

Parental Leave Policy

Introduction

This document sets out our current Parental Leave Policy which is intended to reflect the statutory provisions and provides guidelines only. If there is any conflict between this Policy and the statutory provisions, the latter will prevail.

This policy applies to employees only and does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment and may be amended at any time. We will review the policy from time to time to ensure that it continues to reflect our legal obligations and the Company's organisational and business needs.

These notes are for guidance purposes only. They include a summary of complex law which may change from time to time. These notes may not be applicable to all personal circumstances. Guidance notes are also not a substitute for individual advice and we are able to assist with individual queries.

If you are entitled to take parental leave, you should discuss your needs with your Manager, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operating requirements of the business.

Please note that statutory parental leave is unpaid and you have no entitlement to be paid during periods of parental leave or to receive employer pension contributions.

Entitlement to Parental Leave

Provided the conditions set out in Evidence of Entitlement and Notification Requirements (see below) are satisfied, and:

- a) You have been continuously employed by us for at least one year; and
- b) You are, or expect to be, responsible (as defined below) for a child;

Then you are entitled to take parental leave for the purpose of caring for that child. The reasons for the leave do not need to be related to the health of the child.

You are responsible for a child if:

- a) You are the parent (named on the birth certificate) of a child who is under 18 years old; or
- b) You have adopted a child or had a child placed with you for adoption who is currently under 18 years old; or
- c) You have acquired formal parental responsibility for a child who is currently under 18 years old.

Duration of Parental Leave

You are entitled to take up to 18 weeks' parental leave in respect of any qualifying child (see above). In the case of multiple births, therefore, 18 weeks' parental leave is provided for each child. The 18 week entitlement applies across all employments and therefore if you have undertaken any parental leave in respect of the same child with any other employer, this will be deducted from your 18 week entitlement. You are required to inform us if you have taken any parental leave whilst working for another employer.

When Parental Leave May be Taken

You may not take more than four weeks' leave in respect of any child during a particular year. Ordinarily, for these purposes, a 'year' means the period of 12 months beginning on the date on which you first became

entitled to take parental leave in respect of the child in question (and each successive period of 12 months beginning on the anniversary of that date).

Parental leave must be taken in blocks of one week (unless the child in respect of whom the leave is taken is disabled and is in receipt of disability living allowance, armed forces independence allowance or personal independence payment, when individual days are permitted). You may take more than one week at a time. Part of a week counts as a whole week, so if a full time employee takes three day's parental leave and then returns to work, one week is deemed to have been taken from the 18 weeks' total.

Leave may be taken at any time up to the child's 18th birthday.

Evidence of Entitlement and Notification Requirements

We may require you to produce for inspection evidence of:

- a) Your responsibility or expected responsibility for the child in respect of who you wish to take the parental leave; and
- b) The child's date of birth or, in the case of a child who was placed with you for adoption, the date on which the placement began; and
- c) If your entitlement to a particular period of leave depends upon the child's entitlement to a disability living allowance, confirmation of the child's entitlement to such allowance.

Except as set out below, you must give us notice of the period of parental leave you propose to take (including start and end dates) at least 21 days before the date on which that period is to begin.

Employees who wish their period of parental leave to start on the date on which their baby is born must give at least 21 days' notice before the beginning of the EWC. In this case, the notice must state the EWC and the proposed duration of the period of leave.

Similarly, prospective adoptive parents who wish their leave to start on the date on which the child is placed with them for adoption must give their notice at least 21 days before the beginning of the week in which the placement is expected to occur. In this case, the notice must state the week in which the placement is expected to occur and the proposed duration of the period of leave.

You may not exercise any entitlement to parental leave if you fail to comply with the above conditions.

Postponement of Parental Leave

We may postpone requested parental leave if we consider that the operation of our business would be unduly disrupted if you took leave during the period identified in your notice. Parental leave cannot be postponed for more than six months from the date on which you had wished to start parental leave. It cannot be postponed at all where it is to be taken by a father/prospective adoptive parent straight after the birth/date of placement (as appropriate).

If we wish to postpone your period of parental leave, we will notify you of the postponement in writing not more than seven days after receipt of your notice requesting leave. We will, at the same time, state the reason for the postponement and specify the dates on which we will permit the postponed period of leave to start and end.

Continuing Obligations During Parental Leave

While on parental leave you will remain in the employment of the Company and accordingly will continue to be bound by, amongst other things, the duties to the Company of good faith and confidentiality. We will continue to be bound by, amongst other things, our duty to you of trust and confidence.

During periods of parental leave, you have no entitlement to be paid but we will continue to provide your benefits (including holiday entitlement).

Termination of Employment

If you do not wish to return to work following the end of your period of parental leave (or, indeed wish your employment to terminate during your period of parental leave), it should be understood that you are still required to give your contractual notice period.

Dishonest Claims to Parental Leave

Please note that if you claim, or try to claim, parental leave dishonestly, you will be dealt with under the Disciplinary Procedure as set out in the Employee Handbook.

