maternity leave will be at full pay
* The remaining weeks will be paid in line with US Paid Parental Leave which can be found [here](https://www.dol.gov/general/topic/benefits-leave/fmla).
* All maternity pay will be paid as usual, bi-weekly through our payroll bureau

We encourage open communication whilst you plan your maternity leave and return to work. It is sometimes encouraged to use your accrued vacation leave to ease back to work, and this can be discussed with your line manager and the People & Culture Team.

**Risk Assessments**

We take our duty of care seriously and during your pregnancy, we will ensure a risk assessment is carried out. The risk assessment will be completed with Chanté (Office & Culture Administrator) and offer you support and guidance for working whilst pregnant.

**Parent Support**

As a new parent, we understand how important this time is and so support all our US staff with 4 weeks at full pay. To be eligible you must have a minimum of 26 weeks service with the Company. The 4 weeks must be taken in blocks of full-weeks, and not as individual days, and can be taken consecutively or in week blocks. We ask for at least 3 months notice of when these weeks will be taken so as to plan for client commitments. These 4 weeks must be taken within the first year of birth.

**Adoption Leave**

As a new adoptive parent, we also appreciate this time is crucial to your family and so offer all new-adoptive parents 4 weeks at full pay. To be eligible you must have a minimum of 26 weeks service with the Company. The 4 weeks must be taken in blocks of full-weeks, and not as individual days, and can be taken consecutively or in week bocks. We ask for at least 3 months notice of when these weeks will be taken so as to plan for client commitments. These 4 weeks must be taken within the first year of adoption.

**Neonatal Care Leave**

We understand that having a newborn in neonatal care is a challenging time, and we want to support you. As a discretionary benefit for our US employees, we are offering Neonatal Care Leave (NCL) to reflect the new UK legislation for parents whose babies (born on or after April 6, 2025) need neonatal care for at least 7 days within the first 28 days of life.

To qualify for paid NCL, you need to have been employed with us for at least 26 weeks. We may also ask for medical documentation to confirm the need for leave.

**You can receive:**

* Up to 12 weeks of paid leave are available, in addition to any maternity or paternity leave you may have.**The 12 weeks of paid leave will be based on a rate of $200 per week**.
* You can take this leave in weekly blocks, but it must be used within 68 weeks of your child's birth.

**Please note:** This is a discretionary benefit as it’s not legally required under US law. We hope this benefit helps give you the support you need during this important time.

**Return to Work**

Before your family leave, we will work with you to agree a start and return date. We do appreciate things can change and so will be as flexible as we can be.

Before you return to work, we encourage regular communication to ensure we are all ready and prepared for your return. This may also include Scientific Group being in contact regarding any TLD (training learning development) opportunities whilst you are on family leave.

**Documentation**

The Company may ask for proof of appointments and relations to the baby if deemed necessary.

Scientific Group is committed to supporting our US team and enforce the fact that discrimination on the grounds of sex and pregnancy are unlawful in the US. We trust the Family friendly policy provides the support that are growing team needs to grow their own team!