

PARENTAL LEAVE POLICY

Parental leave is a statutory right to take unpaid time off work to look after a child, or to make arrangements for a child's welfare. Parents can use parental leave to spend more time with their children and strike a better balance between their work and family commitments.

Parents can take parental leave up until the child's 18th birthday.

Please note this policy is separate from the Additional Leave Purchase scheme. Any unpaid parental leave will be deducted from salary during the month the leave is taken.

This policy does not form part of your contract of employment and may be amended at any time.

Who can take parental leave?

All employees who have completed one year of service with the Company qualify for parental leave if they have parental responsibility for a child, and are therefore named on one of the following:

- Birth certificate;
- Adoption certificate;
- Parental order, for surrogacy;
- Legal guardianship.

You may also have parental responsibility for a step-child if this is agreed by both biological parents.

Length of parental leave

A parent is entitled to take up to 18 weeks of parental leave in total for each child up until they turn 18. Leave must be taken in blocks of multiples of one week. The exception to this is for parents of disabled children who may take parental leave in blocks of multiples of one day.

A maximum of four weeks' parental leave can be taken in any year, per child.

If you intend to apply for parental leave immediately prior to or after annual (or other) leave, please discuss with your line manager.

Return to work

If parental leave is taken for a period of four weeks or less, you are entitled to return to the same role.

If parental leave is taken for a longer period, you are entitled to return to the same role unless that is not reasonably practical. In this case, you will return to a similar role which has the same or better

status, terms and conditions as your previous role.

When parental leave follows ordinary maternity leave, you are entitled to return to the same role that you held prior to the leave. When parental leave follows additional maternity leave, you are entitled to return to the same role unless it is not reasonably practicable or if a redundancy situation has arisen. In this circumstance, you will be entitled to be offered suitable alternative work.

Procedure for applying for parental leave

All requests for parental leave should be made in writing to your line manager, and a minimum of 21 days' notice of the leave must be given.

Parental leave will be recorded on breatheHR using the category "parental leave". The amount to be deducted from your salary will be discussed with you in advance and the deduction will be taken out in the month in which you take the parental leave. If parental leave spans more than one month, deductions will be taken in the months during which the leave was taken.

Postponing parental leave

The Company is entitled to postpone parental leave for up to six months if the business would be disrupted were the leave to be taken at the time requested.

Leave cannot be postponed if:

- Notice has been given to take it by a father or partner immediately after the time a child is born or is placed with a family for adoption.
- It means you would no longer qualify for parental leave, for example, postponing it until after the child's 18th birthday.

Any decision to postpone will be made within 7 days of the request being submitted, and not after a request has already been approved. Any postponement will be discussed with you and confirmed in writing no later than seven days after the decision to postpone has been made.

Aspire Scientific HR

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