

## Parental Leave Policy

This policy must be read in conjunction with the Parenthood Policy. It does not form part of any team members contract of employment and may be amended or withdrawn (in whole or in part) at any time and works in conjunction with respective policies as appropriate.

### Who is this for?

This policy applies to:

- Team members
- Line managers

In the following countries:



### When does it apply?

#### United Kingdom, Isle of Man, Jersey and Guernsey

Parental leave offers qualifying parents the right to take unpaid time off work to look after their child or make arrangements for their welfare up to and including the child's 18th birthday.

Team members require one year's continuous employment and be either:

- The parent (named on the birth certificate) of a child who is under 18 years old
- Adopted a child under the age of 18
- Acquired formal parental responsibility for a child who is under 18 years old

The right to parental leave is in addition to maternity, adoption and paternity leave rights. Parental leave is intended to be used for the purpose of caring for a child beyond maternity, adoption or paternity leave

Eligible team members are entitled to take up to 18 weeks' unpaid parental leave per qualifying child regardless of the team members working hours. In the case of multiple births (i.e. twins, triplets, etc.) 18 weeks' unpaid parental leave applies for each child.

The length of any leave will be equal in duration to the length of the team members normal working week.

Leave cannot be taken in blocks of less than one week at a time and is limited to a maximum of four weeks' leave in respect of any individual child in any one year. For children with a disability leave may be taken in blocks of a day or more, up to four weeks in total each year.

## Republic of Ireland

Parental leave offers qualifying parents the right to take unpaid time off work to look after their child or make arrangements for their welfare up to and including the child's 12<sup>th</sup> birthday or 16<sup>th</sup> birthday if the child has a disability.

Team members require one year's continuous employment with and be either:

- The parent (named on the birth certificate) of a child under 5 years old or 18 years if the child has a disability
- Adopted a child under 5 years old or 18 years if the child has a disability
- Acquired formal parental responsibility for a child under 5 years old or 18 years if the child has a disability

The right to parental leave is in addition to maternity, adoption and paternity leave rights. Parental leave is intended to be used for the purpose of caring for a child beyond maternity, adoption or paternity leave

Eligible team members are entitled to take up to 26 weeks' unpaid parental leave per qualifying child regardless of the team members working hours. In the case of multiple births (i.e. twins, triplets, etc.) 18 weeks' unpaid parental leave applies for each child.

The length of any leave will be equal in duration to the length of the team members normal working week.

Leave cannot be taken in blocks of less than one week at a time and is limited to a maximum of four weeks' leave in respect of any individual child in any one year. For children with a disability leave may be taken in blocks of a day or more, up to four weeks in total each year.

Parents Leave is also available which provides five weeks unpaid leave for any child born on or after November 2019 which must be taken before the child's second birthday.

## What makes it work?

To ensure that team members receive the correct leave entitlements, at least 21 days before the start of any proposed period of parental leave team members must:

- Notify their line manager in writing that they intend to take parental leave
- If requested, produce documentary evidence to the reasonable satisfaction of your line manager of the right to take parental leave
- Specify the dates on which the proposed period of parental leave is to begin and end

Line managers may postpone the period of parental leave requested if they consider that the operation of the business would be unduly disrupted by the leave being taken during the period requested.

Line managers cannot postpone the parental leave if the period of leave is to begin on the date on which the child is born or placed with the team member for adoption.

Line managers must inform team members in writing, not more than seven days after notice was given if there is a requirement to postpone the request for parental leave. This notice will specify the reasons for the postponement and the start and end date to which the leave

has been postponed. In all cases, team members will be permitted to take a period of leave of the same duration as that specified in the notice and beginning on a day determined by the line manager after consulting with the team member. Parental leave cannot be postponed for longer than six months after the date on which it was originally due to commence.

## How does it work?

### Contents of sections below

1. Whilst on leave
2. Returning to work
3. Data management in the process

#### 1. Whilst on leave

Team members are entitled to return to the same job, on the same terms and conditions as would have applied had they not been absent from work during the period of parental leave.

Team members must not be treated less favourably or dismissed for taking or seeking to take parental leave or for any other reason connected with parental leave.

Prior to the team member going on leave, line managers must agree and action the amount and frequency of contact that will be maintained during the leave with the team member.

#### Holidays

Holidays will continue to accrue as normal whilst on parental leave and team members should be encouraged to take any accrued holiday before the end of the holiday year in line with the [holiday policy](#).

