

SCOPE

This document establishes the Paternity Leave Policy for Galliford Try Employment Limited. References in this policy to the 'Company' are to Galliford Try Employment Limited. References in this policy to 'our people' are to employees of Galliford Try Employment Limited.

PURPOSE

The Galliford Try Employment Limited Paternity Policy describes the rights of our people to receive paternity leave and pay on either the birth or adoption of a child.

The Galliford Try Employment Limited Paternity Policy will be brought to the attention of all our people. This Policy does not form part of our people's contract of employment and may be amended by the Company from time to time. It will be reviewed annually.

GENERAL DATA PROTECTION REGULATION

Be aware that whenever we are collecting, using, retaining, transferring or disposing of any information about a person ("processing of personal data") in connection with the subject matter of this policy we have numerous obligations under the General Data Protection Regulations (GDPR). Any failure to comply with GDPR can have serious results including breach of the person's rights and financial penalties for the Company. You must not proceed with any processing of personal data unless you have first read and complied with the Group Data Protection Policy, reference HR-POL-004, which can be found on the People policy page of Galileo. If you have any questions about GDPR compliance please contact the Group Chief Information Officer, the Head of Information Security and Compliance or Legal Services.

ABBREVIATIONS / DEFINITIONS

EWC	Expected Week of Childbirth (means the week, starting on a Sunday, in which your doctor expects your wife or partner to give birth).
SPP	Statutory Paternity Pay
CPP	Company Paternity Pay
BPPL	Bereaved Partners Paternity Leave

OUTPUTS

	Responsibility
Completion of antenatal appointment absence request on Orbit	Employee
Completion of paternity absence request on Orbit	Employee

1. Eligibility

1.1 Paternity leave is available to:

- The biological father of a child;
- A person who is married to, the civil partner of, or the partner of, a child's mother;
- The individual who does not take adoption leave when a couple jointly adopt a child;
- The spouse, civil partner, or partner of a child's adopter;
- The individual who does not take surrogacy leave and pay where a couple are having a baby through a surrogacy arrangement.

1.2 The individual must have, or expect to have, responsibility for the child's upbringing and be taking the leave to

care for the child. Paternity leave is not available to biological fathers who will not have parental responsibility for their child.

1.3 Individuals are eligible for paternity leave from the first day of employment.

2. Periods of Leave

2.1 Individuals who meet the eligibility requirements above may take up to three weeks of Paternity Leave. This leave can be taken in a single block of three weeks or can be split into three blocks of leave of one week each within 52 weeks of the child's birth or adoption, or of the first day of their partner's expected week of childbirth if the baby is born prematurely.

The leave entitlement will not be affected by the birth or adoption of more than one child from the same pregnancy or adoption. For example, if twins are born, the individual will still only be entitled to take up to three weeks' leave.

3. Notice Periods

3.1 If an individual wishes to take Paternity Leave in respect of the birth of a child, they must give their line manager 15 weeks' written notice of the date on which their partner's baby is due.

3.2 In addition, when an individual wishes to apply for each specific period of leave they must give their line manager 28 days' notice of the date on which they wish the leave to commence and the intended duration.

This is done by creating an absence request on Orbit and selecting the absence type 'paternity childbirth' and entering the expected date of childbirth, the planned start date of paternity leave and the planned end date of paternity leave.

In the case of adoption of a child, or children, individuals must give notice of their intention to take Paternity Leave no later than seven days after the date on which notification of the match of the child / children was given by the adoption agency by creating an absence request on Orbit and selecting the absence type 'paternity placement'. The notice must specify:

- The date the child is expected to be placed for adoption and;
- The date the individual intends to start Paternity Leave and;
- The length of the intended Paternity Leave period and;
- The date on which the co-adopter/partner was notified of having been matched with the child.

4. Starting Leave

4.1 Paternity Leave can commence on any day of the week on or following the child's birth or the start of the adoption but must be completed within 52 weeks of the actual date of birth of the child / date of adoption. If the child is born early, Paternity Leave can be taken within the period from the actual birth up to 52 weeks days after the expected week of birth.

5. Pay whilst on Paternity leave – made up of Company Paternity Pay (CPP) / Statutory Paternity Pay (SPP)

5.1 To qualify for Statutory Paternity, Pay/Company Paternity Pay employees must have 26 weeks continuous service by the 15th week before the baby is due (the qualifying week) and be employed until birth. Average weekly earnings must not be less than the lower earnings limit set by the government each tax year.

- 5.2 Any Company Paternity Pay (CPP) received by you is inclusive of your entitlement to Statutory Paternity Pay (SPP), which is paid at a fixed rate set by the government each tax year.
- 5.3 The amount of CPP will be calculated on the basis of three weeks' full pay (at basic salary).
- 5.4 Individuals may also be eligible to take Shared Parental Leave. Further details about Shared Parental Leave are contained in the Shared Parental Leave (Birth) Policy (PO-PEO-013) and Shared Parental Leave (Adoption) Policy (PO PEO-014).

