



Policy

People

Shared Parental Policy

1 April 2024

Shared Parental Leave (SPL) Policy

Key Principles

1. We support and encourage equality and diversity at Landsec, and this policy sets out our approach for anyone utilising shared parental leave.
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 a member of the People Team on what steps to take
4. This policy only applies to employees and does not apply to agency workers or self-employed contractors. It does not form part of any employee's contract of employment and we may amend it at any time.

What is Shared Parental Leave?

Shared Parental Leave ("SPL") gives you and your Partner more choice in sharing the care of your child rather than simply taking maternity, partner or adoption 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 or the child being placed with you.

Who is eligible to Shared Parental Leave?

You are eligible for SPL in relation to the birth of a child if:

- you are the child's mother and share the main responsibility for the care of the child with the child's father or with your partner;
- you are the child's father and share the main responsibility for the care of the child with the child's mother; or
- you are the mother's partner and share the main responsibility for the care of the child with the mother (where the child's father does not share the main responsibility with the mother).

You are eligible for APL in relation to the adoption of a child if you and your partner intend to share the main responsibility for the care of the child and:

- a UK adoption agency places a child with you and/or your partner for adoption, or
- a child in local authority care is placed with you and/or your partner as foster parents under a 'fostering for adoption' or 'concurrent planning' scheme, or
- you adopt a child from overseas with UK government approval, or
- you have a child with a surrogate mother and the court has made or is expected to make a Parental Order.

If you are parents who will become the legal parent of a child under a surrogacy arrangement or under 'fostering for adoption' or 'concurrent planning', talk to the People Team (people@landsec.freshservice.com).

You must also fulfil the following:

- still be employed by us in the week before the leave is to be taken;
- your partner with whom you are parenting the child (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 average minimum weekly earnings of at least £30 during 13 of those weeks; and
- you and the other parent must give the necessary notices and declarations set out below, including notice to end any maternity leave, adoption leave, statutory maternity pay, statutory adoption pay or maternity allowance.

How much shared parental leave am I entitled to?

You can share up to 52 weeks' time off work to care for a child as SPL, less either 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) or the weeks of adoption leave taken by either you or your partner (or the weeks in which your partner has been in receipt of SAP if they were not entitled to adoption leave).

Remember that 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 the child's father or the mother's partner, you should consider using your six weeks' partner leave before taking SPL. Once you start SPL you will lose any untaken partner leave entitlement. SPL is in addition to your partner leave entitlement.

How much shared parental pay am I entitled to?

Enhanced pay

At Landsec, we want to make sure you feel supported from the day you join us, accordingly our shared parental pay is available to all Landsec employees from day one of their employment with us. Therefore, all employees who choose to take Shared Parental Leave in a single continuous block, will be entitled to up to 24 weeks of enhanced pay at full basic salary (inclusive of any ShPP entitlement).

What do I need to do?

Notification

– We would love to hear about your expected child as soon as possible. We can then arrange cover and be as well prepared as possible for your SPL. However, you need to make sure that you have given us at least 8 weeks' written notice by completing a SPL Notification form, please reach out to the People Services Team (people@landsec.freshservice.com) and we can talk you through what information we require to get this process started.

In addition, if you are the child's birth parent or primary adopter you will also need to give us at least 8 weeks written notice to end your maternity or adoption leave (a "curtailment notice") before you

can take SPL. Make sure to state the date that you would like your maternity or adoption leave to come to an end. Please be aware that a curtailment notice is usually binding unless:

- In the case of a maternity curtailment notice, it is given before the birth and is withdrawn in writing within 6 weeks of the birth;
- You realise that neither parent is entitled to SPL or ShPP;
- One parent/your partner passes away.

Once you have revoked a curtailment notice, you won't be able to opt back into the SPL scheme.

At the same time as the curtailment notice, you must also give us a notice to opt into the SPL scheme or a written declaration that the other parent has given their employer an opt-in notice and that you have given the necessary declarations in that notice.

If you are not the birth parent, but the birth parent is still on maternity leave or claiming SMP, or if you are adopting and your partner is taking adoption leave or claiming SAP from their employer, 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/adoption leave;
- Given their employer a curtailment notice to end their SMP (if they are entitled to SMP/SAP but not on maternity/adoption leave); or
- In the case of maternity leave, 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.

In a UK adoption case, you may be asked to provide one or more documents from the adoption agency showing the agency's name and address and expected placement date. For an overseas adoption case, you may be asked to provide a copy of your Official Notification.