Team members who resign whilst on leave and have any outstanding holiday pay due will be paid, based on the difference between the amount already taken and the entitlement accrued. However, if the team member has taken more holiday than accrued, their final pay will be deducted by the amount overpaid.

#### Bonus

Any discretionary bonus entitlement is not affected by parental leave and team members will receive bonus for the financial year(s) in question, in line with the current bonus scheme rules.

#### Privilege Card and Your Benefits Website

Use of the Privilege Card continues during leave and team members can access their benefits on the [Benefits Page](#).

#### Sharesave

Payments can continue to be made into a Sharesave account whilst on leave. Whilst still receiving payment from Whitbread, savings will continue to be deducted via payroll in the normal way. In weeks/months of no pay from Whitbread, team members can elect to set up

a Standing Order with the Share Plan provider directly, to cover the monthly savings during this time.

Team members on leave can also choose to postpone saving for up to a period of 12 months at any time, but for each month deferred, the maturity date will be postponed by one month. If more than 12 months payments are missed, the account will automatically be closed, a refund of the total savings will be made to the team member, and they will no longer have the option to purchase shares.

Team members who decide not to return to work following leave, will no longer have the option to purchase shares at the end of the savings period. Team members will need to close their account and arrange for their savings to be returned. Any queries must be directed to Link on 0344 855 2327 with any queries.

#### Company car (including cash allowance), mobile phone and laptop

These benefits are maintained whilst on leave.

Any calls made on a Company mobile phone whilst on leave will need to be paid for as they will be classed as personal calls.

Policies and processes regarding Information Security and social networking remain in place during periods of leave.

#### Pension

Team members who are members of the Whitbread Pension Scheme, will continue to make contributions at the level they were before they went on leave. Contributions will be based on actual pay.

If during leave, the team member receives no pay from the Company, Whitbread will not make any contribution to the pension for that period. Life cover will continue during leave for those who have selected this option.

#### Bupa

Team members with private healthcare, will remain covered whilst on leave. Bupa should be contacted on 0345 6050 251 for any specific questions regarding cover or healthcare needs.

## **2. Returning to work**

Our Diversity and Inclusion policy outlines how we value difference at Whitbread and line managers supporting team members returning from leave well is a great way to demonstrate:

- We believe in equal opportunities for all, with no barriers to entry and no limits to ambition.
- We treat everyone fairly, with respect and kindness. We have zero tolerance to discrimination.

Line managers must work closely with team members on leave to ensure a smooth and considered return to work taking into consideration the life changes the team member will be experiencing and the additional support that may be required. This may include reviewing the hours, days or times of work to ensure a balanced approach to home and work life. The Parenthood Policy outlines some of the other policies and areas that can support

throughout the different stages of Parenthood. These include use of the [Flexible Working](#) and [Workplace Adjustments](#) policies, the support available on the Wellbeing Hub and from [Nest](#) who work in partnership with [Hospitality Action](#) and the use of a [Parenthood buddy](#) if appropriate.

Line managers should take time to make the team member aware of any changes which have occurred while away and re-familiarise ways of working. Introductions should be made to new team members and updates given about team and business changes. Any passes/swipe cards/email accounts etc should be reactivated and consideration should be given to providing a [Parenthood buddy](#) to support the transition back to work.

#### Time off for emergencies

Team members have a legal right to reasonable time off to look after a dependant, such as a child or partner. Refer to the [Time off for Dependants](#) policy.

#### Resignation

Should a team member wish to not return to work following leave, then the usual resignation process applies, and the team member must put this in writing to their line manager giving contractual notice and their intention to resign.

If the team member does not return to work once leave has finished without contacting their line manager, this absence will be regarded as unauthorised, and the [Unauthorised Absence](#) policy will apply.

### **3. Data Management in the process**

It is important that you store any sensitive or personal data securely and in line with the Data Protection Guidance contained within the iSAT e-learning modules, Group Data Protection Policy and within the Finance Procedure Manual. Failure to follow the Data Protection Guidance will be treated seriously and may result in disciplinary action.

- Do make sure personal or sensitive data that you gather is stored securely.
- Hard copy documents should be held in a locked cabinet and access should be restricted to those who require access to do their roles.
- Electronic files must also be stored securely on a company server and must be password protected.

## **Updates to this policy**

Published **March 2023**

Last updated **March 2023**

- Replaced previous Maternity, Adoption, Paternity, Shared Parental Leave, Parental Leave policies to restate Whitbread's position on Parenthood and make clearer accountabilities/responsibilities for team members and line managers.

### **September 2021**

- Language updated to be more inclusive based on feedback from network groups