

## MEMBERS PARENTING AND FLEXIBLE WORKING POLICY STATEMENT

1. The Chambers Parenting and Flexible Working Policy Statement (“the Policy”) has contractual force as between members of Chambers pursuant to a contract entered into by the members of Chambers in about November 2006-February 2007. The Policy will be reviewed regularly and may be changed from time to time. Consultation will take place before changes are made to the Policy and no changes will have retrospective effect unless wholly uncontentious. Except in relation to actual pregnancy, “she” includes “he”, “her” includes “his” and so forth.

### **Parenting Policy: Full Parental Leave**

2. This part of the Policy applies to a member of Chambers who ceases work (and continues to be absent) by reason of her pregnancy, her childbirth and/or the assumption by a member of Chambers of either sex of primary and full-time responsibility for looking after the child for a period equivalent to maternity leave. The Parenting Policy also applies to a member of Chambers of either sex who adopts a child, or whose partner gives birth to or adopts a child, provided that the member ceases work (and continues to be absent) in order to take primary and full-time responsibility for looking after the child for a period equivalent to maternity leave. The term “full parental leave” in this Policy covers any cessation of work in accordance with this part of the Parenting Policy; it is distinct from “short parental leave” defined below. The rules in this Policy apply to each occasion of pregnancy, childbirth, full time child care or adoption, provided that the financial terms on a member’s return to work from parental leave in paragraph 6-7 below do not apply in relation to a return to work following a second or subsequent period of parental leave with respect to the same child.
3. A member may cease work by reason of her pregnancy, her childbirth, full time child care (including on adoption) and take full parental leave. The member of Chambers must give Chambers at least 28 days’ advance notice of the start of her parental leave, or such lesser notice as is reasonably practicable in the circumstances. The date of commencement and the duration of parental leave are matters of personal choice for the member of Chambers. The member’s room will remain available for her for one year while she is on parental leave. The member’s seat in Chambers will remain open for ten years while she is on parental leave (and may remain open for longer at the discretion of

the Head(s) of Chambers). No Chambers contributions, rent or expenses are payable by a member who is on full parental leave.

4. A member of Chambers and Chambers must keep in reasonable contact with each other during the member's full parental leave. For example, Chambers will keep the member informed of Chambers meetings, meetings of 11KBW Ltd, and Chambers seminars, marketing and social events, and the member will keep abreast of important Chambers business.
5. A member of Chambers must give Chambers at least 28 days' advance notice of her intention to return to work from parental leave. After she has given notice of her return from parental leave, the member will receive clerking and marketing assistance from Chambers with a view to re-establishing her practice. The member of Chambers may undertake occasional appropriate work during parental leave, for example, attending a long-standing hearing. On return to work, and if the member of Chambers does any work during her parental leave, she must ensure that her practising certificate and insurance are current.
6. If a member of Chambers takes more than 6 months of full parental leave, no Chambers contributions, rent or expenses are payable during the first 12 months after a member's return to work from full parental leave. If the member of chambers receives £250,000 of fees (excluding income from judicial sitting) during that 12 month period, members will become liable to pay contributions, rent and expenses from that point (save that, for the avoidance of doubt, the member will not pay any Chambers contributions, rent or expenses during the first six months after return, regardless of the level of payments received during that time). The member of Chambers will become subject to the general Chambers rules which apply to contributions, rent and expenses, including the specific provisions relating to return from full parental leave, either (a) 12 months after the member's return to work from full parental leave; or (b) at the point at which the member receives £250,000 of fees (excluding income from judicial sitting), whichever is earlier.
7. If a member of Chambers takes less than 6 months of full parental leave, no Chambers contributions, rent or expenses are payable during the first six months after a member's return to work from parental leave. Six months after the member's return to work from parental leave, the member will become subject to the general Chambers rules which apply to contributions, rent and expenses (including the specific provisions relating to return from full parental leave).

8. Under the current Chambers contribution policy, no member will pay a Chambers contribution of more than 25% of earnings. It is a matter of personal choice for a member of Chambers whether on return from parental leave she wishes to work full-time, to work flexible hours, to work part-time, or to work partly from home.

#### **Parenting Policy: Short Parental Leave**

9. Members of Chambers may (as an alternative to Full Parental Leave if applicable) take a one-off 1 month period of parental leave in connection with the birth or adoption of his/her child ("short parental leave") during which the member of Chambers will be entitled to a 1 month contribution holiday on the basis that the member of Chambers will not be working (or working more than *de minimis*) during the period of short parental leave.
10. The member of Chambers must give Chambers at least 28 days' advance notice of the start of her short parental leave, or such lesser notice as is reasonably practicable in the circumstances. The date of commencement of parental leave is a matter of personal choice for the member of Chambers.

#### **Flexible Working Policy**

11. Where a member of Chambers of either sex adopts a child, or whose partner gives birth to or adopts a child, but who does not cease work in order to take primary and full-time responsibility for looking after the child, that member may decide to take a period of absence from practice. A member who wishes to do so should discuss his/her intentions with the Head of Chambers at least (so far as practicable) 28 days prior to the proposed start of such absence.
12. It is also a matter of personal choice for a member of Chambers whether she wishes to work full-time, to work flexible hours, to work part-time, or to work partly from home (whether in order to undertake the care of another, to accommodate disability, or for any other reason). A member who wishes to work other than full time in Chambers should discuss his/her intentions with the Head of Chambers, at least (so far as practicable) 28 days prior to the intended change in working arrangements. If a member decides to work in such a manner, she will continue to be included in the opportunity to participate in networking and marketing activities.

#### **Complaints**

13. Any concerns or complaints concerning the operation of this Policy should be raised with Chambers' Equality and Diversity Officers who will endeavour to resolve the matter informally in the first instance.

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