



Shared Parental Leave Policy

This policy applies to all companies within the Relyon Group.

The aim of this policy document is to set out clearly the Company's policies in respect of shared parental leave in order to ensure consistency of approach in line with employment legislation and the Company's commitment to family-friendly policies and good employment practice.

This policy is designed to assist individuals by confirming their entitlement and setting out the procedure that needs to be followed if a period of shared parental leave is requested by an employee.

The right to take shared parental leave is available to employees whose children are born or are expected to be born on or placed after 6 April 2003. The rights and requirements relating to shared parental leave are set out in the Paternity and Adoption Leave Regulations 2002, which came into force on 8 December 2002.

The right to shared parental leave allows eligible employees to choose how to share the care of a child during the first year after its birth.

The right is available to up to two eligible employees, namely:

- the mother of the child; and
- a second person, who must be the father of the child, or married to, or the civil partner of, or the partner of, the mother

It may be that only one of these two eligible persons is employed by Relyon. Alternatively, it may be that both are employed by Relyon.

Employees are protected from suffering unfair treatment or dismissal for taking, or seeking to take, shared parental leave.

Qualification

In order to be eligible for shared paternal leave, the Mother and the Father or Partner must:

- looking at the 66 weeks immediately preceding the expected week of birth, in at least 26 of those weeks, they must have been earning (as an employee, a worker or agency worker, or on a self-employed basis) during some part (or the whole) of each such week; and
- they must, during any 13 of those 66 weeks, have average weekly earnings that are not less than the 'maternity allowance threshold' (in line with current government rate).

The method of calculating this average is set out in the relevant legal regulations; please contact your line manager if you have any queries about it.

If you are the Father or Partner, you must also:

- be employed by us
- have been employed by us for the 26-week period ending with the week immediately preceding the 14th week before the expected week of birth;
- still be in continuous employment with us until the week before any period of shared parental leave that they take; and
- at the date of the child's birth, you and the Mother must be the two persons with the greatest and second greatest (or equal) responsibility for the care of the child (it does not however, matter which, if either, has the greater responsibility of the two).

If you are the Father or Partner, then for you to be entitled to take shared parental leave, the Mother must also satisfy the following conditions:

- looking at the 66 weeks immediately preceding the expected week of birth, in at least 26 of those weeks, she must have been earning (either as an employee, a worker or agency worker, or on a self-employed basis) during some part (or the whole) of each such week;
- she must, during any 13 of those 66 weeks, have average weekly earnings that are not less than the 'maternity allowance threshold' (in line with current government rate). The method of calculating this average is set in the relevant legal regulations. Please speak to your line manager if you have any queries around this;
- the Mother must be entitled to statutory maternity leave or Statutory Maternity Pay or maternity allowance in respect of the child; and
- by the time the Mother takes any period of shared parental leave, she must have ended her statutory maternity leave by returning to work, or fixed date on which her maternity leave will end or (where she had no entitlement to statutory maternity leave anyway) fixed a date on which her maternity pay period, or her maternity allowance period will end.

In addition to the above, the following conditions must be met:

- you must be an employee of us or not an employee but working for the Employer in a capacity in relation to which class 1 National Insurance Contributions must be paid.

There are however, certain exceptions to the above:

- you must have been employed by us for the 26-week period ending with the week immediately preceding the 14th week before the expected week of birth;
- for the last eight weeks of that 26-week period, your normal weekly earnings must have been at least equal to the 'lower earnings limit' in line with the current government rate;
- you must be still employed by the Company until the week before the first week in which you claim shared parental pay;
- at the date of the child's birth, the Mother and Father or Partner (you will be one or other of these people) must be the two persons with the greatest and second greatest (or equal) responsibility for the care of the child (but it does not matter which, if either, has the greater responsibility of the two);

If you are unsure as to whether you fall into this category, please contact your line manager.

Entitlement

If you are the Mother of the child:

- you must be entitled to Statutory Maternity Pay in respect of the child; and
- you must have terminated their right to claim Statutory Maternity Pay by bringing the maternity pay period to an early end;

If you are the Father or Partner:

- the Mother must be entitled to Statutory Maternity Pay or maternity allowance in respect of the child; and
- the Mother of the child must have a fixed date on which the maternity pay period will be brought to an early end (from which date the Mother will no longer have the right to claim Statutory Maternity Pay), or a fixed date on which the maternity allowance period will be brought to an early end (from which date the Mother will no longer have the right to claim maternity allowance);
- they must intend to care for the child during any week in which they claim shared parental pay;
- they must be absent from work during any week in which they claim shared parental pay.

If you are entitled to take shared parental leave from us, you must be taking shared parental leave during any week in which you claim shared parental pay.

Payment

The weekly rate for shared parental pay varies from time to time. Please contact your line manager to ascertain what figure would apply in your case, whichever is lower;

- The current government rate or;
- 90% of your normal weekly earnings (calculated according to a formula set out in the legislation).

Notification

If, on a day that is both within 14 days of us receiving your notice of entitlement and also after the birth of the child, the Company request a copy of the birth certificate, you must, within 14 days of our request, provide to us:

- a copy of the birth certificate of the child, where one has been issued; or
- a declaration signed by you which states the date and location of the child's birth and that a birth certificate has not yet been issued.

