

# Shared Parental Leave Policy

## Overview & Purpose

Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible employees have a statutory right to take Shared Parental Leave and Shared Parental Pay.

Inmarsat recognises that, from time to time, employees may have questions or concerns relating to their shared parental rights. It is the organisation's policy to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. Employees should clarify the relevant procedures with their line manager.

## Scope

This policy covers all Inmarsat employees employed under UK terms and conditions. It also provides guidance to the provisions that may be made outside the UK unless local terms or legislation dictates otherwise

## Policy

### Eligibility

SPL can only be used by two people:

- > The mother/adopter **and**
- > One of the following:
  - the father of the child (in the case of birth)or
  - the spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

### The Shared Parental Leave entitlement

Eligible employees may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

SPL can commence as follows:

- > The mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child
- > The adopter can take SPL after taking at least two weeks of adoption leave

- > The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

### **Notifying the organisation of an entitlement to Shared Parental Leave**

An employee entitled and intending to take SPL should let their manager know and provide the following:

- > the name of the other parent;
  - > the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
  - > the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
  - > the amount of SPL the employee and their partner each intend to take
  - > a non-binding indication as to when the employee expects to take the leave.
- > Information relating to the partner's employment will also be needed

### **Statutory Shared Parental Pay (ShPP)**

Employees may be entitled to up to 37 weeks ShPP while taking SPL. The amount of weeks available will depend on the amount by which the mother/adoption reduces their maternity/adoption pay period or maternity allowance period.

### **Terms and conditions during Shared Parental Leave**

ShPL is not a break in service

#### ***Bonus plan***

An employee on ShPL will be eligible to receive bonus payments for the period that they were at work plus the period of ShPL for which they receive pay.

#### ***Salary review***

If applicable, salary increases can be made during maternity leave as normal.

#### ***Benefits***

During the entire period of ShPL all benefits will continue as normal.

#### ***Annual leave***

The employee will continue to accrue annual leave throughout ShPL.

#### ***Pension scheme***

During the full pay period of ShPL, if the employee is a member of the pension scheme, contributions will remain unchanged.

### **Shared Parental Leave in Touch days**

An employee can agree to work for Inmarsat (or attend training) for up to 20 days during SPL without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

Inmarsat has no right to require the employee to carry out any work, and is under no obligation to offer the employee any work, during the employee's SPL. Any work undertaken is a matter for agreement between the manager and the employee. An employee taking a SPLIT day will receive full pay for any day worked. If a SPLIT day occurs during a week when the employee is receiving ShPP, this will be effectively 'topped up' so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.

The employee may use SPLIT days to effect a gradual return to work towards the end of a long period of SPL or to trial a possible flexible working pattern.

The organisation reserves the right in any event to maintain reasonable contact with the employee from time to time during their SPL. This may be to discuss the employee's plans to return to work, to ensure the individual is aware of any possible promotion opportunities, to discuss any special arrangements to be made or training to be given to ease their return to work or simply to update them on developments at work during their absence.

### **Returning to work after Shared Parental Leave**

The employee will have been formally advised in writing of the end date of any period of SPL. The employee is expected to return on the next working day after this date, unless they notify their manager otherwise. If they are unable to attend work due to sickness or injury, Inmarsat's normal arrangements for sickness absence will apply. In any other case, late return without prior authorisation will be treated as unauthorised absence.

If the employee wishes to return to work earlier than the expected return date, they may submit a written request to vary the leave and must give at least eight weeks' notice of their date of early return. This will count as one of the employee's requests. If they have already used their three requests to book and/or vary leave then their manager does not have to accept the notice to return early but may do so if it is considered to be reasonably practicable.

On returning to work after SPL, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less. The same job is the one they occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.

If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the employee is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.

If the employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the employee's right to return and the employee will still be entitled to

return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the employee will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.