



PATERNITY POLICY

WHAT IS PATERNITY LEAVE

Under the Paternity and Adoption Regulations 2002 (part of The Employment Act 2002), parents of children born after 6 April 2003 have the right to Paternity Leave.

Paternity Leave is the right for new parents (subject to the qualifying conditions) to take paid leave in respect of the birth of their new child.

WHO IS ELIGIBLE FOR PATERNITY LEAVE?

To qualify for paternity leave you must meet the following conditions:

- Your child must have been born after 6 April 2003.
- You must have responsibility for the child's upbringing.
- You must be the biological father of the child or the mother's husband or partner. If you are not married to the child's mother, you may be asked to sign a declaration confirming the nature of your relationship with the child's mother and confirming that you expect to be responsible for the child's upbringing.
- You must have at least 26 weeks' continuous service with the Company by the end of the 15th week before the expected week of childbirth ("EWC"). If you satisfy this qualifying condition and the child is born early or serious complications occur during the pregnancy, you may still be entitled to Paternity Leave. If you think this circumstance applies to you and you require further details, please contact the Personnel department.

HOW MUCH PATERNITY LEAVE CAN YOU TAKE?

If you satisfy the qualifying conditions for Paternity Leave, you are entitled to take up to two weeks' Paternity Leave for the purpose of caring for the child or supporting the mother.

WHEN CAN YOU TAKE PATERNITY LEAVE?

Paternity Leave must be taken in one period of either one or two consecutive weeks. You may not take odd days of leave.



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Paternity Leave must be taken within 56 days (i.e. 8 weeks) of the child being born or the first day of the EWC, whichever is the later.

Paternity Leave can commence on any day of the week, either on the day that the baby is born or thereafter.

NOTIFYING YOUR INTENTION TO TAKE PATERNITY LEAVE

You must notify the Company in writing of your intention to take Paternity Leave by the end of the 15th week before the EWC at the very latest or where this is not reasonably practicable, as soon as is reasonably practicable.

Your notification should include the following: -

- The EWC. Please provide a copy of the MATB1 certificate to verify this date.
- Whether you wish to take one week's leave or two consecutive weeks' leave.
- The date you would like to commence your leave.

You may change your mind about the date that you wish to commence Paternity Leave as long as you advise the Company in writing. Under the legislation, this should be at least 28 days before the amended start date. However in practice, due to the uncertainty of exactly when your baby will arrive, a shorter notice period may be agreed with your Manager.

PATERNITY LEAVE IN CASES OF ADOPTION

Where a child is placed with a couple for adoption, the person who is the primary carer may be entitled to adoption leave. The secondary carer may be eligible for paternity leave. If you are the secondary carer for a newly placed child for adoption and you would like to know if you are entitled to Paternity Leave, please contact the Personnel department.

HOW MUCH IS STATUTORY PATERNITY PAY (SPP)?

For the period that you take Paternity Leave, you will be paid SPP of £112.75 per week or 90% of your average weekly earnings which ever is less, (subject to your earnings being equal to or more than the lower earnings limit for National Insurance Contributions, currently £87 per week). The rate is valid for the year April 2007 to 2008 and may change in subsequent years.



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RIGHTS DURING PATERNITY LEAVE

Whilst you are on paternity leave, you are not entitled to be paid your normal salary. You may however be entitled to payment of SPP as detailed above.

Any other benefits or rights as detailed in your terms and conditions of employment will continue (i.e. accrued holiday entitlement, life cover etc. if applicable).

You are also bound by any obligations towards the Company arising from your contract of employment, implied or otherwise for the period that you are on Paternity Leave.

RETURNING TO WORK AFTER PATERNITY LEAVE

After taking a period of paternity leave, you are entitled to return to the same job as that which you were in prior to commencing the Paternity Leave.

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Should you have any questions regarding the above please contact the Personnel

Department on 0207 887 7075/7074