

SHARED PARENTAL LEAVE STANDARDS

INTRODUCTION

At Allianz, we're committed to supporting working families and this policy will help you and your family make arrangements during and after the birth or adoption of your child.

WHAT IS SHARED PARENTAL LEAVE?

Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) enables mothers to end their maternity leave and share the untaken balance of leave and pay with their partner.

SPL is different to Ordinary Parental Leave. Please see our separate policy regarding Ordinary Parental Leave.

HOW SHARED PARENTAL PAY (SHPP) WORKS

To start SPL and receive ShPP, the mother must end her maternity leave (for SPL) or her maternity allowance or maternity pay (for ShPP). If she isn't eligible for maternity leave (but ends her maternity allowance or pay early), her partner may still be eligible to start SPL.

If you're adopting, then you or your partner must end any adoption leave or adoption pay early instead.

If you're eligible you can take:

- the remaining leave as SPL (52 weeks minus any weeks of maternity or adoption leave)
- the remaining pay as ShPP (39 weeks which is the statutory paid period minus any weeks of maternity pay, maternity allowance or adoption pay)

You can share SPL and ShPP between you if you are both eligible.

Example: A mother and her partner are both eligible for SPL and ShPP. The mother ends her maternity leave and pay after 13 weeks, leaving 39 weeks available for SPL, 26 weeks of which is available for ShPP. This totals 52 weeks and the parents can choose how to split this.

SPL and ShPP must be taken between your baby's birth and first birthday (or within 1 year of adoption).

ARE YOU ELIGIBLE FOR SHARED PARENTAL LEAVE?

To qualify for SPL, you must share responsibility for the child with one of the following:

- your husband, wife, civil partner or joint adopter
- the child's other parent
- your partner (if they live with the child)

You or your partner must be eligible for maternity pay or leave, adoption pay or leave or Maternity Allowance.

You must also:

- Have been employed continuously for at least 26 weeks by the end of the 15th week before the due date (or by the date you are matched with your adopted child)
- Stay with the same employer while you take SPL

During the 66 weeks before the week your baby is due (or the week you're matched with your adopted child) your partner must:

- have been working for at least 26 weeks (they don't need to be in a row) or with the same employer
- have earned at least £390 in total in 13 of the 66 weeks (this can be the highest paying weeks, they don't need to be in a row)

This can be as an employee, worker or self-employed person. Your partner doesn't have to be working at the date of birth or when you start SPL or ShPP

STATUTORY SHARED PARENTAL PAY

You can get ShPP if you're an employee and one of the following applies:

- you're eligible for Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP)
- you're eligible for Statutory Paternity Pay (SPP) and your partner is eligible for SMP, Maternity Allowance (MA) or SAP

You can also get ShPP if you're a worker and you are eligible for SMP or SPP.

What you need to know:

- If you wish to take shared parental leave, you must (where relevant) submit any notifications to us or your partner's employer. If you both work for Allianz, please make sure you speak to your line manager and HR Advisor as soon as you can
- You can only start SPL and receive ShPP after your child has been born or placed with you for adoption
- The first two weeks following the birth of your baby are compulsory maternity leave period and therefore must be taken by the mother
- The maximum period that you and your partner (the parents)

can take as shared parental leave is 50 weeks between you minus any weeks already taken as adoption or maternity leave.

Remember, if you start your maternity leave early, this will affect the number of weeks you can take after the birth of the child

- The mother's partner is still entitled to take up to 2 weeks Ordinary Paternity Leave following the birth of the child, which will be lost if you opt to start your SPL first.
- You can book up to 3 separate blocks of SPL instead of taking it all at once, even if you aren't sharing the leave with your partner
- If your partner is also eligible for SPL, you can take up to 3 blocks of leave each. You can take leave at different times or both at the same time.
- You'll need to tell us about your plans for leave when you apply for SPL. You can change these plans later but you must give us 8 weeks' notice before you want to begin a block of leave
- SPL must be used in blocks of at least one week. You can request to take SPL in one continuous block or as a number of separate blocks of leave (if you intend to alternate the leave with your partner). In this instance, it'll need to be agreed in advance and a maximum of three requests for leave per pregnancy can be made by each parent
- We do have the right to refuse a request for discontinuous period of leave if it doesn't meet business requirements

What you need to do:

There are four things which we need from you:

- A '**maternity leave curtailment notice**' from the mother setting out when she proposes to end her maternity leave (unless the mother has already returned to work from maternity leave),
- A '**notice of entitlement and intention**' or '**declaration**' from the employee/s (mother or partner or both) giving an initial, non-binding indication of each period of SPL that he/she is requesting;
- A '**period of leave notice**' from the employee/s (mother or partner or both) setting out the start and end dates of each period of shared parental leave that he/she is requesting;
- A copy of the MATB1, a copy of your child's birth certificate or the adoption matching certificate

Please complete the Request for Shared Parental Leave form and send it, along with this information, to your Line Manager and HR Advisor for approval.