If, on a day that is both within 14 days of us receiving your notice of entitlement and also before the child's birth, the Company requests a copy of the birth certificate, then:

- if your notice of entitlement relates at least in part to shared parental pay, you must, within 14 days of our request, send a declaration signed by yourself which states that a birth certificate has not yet been issued; and
- if your notice of entitlement relates at least in part to shared parental leave, you must, after the child has been born, within 14 days of the birth of the child, provide to us:
 - a copy of the child's birth certificate, where one has been issued; or
 - a declaration signed by you which states the date and location of the child's birth and that a birth certificate has not yet been issued.

If, within 14 days of receiving the notice of entitlement, the Company requests the name and address of the other Employer, you, within 14 days of the request, provide the Company with:

- the name and address; or
- a declaration that the other person (i.e., the Father or Partner, or the Mother, as the case may be) has no employer

Shared Parental Leave In Touch ('SPLIT' Days)

During their shared parental leave, an employee may work for up to 20 shared parental leave 'in touch' days (SPLIT days) without statutory payments being affected.

RelyOn recognise the benefit of SPLIT days and encourage employees to use them, however, they are optional: employees are not obliged to use them and the Company are not obliged to permit them.

Employees will be paid at normal rate for work on a SPLIT day. Any work done on one day will count as one SPLIT day.

The entitlement to 20 SPLIT days is not affected by the employees entitlement to 10 KIT days during maternity or adoption leave.

Please notify the Company if the employee requires further information on this policy. Further details on this policy will be provided upon request.

Evidence

The Company will request employees to submit a completed self-certificate as evidence of entitlement to shared paternal leave. The self-certificate can include:

- a declaration that the employee is eligible to shared paternal leave
- provide the information required as part of the notice requirements
- a declaration of entitlement to SPP

Contractual Benefits

Employees are entitled to receive benefits under their normal terms and conditions of employment, except for any terms relating to remuneration during shared paternal leave.

Returning to Work

Employees are entitled to return to the same job following shared paternal leave.

Please notify us if you require further information on this policy. Further details on this policy will be provided upon request.

Adoption

The right to shared parental leave allows eligible employees to choose how to share the care of a child during the first year after the adoption.

The right is available to up to two eligible employees, namely:

- the adopter of the child; and
- a second person, who must be married to, or the civil partner of, or the partner of, that adopter.

Qualification

It may be that only one of these two eligible persons is employed by the Company.

If you are the Adopter, the employee must also satisfy the following conditions:

- you must be an employee of the Company;
- you must have been employed by the Company for the 26-week period ending with the week in which the employee were notified of having been matched for adoption with the child;
- you must still be in continuous employment with us until the week before any period of shared parental leave that is taken;
- at the date of the child's placement for adoption, you and the Adopter's Partner must be the two persons with the greatest and second greatest (or equal) responsibility for the care of the child (it does not however, matter which, if either, has the greater responsibility of the two);
- you must be entitled to statutory adoption leave in respect of the child; and
- you must, by the time you take any period of shared parental leave, have ended your entitlement to statutory adoption leave.

If you are the Adopter, then for you to be entitled to take shared parental leave, the Adopter's Partner must also satisfy the following conditions:

- looking at the 66 weeks immediately preceding the week in which you were notified of having been matched for adoption with the child, in at least 26 of those weeks, they must have been earning (as an employee, a worker or agency worker, or on a self-employed basis) during some part (or the whole) of each such week; and
- they must, during any 13 of those 66 weeks, have average weekly earnings that are not less than the 'maternity allowance threshold' (in line with current government rate). The method of calculating this average is set in the relevant legal regulations.

Please contact your line manager if you have any queries.

In addition, if you are the Adopter's Partner, the employee must also satisfy these conditions:

- you must be an employee of us;
- you must have been employed by us for the 26-week period ending with the week in which the Adopter was notified of having been matched for adoption with the child;

- you must still be in continuous employment with us until the week before any period of shared parental leave that they take; and
- at the date of the child's placement for adoption, you and the Adopter must be the two persons with the greatest and second greatest (or equal) responsibility for the care of the child (but it does not matter which, if either, has the greater responsibility of the two).

If you are the partner of the Adopter, then for you to be entitled to take shared parental leave, the Adopter must also satisfy these conditions:

- looking at the 66 weeks immediately preceding the week in which the Adopter was notified of having been matched for adoption with the child, in at least 26 of those weeks, they must have been earning (as an employee, a worker or agency worker, or on a self-employed basis) during some part (or the whole) of each such week;
- they must, during 13 of those 66 weeks have average weekly earnings that are not less than the 'maternity allowance threshold' (in line with the current government rate) (the method of calculating this average is set in the relevant legal regulations).
- they must be entitled to statutory adoption leave or Statutory Adoption Pay in respect of the child; and
- they must, by the time you take any period of shared parental leave, have ended their entitlement to statutory adoption leave, or fixed date on which their adoption leave will end or (where they had no entitlement to statutory adoption leave anyway) fixed a date on which their adoption pay period.

Payment

The weekly rate for shared parental pay varies from time to time.

Please contact your line manager to ascertain what figure would apply in their case, whichever is lower:

- the current government rate; or
- 90% of their normal weekly earnings (calculated according to a formula set out in the legislation).