6. Antenatal Care

- 6.1 An individual whose partner is pregnant will be entitled to paid time off work to accompany them to up to two antenatal appointments. Individuals are able to take up to a maximum of 6.5 hours off work per appointment, to include travel and waiting time. For these purposes, 'partner' means the spouse or civil partner of the individual who is pregnant or a person in a long-term relationship with them. Individuals are entitled to unpaid time off work to attend any further antenatal appointments.
- 6.2 Individuals should give their line manager as much notice as possible of antenatal appointments and, in advance of the appointment, must complete an absence request in Orbit, using the absence type 'Special Leave Paid' and selecting the reason 'antenatal appointments'. Leave must be authorised in advance by the individual's line manager, who can reasonably refuse the request for leave according to business need.

7. Parental Bereavement Leave following Pregnancy Loss

- 7.1 The company recognises that pregnancy loss and baby loss can have a significant physical and emotional impact on employees and families. We are committed to providing support, understanding and compassion during what can be an extremely difficult time.
- 7.2 In the very unfortunate circumstance that an individual suffers a stillbirth after 24 weeks or more of pregnancy, employees may be entitled to Statutory Parental Bereavement Leave. This entitlement is available from the first day of employment and may be taken within 56 weeks of the date of the child's death.
- 7.3 Eligible employees may take up to two-week Parental Bereavement Leave in a single block of two weeks or two separate blocks of one week.
- 7.4 The right to the Paternity Leave outlined above still remains and should be taken before any Parental Bereavement Leave.
- 7.5 To qualify for Statutory Parental Bereavement Pay you must have been continuously employed by the Company for 26 weeks up to the end of the relevant week (the week immediately before the week of the death or still birth).

8. Bereaved Partners Paternity Pay

- 8.1 The company recognises that the death of a child's parent is one of the most difficult circumstances an individual can face. We are committed to providing support, understanding and flexibility to employees who find themselves in these circumstances.
- 8.2 Employees who lose their partner, where that partner was the child's mother, primary adopter or primary parental order parent, may be entitled to Bereaved Partners Leave (BPPL) where they have the main responsibility for the child's upbringing and will be taking BPPL to care for the child.

- 8.3 Employees will be entitled to take up to 52 weeks unpaid leave, which must usually be taken within 52 weeks of the child's birth or adoption. If the death occurs in the last two weeks of this period, the employee may take up to 14 days leave, even though more than 52 weeks since the birth/adoption will have elapsed before the leave ends.
- 8.4 If the child dies (or the adoption breaks down), individuals may take up to eight weeks' BPPL within the original 52 week's period, as long as they have not taken BPPL before the child's death.
- 8.5 Individuals who wish to start BPPL within eight weeks of their bereavement must give oral or written notice before they are due to start work on the first day of the leave. Individuals must include the date their partner died, the date they will start BPPL, the child's date of birth (or adoption date). After that period individuals must give at least one week's notice in writing including confirmation of their relationship to the child, a declaration that the leave is being taken in order to care for the child, and the intended return date.
- 8.6 Individuals may also be entitled to paternity leave, shared parental leave, parental leave, neonatal care leave (please refer to the relevant policies for further information).
- 8.7 During the BPPL period individuals will remain entitled to all of their Terms and Conditions of employment with the exception of pay. Individuals may also take up to 10 Keeping in Touch (KIT) days during this leave.
- 8.8 Individuals who wish to change or cancel their leave may do so with notice, and the length of the leave can be shortened or extended even once it has started by giving notice of a change of end date.
- 8.9 Individuals have the right to return to the Company in the same job in which they were employed before the period of BPPL leave, unless there is a redundancy situation, or if it is not reasonably practicable for us to permit a to return to that job. If it is not reasonably practicable, they are entitled instead to return to another suitable and appropriate job. The job will be on terms and conditions, including those relating to remuneration, which are no less favourable than those which would have applied had they not been absent at any time since the commencement of the BPPL period.
- 8.10 If your post is affected by a redundancy situation occurring during the period of BPPL, we will write to the individual to inform them of any proposals and consult with them before any final decision is reached.
- 8.11 You can attend work for up to 10 'keeping in touch' days during the BPPL period. These days can be used to attend training, attend meetings, company updates etc. or to plan and facilitate your return to work. Payment for any days worked will be at your standard basic salary rate.

Keeping in Touch days are optional and there is no obligation on you to undertake any work during maternity leave, or any obligation on us to provide work. You do not have to use all 10 days as you can use any amount up to 10. These days are completely optional, and you will not suffer any detriment if you decide not to utilise them.

9. Terms and Conditions of Employment

- 9.1 All rights and benefits will remain during Paternity Leave and individuals will not be subject to any detriment by taking or seeing to take paternity leave.
- 9.2 All terms and conditions of the individual's contract will continue during Paternity Leave.
- 9.3 Annual leave and public holiday entitlement will continue to accrue as normal during Paternity Leave and if a public holiday falls within the period of paternity leave, individuals will be given an additional day of annual leave in lieu of the public holiday. We would encourage individuals to take any such day(s) immediately

following the period of paternity leave.

10 Useful Contacts

HR Hub by telephone on 01455 231828 or by email to HR.Hub@gallifordtry.co.uk.
Local HR contacts for advice and guidance.