If you are wishing to take SPL, you must provide us with your "Request for Shared Parental Leave" form at least eight weeks before the start date of the first period of shared parental leave you will take.

SHARED PARENTAL LEAVE IN TOUCH DAYS (SPLIT)

- You can do up to 20 paid Shared Parental Leave in Touch (SPLIT) days during your parental leave. You need to agree it with your line manager but you won't lose any of your rights by doing these. Examples of how the days might be used are as follows
 - o Training on a new product
 - o Attendance at a team building event
 - o A week in the office undertaking your usual job
 - o Regulatory training
- Before you go on SPL please talk to your line manager about how and when you may wish to use your SPLIT days

- You will be paid for the number of hours you work each day. Please also be aware that if you work less than a full day this will be classed as one SPLIT day but you may only receive pay for hours worked
- Your hourly rate is comprised of your statutory pay (if applicable) which will be topped up by Allianz to reflect your normal amount of pay you'd have received for an hour's work (including basic salary plus allowances). If the hours you work are less than the daily statutory amount that you are due then you won't receive any additional payment
- The SPLIT days that you can take during SPL are in addition to any keeping-in-touch (KIT) days that you may take during maternity or adoption leave. Also, any SPLIT days that you work won't extend the period of your shared parental leave
- The SPLIT days are not pro-rated for part-time employees. For example, if you normally work a three-day week then you will still be entitled to 20 SPLIT days
- Once the 20 SPLIT days are used then you will lose a week's maternity pay for any further week/s in which you work, even if you only work for part of one day

ANNUAL LEAVE

- Whilst on SPL you'll still accrue annual leave and bank holidays based on your contracted hours at that time
- If you start your shared parental leave early in the year, i.e. January or February, please talk to your line manager and HR Advisor about how your accrued leave can be managed
- If, while you are on SPL, we move into the next annual leave year you'll continue to accrue annual leave as normal. You should talk to your line manager about how you take this leave - normally it's taken just before you return to work
- It is not possible to use any of your annual leave entitlement during your shared parental leave
- Remember, if you're making a flexible working request application e.g. moving from full time to part time on your return, you must take your full time accrued leave before commencing your part time contracted hours
- The normal holiday rules apply when carrying forward any annual leave i.e. up to a maximum of 5 days (pro-rated if you work part time) and to be used by 31 March in the following year. The Annual Leave policy has more details on this
- You're only able to be paid in lieu of accrued annual leave if you resign and don't return to work at Allianz
- Another option is for you to be put you back onto payroll before your return date so you receive payment for your accrued days

PAY DURING SHARED PARENTAL LEAVE

Statutory Shared Parental Pay is paid by the Company at a rate set by the government each year. You can find out if you are entitled to statutory shared parental pay using the online tool: <https://www.gov.uk/pay-leave-for-parents>

You may be able to claim statutory ShPP for up to 39 weeks (less any weeks of statutory maternity/adoption pay or maternity allowance claimed by the mother or their partner) if you have at least 26 weeks' continuous employment with Allianz at the end of the qualifying week and your average earnings are not less than the lower earnings limit set by the government in each tax year.

HOW MUCH COMPANY SHARED PARENTAL PAY IS AVAILABLE?

You may also qualify for enhanced Shared Parental Pay if you satisfy the following conditions:

- You are entitled to ShPP;
- You have not taken any maternity, adoption or shared parental leave during the 12 months ending with the qualifying week;
- You take SPL within 26 weeks of the date of birth;
- Up to 24 weeks company ShPP will be paid at the enhanced salary for the relevant Allianz employee;
- Any period of enhanced occupational maternity or paternity pay for the same child will be offset and count towards your company shared parental pay entitlement;
- Example from the day your baby is born/placed for adoption:
Leave taken during weeks 1-26 - full pay
Leave taken during weeks 27-39 - statutory pay
Leave taken during weeks 40 – 52- unpaid
- Company ShPP is only paid while an employee remains at Allianz;
- If you and your partner are both employed by Allianz, the company ShPP entitlement (maximum of 24 weeks) will be available for you to share. This can be taken in separate blocks or at the same time. For the avoidance of doubt, you will not both have an individual entitlement of up to 24 weeks. The total number of weeks available can be shared.

If you receive ShPP, you must agree for Allianz to deduct any overpayments of shared parental pay either from your salary or from any other payments due to you.

REPAYMENT OF SHARED PARENTAL PAY

If you took SPL and received full pay for weeks 14-26 you'll need to repay the Company enhanced element if you don't return to work. This figure will be calculated by Payroll and will be your full pay earnings less your SPL entitlement. Where possible, the money will be reclaimed from your owed accrued leave and/or final payments. If there isn't enough money available you'll need to repay the outstanding amount by cheque or bank transfer.