To book your SPL dates, you must give us a period of leave notice either at the same time as the opt-in notice or later but it must be at least eight weeks before the start of SPL. This notice can either give the dates you want to take leave or, if the child has not been born or placed with you yet, it can state the number of days after birth/placement that you want the leave to start and end. Please note that leave must be taken in blocks of one week.

If your period of leave notice gives a single continuous block of SPL, you will be entitled to take the leave. However, if it requests split periods of SPL, we will consider your request as below.

How do I change my shared parental leave?

If you need to vary or cancel an agreed period of SPL, please give us 8 weeks' notice in writing by completing the SPL Variation form in line with the timeframes set out below.

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.

- You can cancel a period of leave by notifying us in writing at least eight weeks before the start date in the period of leave notice.
- You can change the start date for a period of leave by notifying us in writing at least eight weeks before the original start date or the new start date, whichever is earlier.
- You can change the end date for a period of leave by notifying us in writing at least eight weeks before the original end date or the new end date, whichever is earlier.
- You can combine discontinuous periods of leave into a single continuous period of leave (complying with the time periods above depending on whether this constitutes a change to your start or end date).
- You can request that a continuous period of leave be split into two or more discontinuous periods of leave, with periods of work in between (complying with the time periods above depending on whether this constitutes a change to your start or end date).

A notice to change or cancel a period of leave will count as one of your three period of leave notices unless (1) it is a result of your child being born earlier or later than the EWC; (2) you are cancelling a request for discontinuous leave within two days of the end of the two-week discussion period (above); (3) it is at our request; or (4) we agree otherwise.

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

Requesting Split periods of SPL

We will always try to accommodate SPL requests, however, if you have requested a split (or discontinuous) period of SPL, we will review this request and confirm in writing whether it is agreed to ensure we have suitable cover. We encourage you to discuss this with your line manager and/or a member of the People Team in good time before formally submitting your request. If for any reason, we can't accommodate your request for a split period of SPL, we will start a two-week discussion period with you and will confirm any agreed arrangements in writing. If we do not reach agreement, 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 (which must be at least eight weeks after the date you submitted the notice requesting split periods of leave and you must tell us within 5 days of your original request being rejected);
- Withdraw your request form and tell us within two days of the request being rejected (in which case the notice will not count towards the maximum of 3 leave forms and you may therefore submit a new one if you wish).

What happens when I'm on SPL?

With the exception of terms relating to pay, your terms and conditions remain in force during SPL.

Holiday Entitlement

Before your SPL commences, we encourage you to take any accrued holiday for the current holiday year. It's a great way to recharge and make sure you're all set for the wonderful adventure that awaits.

Good news – you'll continue to accrue holiday and bank holidays in line with your employment contract during your SPL.

You have the flexibility to use your accrued holiday either at the beginning or end of your SPL. It's entirely up to you! Unfortunately, we can't offer payment in lieu of these days unless you decide not to return to work.

Whenever you're ready, have a chat with your manager about your holiday plans before starting your SPL. It helps us to make sure everything is set up to support you in the best way possible.

Pension

If you are a member of the pension scheme, we shall make employer pension contributions during any paid period of SPL, based on your normal salary in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any shared parental pay you are receiving, unless you inform the People Team (people@landsec.freshservice.com) that you wish to make up any shortfall.

Shared Parental Leave in Touch (SPLIT) days

We may make reasonable contact with you from time to time during your SPL.

If you would like to do so, we want to make sure you are able to keep in contact with your team whilst you are on shared parental leave, therefore, there is the option for you to take paid SPLIT days. These days are not compulsory but could be for training, to attend department meetings, or just for 'keeping in touch'. You may work or be asked to work for up to 20 days during your leave without bringing your leave to an end. This is in addition to any KIT days that you may have taken during maternity or adoption leave. This is not compulsory and must be discussed and agreed with your line manager who will need to add this to Workday.

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

Returning to Work

We know it can be daunting returning to work after a long period of time, so we want to help you to make this transition as smooth as possible.

You are normally entitled to return to work in the same position as you held before your shared parental leave. However, if it is not reasonably practicable for us to allow you to return to the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favourable, although only in the following circumstances:

- If your APL and any maternity, adoption or partner leave you have taken adds up to more than 26 weeks in total (whether or not taken consecutively); or
- If you took SPL consecutively with more than four weeks of ordinary parental leave.

If you would like to change your hours or other working arrangements on return from SPL you should discuss this with your line manager and make a request under our Flexible Working Policy. It is helpful if such requests are made as early as possible.

If you decide not to return to work after SPL, you must give the required written notice of your resignation in accordance with your contract of employment.

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 People team at people@landsec.freshservice.com if you would like further information or have any questions.