

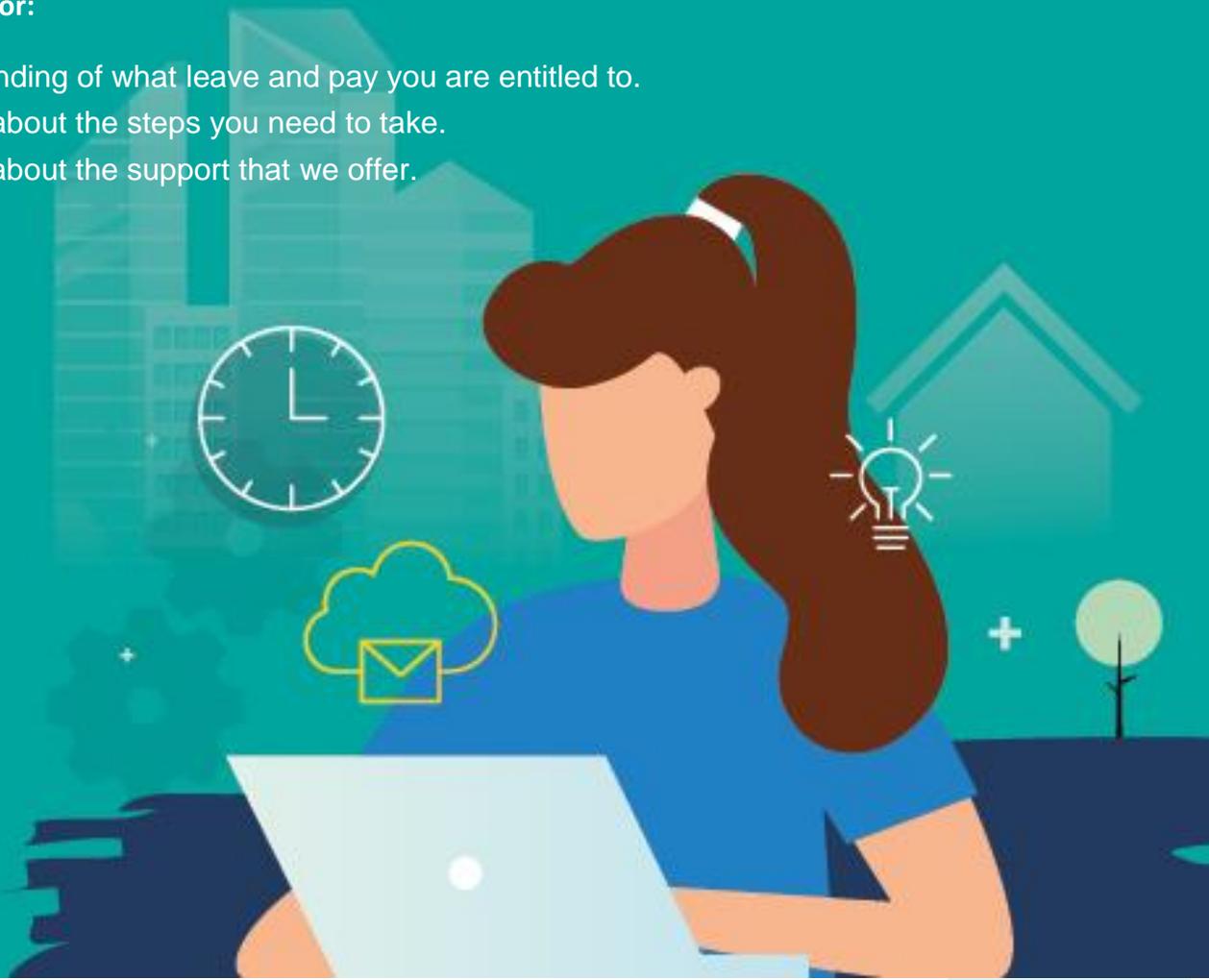


Paternity

Policy

Read this policy for:

- An understanding of what leave and pay you are entitled to.
- Information about the steps you need to take.
- Information about the support that we offer.



KEY PRINCIPLES

- 1. We support and encourage equality and diversity at Landsec, and this policy sets out an equal and consistent approach for anyone becoming a parent.**
- 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.**

Am I entitled to Paternity Leave?

You are entitled to paternity leave if:

- You have been continuously employed by us for at least 12 weeks ending with the 15th week before the expected week of childbirth;
- You are the biological father of a child, or the spouse, civil partner or partner of the child's mother/ birth parent; and
- You have, or expect to have, the main responsibility (apart from any responsibility of the mother/birth parent) for the child's upbringing.

This means that paternity leave is available to an eligible employee who is married to, or is the civil partner or partner of, the child's mother/birth parent.

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

How much paternity leave are you entitled to?

You can take either one week's leave or two consecutive weeks' leave. You cannot take paternity leave in instalments (for example as part weeks or individual days).

You can take just one period of paternity 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.

You must take paternity leave within 56 days of the child's birth or, if the child is born earlier than the expected week of birth, within 56 days of the first day of the expected week of birth.

For an adopted child, you must take within 56 days of the child's placement for adoption with you (or in the case of a child adopted from overseas, within the period of 56 days beginning with the date the child entered Great Britain).

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

How much paternity pay are you entitled to?

You will be eligible for Landsec's enhanced paternity pay of two weeks basic salary for both weeks of paternity leave if you have 12 weeks of service ending with the 15th week before the expected week of childbirth. This will be inclusive of statutory paternity pay that may be due for this period. Statutory paternity pay requires you to have 26 weeks of continuous service.

What do I need to do?

Notification

To take paternity leave for a birth child, you need to give us at least 15 weeks' written notice of:

- the date on which your partner's baby is due;
- the length of paternity leave you wish to take; and
- the date on which you wish your paternity leave to start.

To take paternity leave for an adopted child, you need to give us written notice of your intention to take paternity 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;
- the length of paternity leave you wish to take; and
- the date on which you wish your paternity leave to start

If you want to change the timing of your paternity leave, you must give us at least 28 days' notice of the revised start date.

What support is on offer for you?

Antenatal care

In addition to your paternity leave, you can take paid time off to accompany your partner in up to two antenatal appointments.

Please give us as much notice as possible of your appointments.

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.

Return to work

Following your leave, you have the right to resume working in the same job as before on terms and conditions that are no less favourable to them than the terms that would have applied had they not been absent. Your continuity of employment is not affected.

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.

Additional information

You are entitled to a maximum of 26 weeks enhanced full basic pay through any combination of leave (maternity, paternity or shared parental leave) in respect of any one birth or adoption.

This policy applies to all Landsec employees and does not form part of any employee's contract. We may amend it at any time.