If you return to work and then decide to leave Allianz within 12 months of your physical return date (i.e. once you have returned from taking any accrued leave etc.), you'll be required to repay a pro-rated element of your enhanced Company ShPP for the 14-26 weeks inclusive. This will be based on complete months worked since your return.

For example:

If you return to work for a period of 6 months then leave Allianz, you will be required to repay your Company enhanced ShPP, weeks 14-26 pro-rated to take account of the 6 months already worked i.e. 50%.

If you return for more than 12 months there will not be a repayment due. You won't need to repay any shared parental pay if you're made redundant.

If both parents work for Allianz and have taken an enhanced paid element of SPL (i.e. between weeks 14 – 26) the repayment will only apply to the parent that is leaving Allianz.

If you go on a further period of SPL within 52 weeks of returning, the repayment period for the 13 weeks enhanced SPL pay (weeks 14-26) will be suspended and will be continued when you return.

BENEFITS & PENSION

You'll receive all your contractual benefits whilst on SPL, except for salary and other cash benefits. This also means that you're still bound by the terms in your contract which cover disclosing confidential information.

Other terms of your contract will stay the same including your notice period, redundancy rights, disciplinary and grievance procedures.

- If you have a Spree Flex card, Payroll will continue to transfer your monthly amount onto your card while you have sufficient funds. If you would like to stop payments, please contact payroll.forms@allianz.co.uk and let them know. You're still able to take advantage of this benefit by logging into your online account and transferring money directly onto your card
- You can continue to use the Your Choice affinity benefits throughout your shared parental leave.
- If you're away from work at the time annual choices are made for flexible benefits, you'll be contacted so that you can make your choices via a home computer
- If you have a company car, you're able to keep it and you will be taxed in the normal way. If you want to return your car, please contact Procurement
- If you're receiving a car allowance this will continue as normal
- Your time away from work may affect your annual performance bonus and SRS – you can find out more in the Bonus and SRS rules.
- During the first 26 weeks following the birth or adoption of your child, Allianz will pay your normal pension contributions during any weeks of SPL.
- During the first calendar month of leave you may have to make some contributions to your flexible benefits yourself. This will depend on whether you have enough salary to cover them. The contribution may be different from your normal level depending on the amount of ShPP you're paid.
- For the following 13 weeks (weeks 27-39) you don't contribute to the pension scheme, however, Allianz will continue to pay pension contributions for you as if you were at work earning your usual salary.

KEEPING IN CONTACT DURING SHARED PARENTAL LEAVE

You should speak to your line manager about how you would like us to keep in touch with you during your shared parental leave and provide a personal email address / telephone number. We'll need to maintain reasonable contact with you, which may include the need to discuss plans for your return to work; any training to be given to ease your return to work; or to update you on developments at work during your period/s of absence.

If you move house or change bank accounts while you're away from work please make sure that you let us know by emailing hropertations@allianz.co.uk

RETURNING TO WORK

Whether you have the right to return to the same job or not depends on how long you have been on leave for. We combine your SPL with any other periods of SPL or maternity or paternity leave including Ordinary Parental Leave of more than 4 weeks or a period of additional maternity leave. The combination of leave will all be in relation to the same child.

If it's less than 26 weeks then you have the right to return to the same role.

If it's more than 26 weeks you have the right to return to the same job unless it isn't practical. If this is the case then you still have the right to return to another job that is suitable and appropriate for your band.

FLEXIBLE WORKING REQUESTS

- Our working hours are driven by our customers (both internal and external) needs. We aim to balance that with working hours that fit with your personal circumstances.
- If you wish to apply for flexible working on return from SPL, please submit your request in writing to your line manager in line with the Flexible Working policy. Please note that it may take a few weeks for a decision to be reached and that you should allow sufficient time when putting forward any request so that your return to work date is not impacted.

<http://www-hr.allianz.co.uk/home/hr-policies-and-guidance/lifestyle-family.html>

FRAUDULENT CLAIMS

If we suspect that fraudulent information/evidence has been provided by an employee for of any request for shared parental leave and/or pay or where Allianz are informed by HMRC that a fraudulent claim was made, we can deal with the matter as is deemed appropriate in accordance with relevant procedures, including but not limited to disciplinary action under the Company's disciplinary procedure.

GLOSSARY OF TERMS

"Mother" – means the mother or expectant mother of the child who is entitled to statutory maternity leave, statutory maternity pay or maternity allowance

"Partner" – means the child's biological father, or the person who, at the date of the child's birth, is married to, or is the civil partner of, or the partner of, the Mother. This includes someone, of either sex, who lives with the Mother and the child in an enduring family relationship but who is not the Mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

"Expected week of childbirth" – means the week during which the Mother's doctor or midwife expects her to give birth

"Qualifying week" – means the fifteenth week before the Expected week of childbirth

SPL – Shared Parental Leave – provides you with the option to transfer your maternity leave to your spouse, civil partner or father of the child whereby they may be eligible for SPL pay.

ShPP – Shared Parental Pay