



Shared parental leave and pay

Policy



KEY PRINCIPLES

- 1. We support and encourage equality and diversity at Landsec, and this policy sets out an equal and consistent approach for anyone becoming a parent.**
- 2. We are committed to supporting you during this exciting time and this policy sets out the support you may receive and what you need to do to make the most of our benefits.**
- 3. This policy applies to both birth and adoptive parents so please speak to your HR representative on what steps to take**

WHAT IS SHARED PARENTAL LEAVE?

Shared Parental Leave (“SPL”) gives you and your Partner more choice in sharing the care of your child in their first year after birth in addition to taking maternity and paternity leave. Assuming you are both eligible, you will be able to choose how to split the available leave between you and can decide to be off work at the same time or at different times. You just need to make sure all of your shared leave is taken within a year after birth.

WHO IS ELIGIBLE TO SHARED PARENTAL LEAVE?

You are eligible for SPL if:

- you are the child’s birth parent , second parent or birth parent’s partner;
- you share with the other parent the main responsibility for the care of the child;
- you must have at least 12 weeks’ continuous employment with us by the end of the Qualifying Week (15 weeks before the baby’s expected week of childbirth), and still be employed by us in the week before the leave is to be taken;
- the other non-Landsec Parent must have worked (this can be self-employed) for the required service period for their employer or at least 26 of the 66 weeks before the expected week of childbirth (EWC) which is the statutory minimum and had the average minimum weekly earnings during 13 of those weeks; and
- you and the other Parent must give the necessary notices and declarations set out below.

HOW MUCH SHARED PARENTAL PAY ARE YOU ENTITLED TO?

- It’s compulsory for the birth parent to take the first two weeks’ maternity leave immediately after the birth of your child.
- If you are eligible, you can then share up to 50 weeks’ time off work to care for a child, less the weeks spent by the child’s birth parent on maternity leave (or the weeks in which the birth parent has received Statutory Maternity Pay or Maternity Allowance.)

HOW MUCH SHARED PARENTAL PAY ARE YOU ENTITLED TO IF ELIGIBLE?

Statutory Shared Parental Pay

—Up to 37 weeks of Statutory Shared Parental Pay (“ShPP”) may be available (less any weeks of SMP claimed by you or your Partner) if you have at least 12 weeks’ continuous employment with us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid by employers at a rate set by the government each year.

—You should tell us in your SPL Notification Form whether you intend to claim ShPP during your leave (and if so, for what period). If it is not in your SPL Notification Form, you can tell us in writing, at least eight weeks before you want ShPP to start.

Enhanced pay

—If you are eligible for ShPP and choose to take your Shared Parental Leave in a single continuous block, you will be entitled to up to 24 weeks of enhanced pay at your full basic salary (inclusive of your ShPP entitlement).

—You are entitled to a maximum of 26 weeks enhanced full basic pay through any combination of leave (maternity, paternity or shared parental leave) in respect of any one birth.

WHAT DO YOU NEED TO DO?

If you would like to take Shared Parental Leave and Pay you must:

Tell us at least 8 weeks in advance that you would like to take Shared Parental Leave by completing a SPL Notification form and sending it to HR.

In addition, if you are the child’s birth parent you will also need to give us at least 8 weeks written notice to end your maternity leave (a “curtailment notice”) before you can take SPL. This needs to state the date that you would like your maternity leave to come to an end. Please be aware that a curtailment notice is usually binding unless:

- It is given before the birth and is withdrawn within 6 weeks of the birth;
- You realise that neither parent is entitled to SPL or ShPP;
- One parent passes away.

If you are not the birth parent, but the birth parent is still on maternity leave or claiming SMP you will only be able to take SPL once they have either:

- Returned to work;
- Given their employer a curtailment notice to end their maternity leave;
- Given their employer a curtailment notice to end their SMP (if they are entitled to SMP but not on maternity leave); or
- Given the benefits office a curtailment notice to end their Maternity Allowance (if they are not entitled to maternity leave or Statutory Maternity Pay).

You may be asked to provide a copy of your child's birth certificate and full details of the other Parent's employer along with contact details.

