

Our Family Friendly Policies



Virgin Atlantic and Virgin Holidays Family Friendly Policies

At Virgin Atlantic and Virgin Holidays we appreciate how important balancing family and work life is so if you're thinking about joining us you may be interested in understanding how we support our employees who have family or caring responsibilities.

Publishing our family friendly policies means you don't have to worry about asking for the information when applying for a role or coming to an interview.

Maternity Leave

You can take up to 52 weeks maternity leave, regardless of how long you have worked for us or how many hours you work. At Virgin Atlantic and Virgin Holidays we pay Company Maternity Pay (CMP) linked to your length of service as at your expected week of childbirth.

Over 2 years' service = 12 weeks full pay followed by 27 weeks statutory maternity pay (SMP)

Under 2 years' service = 6 weeks full pay followed by 33 weeks statutory maternity pay

Up to 10 days paid keeping in touch days (KIT) days can be agreed between you and your manager during your maternity leave. Maternity pay does not have to be repaid if you choose not to return to work after your maternity leave.

Paternity Leave

We offer 2 weeks Paternity leave on full basic pay, (which includes any entitlement to statutory paternity pay). Paternity leave can either be one week or two consecutive weeks leave which must be taken between the date on which your child is born or placed with you and 56 days after that date.

To be eligible for this you need to have been continuously employed by us for at least 26 weeks ending with the week immediately before the 14th week before the expected week of childbirth, or the matching week for adoption. You must also be the biological father of the child or have been matched with a child by an adopting agency; or are the spouse, civil partner or partner of the child's mother.

Adoption Leave

You can take up to 52 weeks adoption leave, regardless of how long you have worked for us.

At Virgin Atlantic and Virgin Holidays we pay Company Adoption Pay linked to your length of service as at the Sunday before you are notified of being matched with the child you are adopting.

Over 2 years' service = 12 weeks full pay followed by 27 weeks statutory adoption pay (SAP)

Under 2 years' service = 6 weeks full pay followed by 33 weeks statutory adoption pay

Up to 10 days paid keeping in touch days (KIT) days can be agreed between you and your manager during your maternity leave. If you are adopting as part of a couple, Adoption Leave can only be taken by one of you. The other can take Paternity Leave or Shared Parental Leave. Adoption pay does not have to be repaid if you choose not to return to work after your Adoption leave.

Company Shared Parental Pay

We pay Company Shared Parental Pay (CSPP) linked to your length of service as at your expected week of childbirth or the week you are matched with a child (for adoption):

Over 2 years' service = 12 weeks full pay followed by 27 weeks statutory shared parental pay (SSPP)

Under 2 years' service = 6 weeks full pay followed by 33 weeks statutory shared parental pay

Any CSPP or SSPP paid will be less any weeks of CMP, SMP, Maternity allowance or SAP claimed by you or your partner.

To qualify for shared parental leave you need to have worked for Virgin for at least 26 weeks at the end of the 15th week before the week that your child is due, or for adoption, the week of notification of being matched with a child. Your partner also needs to be eligible for shared parental leave in their own right. If you are both eligible, you can share up to 50 weeks of leave.

Shared parental leave has to be taken within 52 weeks of the birth or adoption placement.

Up to 20 paid Shared Parental Leave in touch (SPLIT) days can be agreed between you and your manager during your shared parental leave

Company shared parental leave pay doesn't have to be repaid if you choose not to return to work after your leave.

Parental Leave

To be eligible for Parental Leave you must have worked for Virgin Atlantic or Virgin Holidays for more than a year, be named on the birth or adoption certificate, or have or expect to have parental responsibility, and your child must be under 18.

You can take 18 weeks of unpaid leave for each child and adopted child up to their 18th birthday. You can take up to 4 weeks leave each year for each child in minimum blocks of one week. If your child is disabled, the minimum block criteria does not apply.

Any parental leave that you've taken while working for another employer counts towards your 18 week entitlement. Therefore if when you join Virgin you have already taken some of your entitlement, you will only be eligible for the remaining balance.

Emergency Leave

We understand there are going to be occasions when you'll need to take time off work to deal with unexpected events. Our approach to flexible leave is to let all employees take reasonable time off for dependants in cases of immediate emergencies over and above your holiday entitlement.

Unpaid Emergency leave is provided to help you to deal with an immediate problem and put any necessary care arrangements in place, such as making longer-term care arrangements for a dependant who is ill or injured, arranging for someone else to care for a child if your normal childminder is unexpectedly unavailable, or take any action required as a consequence of the death of a dependant.

Flexible Working

At Virgin Atlantic and Virgin Holidays we're committed to helping you achieve a work life balance wherever possible and recognise the benefits this brings for both you and Virgin. Flexible working is about giving you more options about where and when you work.

You can apply for flexible working as long as you:

- Have worked for us continuously for 26 weeks at the date your request is made;
- Not have made a formal flexible working request during the last 12 months (each 12-month period runs from the date when the most recent application was made)
- If you make a formal flexible working application, we'll consider this fully and fairly, based on our business needs and we'll always try and agree requests where we can.

Compassionate Leave

At Virgin Atlantic and Virgin Holidays we are committed to supporting you if you suffer a bereavement of a close relative. We provide up to 5 days paid compassionate leave and access to confidential counselling through our Employee Assistance Scheme.