

Paternity Leave Policy

Introduction

Landsec is committed to equality and diversity across the organisation and the purpose of this Paternity Policy is to provide employees with the opportunity to integrate their career with their family responsibilities.

This policy outlines the statutory rights and responsibilities of all eligible Landsec employees, including LGBT+ and their entitlement to paternity leave and sets out the arrangements for taking it. It does not apply to agency workers or the self-employed. It also does not form part of any employee's contract of employment and we may amend it at any time.

You are entitled to time off to accompany your Partner to 2 antenatal appointments. Time off to attend these appointments will be paid.

You may be eligible to opt into the Shared Parental Leave ("SPL") scheme which gives you and your Partner more flexibility to share the leave and pay available in the first year. Details of SPL are set out in our Shared Parental Leave Policy. This does not affect your right to take two weeks' paternity leave around the time of birth or placement.

Frequently used terms

The definitions in this paragraph apply in this policy.

"Partner"	spouse, civil partner or someone (of either sex) with whom you live in an enduring family relationship, but who is not your parent, grandparent, sister, brother, aunt or uncle.
"Expected Week of Childbirth (EWC)"	the week, beginning on a Sunday, in which their doctor or midwife expects your child to be born.
"Expected Placement Date (EPC)"	the date on which an adoption agency expects that it will place a child into your care with a view to adoption.
"Relevant Period"	the eight-week period ending with the Qualifying Week which is the 15th week before the Expected Week of Childbirth or the week in which you or your Partner were notified of being matched with the child.



Entitlement to Paternity Leave

Paternity leave is available when a child is born or placed with you for adoption. However, in adoption cases paternity leave is not available to an employee who decides to take adoption leave. Further details of adoption leave are set out in our Adoption Policy.

You are entitled to paternity leave if you meet all the following conditions:

- You: have been continuously employed by us for at least 26 weeks ending with the 15th week before the EWC or the week in which you or your Partner are notified by an adoption agency that you/they have been matched with a child.
- You: are the biological father of the child; or are the Partner of the child's mother or of someone who has been matched with a child by an adoption agency.
- You: expect to have main responsibility (with the child's mother or co-adopter) for the child's upbringing; or are the child's biological father and you expect to have some responsibility for the child's upbringing.
- The leave is for the purpose of caring for the child or supporting the child's mother or co-adopter in caring for the child.
- You cannot take paternity leave if you have already taken shared parental leave in respect of the same child. You may, however, be eligible to take shared parental leave after paternity leave (see our Shared Parental Leave Policy for more information).

Timing and Length of Paternity Leave

Paternity leave must be taken as a period of either one week or two consecutive weeks. It cannot be taken in instalments. You can only take one period of leave even in the case of a multiple birth or adoption.

Paternity leave can be taken from the date of the child's birth or adoption placement or a later date of your choosing, but must end within 56 days of the child's placement or birth or the first day of the EWC (if born earlier than this).

Notification

To take paternity leave you must give us written notice by the end of the 15th week before the EWC or no more than seven days after you and/or your Partner were notified of having been matched with the child, or as soon as you reasonably can, stating:

- the Expected Week of Childbirth or the Expected Placement Date;
- the date you would like your leave to start (which may be a specified date after the start of the Expected Week of Childbirth or the Expected Placement Date, the actual date of birth or a specified number of days after birth);and
- whether you intend to take one week or two weeks' leave.

As soon as is reasonably practicable, you must also provide us with the date your child was born or placed for adoption.



Changing Leave Dates

You may vary the start date of your paternity leave if you give notice as follows:

- If you wish to start your leave on the day of the child's birth or on the day that the child is placed with you or the adopter, at least 28 days before the first day of the EWC or the EPC.
- If you wish to start your leave on a specified number of days after the child's birth or placement, at least 28 days (minus the specified number of days) before the first day of the EWC or the EPC.
- If you wish to start your leave on a specific date that is different to the original start date you informed us of, at least 28 days before that date.

If you are unable to give us 28 days' written notice as set out above, you should do so as soon as you can.

Paternity Pay

If you take paternity leave in accordance with this policy, you will be entitled to statutory paternity pay ("SPP") if, during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the government. SPP is paid at a prescribed rate which is set by the government for the relevant tax year, or at 90% of your average weekly earnings calculated over the Relevant Period if this is lower. SPP will stop being payable if you return to work sooner. Income tax, National Insurance and pension contributions are deducted as appropriate.

You will qualify for Landsec's enhanced paternity pay if you have been continuously employed during the 26 weeks ending with the Qualifying Week and your average weekly earnings are not less than the lower earnings limit set by the government. This is paid at the rate of your normal basic salary for both weeks of paternity leave (inclusive of any SPP that may be due for that period).

Terms and Conditions during Paternity Leave

All the terms and conditions of your employment remain in force during paternity leave except for the terms relating to pay (basic salary and meal allowance, if applicable). Holiday entitlement will continue to accrue.

Landsec may take into account periods of absence due to paternity leave when calculating bonus payments.

In most cases your other benefits will continue during your paternity leave. For information about the impact of your paternity leave on any of your benefits, please contact the Human Resources team.



Returning to work

You are normally entitled to return to work following paternity leave to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent.

However, if you have taken paternity leave straight after or straight before a period of parental leave of more than four weeks and it is not reasonably practicable for us to allow you to return to the same job, we may give you another suitable and appropriate job, if one is available.

If you are unable to return to work from paternity leave as expected due to sickness or injury, this will be treated as sickness absence.

If you do not intend to return to work, or are unsure, it is helpful if you discuss this with your line manager as early as possible. If you decide not to return you should give notice of resignation in accordance with your contract. This does not affect your right to receive SPP.

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