CHANGING YOUR SHARED PARENTAL LEAVE

You can vary or cancel an agreed period of SPL up to a limited number of times within reason provided that you give us 8 weeks notice in writing by completing the SPL Variation form.

In total you can submit a total number of 3 leave forms relating to your SPL which includes both your SPL Notification form and any SPL Variation forms.

REQUESTING SPLIT PERIODS OF SPL

If you have requested a split (or discontinuous) period of SPL we will consider your request and confirm in writing whether it is agreed. If we can't accommodate your request for a split period of SPL, you will be entitled to take the full amount requested as one continuous block, starting on the date given in your notice. Alternatively, you could choose to;

- Choose a new start date (provided that it's later than the original proposed start date and within 5 days of your original request being rejected);
- Withdraw your request form (in which case the notice will not count towards the maximum of 3 leave forms) provided this is done within 5 days of your original request being rejected.

Shared Parental Leave in Touch (SPLIT) days

Your line manager and HR may make reasonable contact with you from time to time during your maternity leave. This may include contacting you to discuss arrangements for your return to work.

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You may work or be asked to work (including attending training) for up to 20 days during your leave without bringing your leave to an end. This is not compulsory and must be discussed and agreed with your line manager.

You will be paid at your normal basic rate of pay for time spent working on a SPLIT day and this will be in addition to your shared parental pay entitlement (if eligible).

RETURNING TO WORK

If you want to change your period of SPL and end it early or extend it, you must give at least eight weeks of written notice of the new return date by completing a SPL Variation Form.

If you have already reached the maximum number of leave notices of 3, you will not be able to change the dates without our agreement, but we will try to accommodate you where we can.

You are normally entitled to return to work in the same position as you had before beginning leave. However, if it's not possible for us to allow you to return into the same position, we may give you another suitable and appropriate role on terms and conditions that are not less favourable, if one is available, in the following circumstances;

—If your SPL and any maternity or paternity leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or

—If you took SLP consecutively with more than four weeks of ordinary parental leave.

If you would like to change your hours or other working arrangements, you should discuss this with your line manager and make a request under our Flexible Working Policy.

ADDITIONAL INFORMATION

— Any period of ShPP paid to you or your Partner in respect of the same birth will count towards your ShPP entitlement. If you and your Partner are both employed by Landsec, the ShPP entitlement above will be available for you to share how you wish.

— The Company shall be entitled to deduct from your salary or any other payments due to you, any overpayments of shared parental pay and any repayments required.

The statutory rules around Shared Parental Leave and Pay are complex. Please talk to a member of the HR team if you would like further information.

Appendix

Details of benefits and allowances whilst on leave

1. Pension

Your membership of our pension scheme will continue during your leave.

Employee contributions – you will continue to pay your employee contributions for the period you receive full pay. Your contributions will be based on your actual earnings.

From the month in which you are paid ShPP, we will pay your employee contributions, based on your “notional” salary (i.e. the base salary before you went on shared parental leave). You may not increase your employee contributions whilst we are covering the cost of your contributions.

Company contributions - will continue to be paid by us and will be based on your "notional" salary (i.e., the base salary before you went on shared parental leave) for the duration of your shared parental leave, for a period of up to 52 weeks.

When you return from shared parental leave, we will automatically revert your employee contributions back to what they were pre-leave. If you do not return to work, you will be advised of your pension benefits options by HR.

Pension Cash Allowance – if you are in receipt of a pension cash allowance in lieu of a pension, this will continue to be paid on your notional salary.

2. Car Allowance

If you are in receipt of a car cash allowance, this will continue to be paid on the same basis.

3. Life Assurance

You will continue to be eligible for life cover throughout the whole of your shared parental leave.

4. Group Income Protection

Your eligibility for Income Protection Insurance under any scheme operated by us shall continue during your shared parental leave, in accordance with the relevant requirements and prevailing rules in place at the time.

5. Private Medical Insurance

If you are a member of our private medical insurance scheme, membership will continue during your shared parental leave. Following the birth of your child, you can change your level of cover to include your new dependant, by emailing HR@landsec.freshservice.com. This must be done within 30 days of the birth of your baby.

