

Landward Research

PARENTAL LEAVE POLICY



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1 Introduction

Landward Research aims to recruit, retain and motivate the best possible employees and, as part of this objective, wants to support employees to combine work with family commitments.

As part of this, we are committed to providing benefits which comply with the letter and the spirit of the law on ordinary parental leave.

All employment rights (like the right to pay, holidays and returning to a job) are protected during parental leave.

2 Purpose

The aim of parental leave is to allow employees the opportunity to take time off to care for a child. Reasons why an employee may wish to take unpaid parental leave include wanting to:

- Spend more time with them
- Look after them during school holidays
- Care for them when they're off school sick
- Go to school open days or events with them
- Look at new schools
- Settle them into new childcare arrangements
- Spend more time with family, such as visiting grandparents
- Achieve a better balance between their work and family commitments;
- Accompany a child during a planned hospital stay.

Parental leave, which is unpaid, is a legal entitlement for all employees who are the parents of children aged under 18.

There are other policies in place for absences for reasons other than parental leave for example, compassionate leave and shared parental leave.

This policy should be read in conjunction with the Landward Research Flexible Working Policy.

3 Scope

This policy applies to all Landward Research employees who have a child or children and meet the legislative eligibility requirements set out below.

Employees with at least one year of continuous service at the Landward Research are entitled to take Parental Leave.

This procedure applies equally and fully to Landward Research Ltd and to all subsidiary companies of Landward Research Ltd (on 24th June 2021: Landward Research Teoranta, Landward Limited Liability Company and Landward Limited).

3.1 Legislative Eligibility Requirements

Employees qualify if all of these apply:

- They've been working for Landward Research for more than a year
- Their child is under 18
- They're named on the child's birth or adoption certificate or they have or expect to have parental responsibility (for example step parents can acquire parental responsibility), or they're a foster parent **and** they've secured parental responsibility through the courts.

If the employee doesn't live with the child (or children), the statutory right to parental leave exists if they keep formal parental responsibility for the child (or children).

The line manager may ask for proof (like a birth certificate, adoption certificate, or parental order) as long as it's reasonable to do so, they cannot ask for proof each time an employee requests unpaid parental leave.

4 Entitlement

Employees are entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.

The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless an extension is agreed with the line manager for exceptional circumstances).

Employees must take parental leave as whole weeks, rather than individual days, unless an extension is agreed with the line manager for exceptional circumstances, or if they receive Disability Living Allowance (DLA) or Personal Independence Payment (PIP) for their child. In this case, they could take 1 or 2 days' leave rather than blocks of a week at a time.

A 'week' equals the length of time an employee normally works over 7 days. For example, if an employee works 3 days a week, one 'week' of parental leave equals 3 days. If an employee works irregular weeks the number of days in a 'week' is the total number of days they work a year divided by 52.

4.1 Carrying Leave Over From A Previous Job

Parental leave applies to each child not to an individual's job. For example, if an employee has used 10 with a previous employer, then they have up to 8 weeks that they can use with Landward Research.

5 Notice To Take Parental Leave

Employees are required to give their manager at least 21 days' notice of their intention to take parental leave. The notice must confirm the start and end.

6 Postponement Of Parental Leave Due To Business Pressures

An employee may be required to postpone parental leave up to a period of six months, if their absence may impact on the business or unduly disrupt operations, to an agreed date in the future. Parental leave will not be postponed if this is planned to take place immediately after a child is born or placed for adoption.

If Landward Research has to postpone your parental leave, then the line manager or HR will write to the employee within 7 days of their request to tell them why the leave is being postponed and offer other suitable dates.

We will make sure that the employee can take the leave they asked for before their child's 18th birthday.

We will never postpone parental leave if an employee choose to take it straight after the birth or adoption of their child. In this case, the employee should give notice at least 21 days before the expected date of birth.

7 Other Related Documentation

Where necessary, this policy should be read in conjunction with other Landward Research Policies, such as:

- Code of Conduct
- Absence Management Procedure
- Equity, Diversity, and Inclusion Policy
- Annual Leave Policy
- Absence Management Procedure
- Flexible Working Policy

Relevant Legislation:

- Employment Rights Act 1996
- Employment Relations Act 1999
- Employment Act 2002
- Maternity and Parental Leave etc Regulations 1999
- Maternity and Parental Leave (Amendment) Regulations 2001
- Children Act 1989
- Children Act 2004
- Children (Scotland) Act 1995

8 Review

Landward Research will review this policy on an ongoing basis and carry out a formal review not less than every 3 years. Such review shall take into account the operation of the Policy since the last formal review, any legal or regulatory developments, an assessment of current best practice in relation to fair trading and any other relevant information.