

# ORDINARY PARENTAL LEAVE STANDARDS

## INTRODUCTION

At Allianz, we're committed to supporting working families and this policy will help you and your family understand the work arrangements for when you want to take Parental Leave or are having fertility treatment.

## PARENTAL LEAVE

We want to make sure all employees feel supported whilst raising a child and this includes the option of taking parental leave. Parental leave allows you to take additional unpaid time off work to care for, or make arrangements for the care of your child.

### To be eligible you'll need to:

- Have been employed by Allianz continuously for a minimum of 12 months
- Have legal parental responsibilities for a child under the age of 18 years of age; this includes legal guardians or adoptive parents

## KEY INFORMATION

- You can take up to 18 weeks of unpaid leave for each of your children, up to their 18th birthday
- You can take up to 4 weeks in any one year
- The leave must be taken in blocks of at least 1 week at a time unless your child is disabled, then the leave may be taken in single days
- During parental leave your terms and conditions remain the same, apart from those relating to pay and bonus
- Parental leave can start as soon as the child is born or adopted, or when you have completed 12 months continuous service, whichever comes first
- For part time staff working less than 5 days a week, the parental leave entitlement will be pro-rated
- Parental leave can't be transferred between parents, even where they both work for Allianz UK
- Any parental leave that you have taken whilst working for a different employer will still count towards the 18-week entitlement

## HOW TO REQUEST PARENTAL LEAVE

Please complete the Unpaid Parental Leave Request Form and give this to your line manager at least 21 days in advance. If it's the first request for parental leave for each child, please include:

- Details of the intended start and end date of the leave
- Copies of the birth / adoption certificate
- Evidence of Disability Living Allowance, if applicable

If the intended leave would cause serious disruption to the business, your manager may ask that you postpone the required leave for up to 6 months unless:

- it's immediately after the birth or adoption of your child and you are the father or partner
- it means the postponement would take the request past your child's 18th birthday

Any request to postpone leave would be given to you in writing within 7 days of your manager receiving the original request explaining the reasons.

Any abuse of the policy may lead to formal action being taken under our disciplinary policy.