Landsec paid premium – where we pay the premium on your behalf, this will continue to be paid by us for the duration of your shared parental leave. You will remain liable for the tax on this benefit.

Employee paid premium - if you are paying additional cover for your spouse and/or dependants, the amount will continue to be deducted from your pay for the period you receive full pay. From the month in which you are paid ShPP, we will pay for the additional premium for the remainder of your shared parental leave. You and your spouse and/or dependants will continue to be covered under the scheme. As we will pay the premium on your behalf, you will be liable for the tax on this benefit. When you return to work deductions for additional cover will be reinstated.

The Company's private medical insurance scheme does not cover ante or postnatal care. However, if you become ill as a result of your pregnancy or for any other reason during this period, or there are complications requiring special medical treatment, you may be entitled to benefit under the scheme. The facts of each individual case will need to be reviewed to assess eligibility under the rules of the relevant scheme and any requirements of the relevant insurer/benefit provider.

6. Childcare Vouchers

Deductions to cover the cost of the childcare vouchers, will continue to be paid by you whilst you are paid enhanced shared parental pay. From the month in which you are paid ShPP, or are on nil pay, we will cover the cost of the childcare vouchers to the provider on your behalf.

We will only cover up to the value of vouchers prior to going on shared parental leave or the maximum tax-free amount, whichever is lower. You may not increase the value of childcare vouchers whilst on shared parental leave. When you return to work deductions from your salary

will be re-instated automatically. Should you not return to work from shared parental leave, the childcare vouchers will automatically cease.

7. Cycle to Work Scheme

Deductions to cover the cost of the loan under the cycle to work scheme, will continue to be paid by you while you are paid enhanced shared parental pay. From the month in which you are paid ShPP, your cycle to work deductions will be suspended.

You can choose either to extend the term of the loan by the number of months suspended or you can 'catch up' by paying greater deductions from your pay on your return from shared parental leave. Should you not return to work from shared parental leave, any remaining balance for the bike loan will be taken from your final pay from us.

8. Give As You Earn (GAYE)

Deductions from salary will continue while you are on paid shared parental leave, provided there are sufficient funds to do so. For the period of unpaid leave, deductions for GAYE may (it continues if there is enough net pay from tax refunds or if the employee receives a car allowance) be suspended, and they will automatically be re-instated upon return from shared parental leave. You can continue to manage your deductions for GAYE via workday or email hr@landsec.freshservice.com.

9. Gym membership and season ticket loans

If you participate in either the gym membership scheme or in receipt of a season ticket loan, deductions from salary will continue while you are on paid shared parental leave, provided there are sufficient funds to do so. While you are on unpaid shared parental leave, or there are insufficient funds, deductions will be suspended for the duration of unpaid leave. Upon returning from shared parental leave, deductions will re-commence and continue until the loan is re-paid.

Should you not return to work from shared parental leave, any remaining balance will be taken from your final pay from us.

10. Health assessments

You will continue to be eligible for an annual health assessment while on leave.

11. Sharesave

While you are on paid leave, and there are available funds, your savings into the Sharesave plan will continue. While you are on unpaid (or reduced pay where there are insufficient funds) you can elect to take a “payment holiday” from the plan for a period of up to 12 months. Please contact the Payroll team if you wish to initiate a payment holiday, providing sufficient notice before you go on to reduced pay.

If you take a payment holiday, the maturity date for your plan will be extended, however you will still have to make the full quota of 36 or 60 payments before the plan can mature for you to exercise your options. Once you return from leave, savings will re-start and be extended for the period of missed payments. Should you not return from leave your option to exercise will lapse.

Alternatively, you can arrange to pay Equiniti directly by standing order, so that your savings are up to date, and your plan can mature on the normal date. To do this please contact Equiniti on 0371 384 2040. Or, if you wish you can cease savings into the plan by contacting Equiniti on the above number or via your portal access and your savings to date will be returned to you. Please ensure that you also inform Payroll that you wish to cease your savings. Once you cease savings into the plan your option to exercise will lapse.