



Policy

People

Partner Leave Policy

1 April 2024

Partner Leave Policy

Key Principles

1. We support and encourage equality and diversity at Landsec, and this policy sets out our approach to Partner Leave (prev. Paternity 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 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.

Am I entitled to Paternity Leave?

You are entitled to partner leave if:

- You are the biological father of a child and will have some responsibility for the child's upbringing;
- You are the spouse, civil partner or cohabiting partner of the child's mother, and will have the main responsibility (with the mother) for the child upbringing; or
- The child is born to a surrogate mother where you are, or your partner is, one of the child's biological parents, and you expect to obtain a parental order giving you and your partner legal responsibility for the child.

Partner leave is also available to the spouse, civil partner or cohabiting partner of an individual who has adopted a child. Where a couple adopt a child jointly, one may take adoption leave and the other partner leave. They are entitled to choose for themselves which adoptive parent takes which type of leave.

How much partner leave am I entitled to?

You can take up to 6 weeks' partner leave which can be taken at once or managed in one-week blocks.

You can start your leave on the date of birth or adoption placement, or a later date of your choosing. Partner leave should be taken within 52 weeks of the birth or placement (and if the baby is premature, the period ends 52 weeks after the start of the expected week of childbirth). How and when you would like to take your leave should be discussed with your manager to assist them in planning.

There is only one period of partner leave per pregnancy or adoption, regardless of the number of children born as a result of the pregnancy or the number of children placed under the same adoption arrangement.

If you wish to take shared parental leave, you must take your partner leave first. You cannot take partner leave if you have already taken a period of shared parental leave in relation to the same child.

How much partner pay am I entitled to?

At Landsec, we want to make sure you feel supported from the day you join us, accordingly our enhanced partner pay is eligible to all Landsec employees from day one. Therefore, all employees are eligible for 6 weeks Company Partner Pay (CPP) which is payable at full basic pay.

This will be inclusive of any statutory paternity pay that may be due for this period. Statutory paternity pay requires you to have 26 weeks of continuous service ending with the 15th week before the expected week of childbirth or the week in which you are notified of an adoption match and to have average earnings that are not less than the lower earnings limit set by the government each tax year.

What do I need to do?

Notification

–We would love to hear about your expected child as soon as possible to allow us to provide support and be as well prepared as possible for your partner leave.

To Take partner leave for a birth child, you need to make sure that you have given us written evidence of your entitlement by the end of the 15th week before the expected week of childbirth and such notice must state:

- the expected week of childbirth being the week in which your partner's baby is due (or, in surrogacy cases, that you and your partner are parental order parents of the child);
- that you are father of the child, or that you are not the child's father but are either the spouse, civil partner or partner of the child's mother or adopted (or, in surrogacy cases, of the other parental order parent);
- that you expect to have the main responsibility (apart from your spouse, civil partner or partner) for the child's upbringing.

To take partner leave for an adopted child, you need to give us written notice of your intention to take partner leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify:

- the date on which the adopter was notified of having been matched with the child;
- the date on which the child is expected to be placed for adoption;
- that you wish to receive paternity pay rather than adoption pay in respect of the child;
- that you expect to have the main responsibility (apart from your spouse, civil partner or partner) for the child's upbringing.

To choose your period of leave, you must give us at least 28 days' notice before the chosen start date or as soon as you reasonably can, stating:

- the length of partner leave you wish to take; and
- the date on which you wish your partner leave to start.

If you want to change the timing of your partner leave or cancel a period of leave, you must give us at least 28 days' notice or do so as soon as you reasonably can.

You will still be able to take partner leave on your chosen dates if your child dies or is stillborn, if an adoption placement is ended or (in surrogacy cases) if a parental order is not sought within six months of birth or an application for a parental order is refused. If you have not already notified us of your chosen dates before one of these events occurs, you may still choose to take partner leave, but it must be taken within the next eight weeks. You may also be entitled to take parental bereavement leave.

What support is on offer?

Antenatal care

You are entitled to reasonable time off during working hours, with full pay, in order to attend antenatal clinics with your partner or for your partner to receive antenatal care. However, to keep things hassle-free:

- provide your line manager with appropriate evidence of antenatal appointments such as appointment cards or any other proof to help us keep everything in order.
- if you can, try to plan your partners' appointments during times that work well with your schedule – think early morning or late afternoon. This way, we can make sure your workload is all sorted.
- advise your line manager in advance of the times you need to take off to attend antenatal clinics.

What happens when I'm on leave?

All the usual terms and conditions of your employment remain in force during partner leave, except for the terms relating to pay.

Benefits

Your benefits will continue during your paternity leave. Check out Peppy Health here this is our support for parents, whether it's your first baby or not; Peppy Health provide support before and after your baby is born.

Holiday entitlement will continue to accrue during partner leave.

If you are a member of our pension scheme, we will make employer pension contributions during partner leave, based on your normal salary, in accordance with the scheme rules. Your employee contributions will be based on the paternity pay you are receiving.

Return 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 entitled to return to work in the same position as you held before your partner leave.

If you would like to change your hours or other working arrangements on return from partner leave you should discuss this with your line manager and make a request under our Flexible Working Policy.

Additional information

You may be entitled to other types of leave via our maternity, adoption and shared parental leave policies and should check your entitlement under those policies before deciding on the leave you wish to take.