

# Maternity and parental leave

**Treating our customers and each other fairly is at the heart of everything we do at Tesco Underwriting. This includes the approach we take in creating a more inclusive workplace for parents.**

Tesco Underwriting recognises the importance of family life and in particular the early weeks and months following the birth or adoption of a child. Our policies are designed to help our colleagues spend that precious time with their growing family.

## Maternity, Paternity and Adoption

We enhance maternity and adoption pay (for the primary adopter) to 100% of normal pay for the first 14 weeks, and 50% of normal pay for the following 14 weeks, so long as you meet the requirements for Statutory Maternity pay (i.e. 26 weeks service at 15 weeks before the baby is due). Our Paternity pay is also enhanced to 100% of normal pay for four weeks and this provision is also available for adoptive parents.

## Shared Parental leave

Sharing the first year of your child's life is supported through our Shared Parental Leave Policy, which allows up to 50 weeks of shared leave, subject to meeting the requirements (26 weeks service at 15 weeks before the baby is due). Also enhanced beyond the statutory requirements, after two weeks of compulsory leave for mothers, our colleague Shared Parental Leave is paid at 100% of normal pay for 14 weeks, with the remaining 23 weeks' paid at statutory rates.

## Parental leave

Whilst your children are growing up there will inevitably be occasions where you will need, and want, to spend more time with them. Our colleagues are able to take unpaid Parental leave of up to four weeks per year, per child (with a maximum of 18 weeks which can be taken per child, up to the age of 18) in line with statutory guidelines. On top of this, we offer colleagues the ability to purchase additional holiday leave to enable them to spend more time with their children.

## Parental leave eligibility

Parental leave is available to colleagues who have or are expected to have parental responsibility for a child.

### To be eligible, colleagues must:

- Have been continuously employed for at least 52 weeks.
- Have a child under the age of 18.

### The colleague must also be the parent either:

- Named on the child's birth certificate.
- Named on the child's adoption certificate.
- With legal responsibility for a child under 18.
- If separated and not living with the child, the colleague has the right to parental leave if they have formal parental responsibility.

## Length of leave

You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday. No more than four weeks of parental leave can be taken in any one year of entitlement.

Leave must be taken in blocks of a minimum of one week, with the exception of parents of children with a disability who may take leave in a block of less than one week.

Four weeks can be taken per child, so if a colleague is a parent of two children, they qualify for up to eight weeks leave in a year. Part-time colleagues will be entitled to parental leave on a pro rata basis.