

## Paternity 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 It does not form part of any team members contract of employment and may be amended or withdrawn (in whole or in part) at any time and works in conjunction with respective policies as appropriate.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?

This policy sets out the support that team members may receive if in the case of paternity and applies equally to all employees irrespective of gender identity, gender expression or sexual orientation.

Team members who are the second parent and have a spouse, partner or civil partner that is a birthing parent or primary adopter and have, or expect to have, ongoing responsibility for bringing up the child, may qualify for a period of Paternity Leave.

They must inform their line managers as soon as possible so they can prepare for the time required for leave, arrange cover and ensure that the team member can continue to work safely. Line managers must be notified no later than the end of the 15th week before the Expected Week of Childbirth (EWC) or the week notified of being matched with a child for adoption (EWP). If the team member has Self Service access to HRe, they must update their record by clicking on the "Add and view paternity leave" link. If they do not have access to HRe the [Notification of Paternity Leave](#) form must be used instead. After these have been completed, SD Worx will conduct the necessary calculations to confirm eligibility for paternity leave and pay.

The team member will receive a letter to confirm the start date, entitlement, pay and set out the date they are expected to return to work if they decide to take the full paternity leave entitlement.

Line managers must be notified as soon as it is practical if the team member requires the leave earlier than expected. Paternity leave will start on the day agreed and paternity pay on the following Saturday (unless the leave starts on a Saturday in which case both will start on the same day).

The earliest that leave can start is the same day the child is born/day the date of placement or any time within 56 days of the birth date/date of placement.

If the team member would like to swap leave with their partner (irrespective of gender identity, gender expression or sexual orientation) then refer to the [Shared Parental Leave](#).

### Paternity leave and pay entitlements

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

The maximum paternity leave is two consecutive weeks and the minimum leave that can be taken is one week.

Team members will receive the following pay\* when on paternity depending on their length of service at the beginning of the 15<sup>th</sup> week before EWC or the week notified of being matched with a child for adoption (EWP) (see diagram in the **What makes it work?** section):

<b>Length of continuous service at the points stated above</b>	<b>Entitlement</b>
<b>Less than 26 weeks</b>	There is no entitlement to statutory or company leave or pay and team members should consider the use of holiday or unpaid leave for any leave required.
<b>26 weeks to 24 months</b>	Entitled to <a href="#">Statutory Paternity Pay</a> which will be up to two weeks' pay at 90% of their average weekly earnings.
<b>More than 24 months</b>	May be entitled to Company Paternity Pay which will be up to two weeks of their average weekly earnings inclusive of Statutory Pay (if eligible).

*\*The weekly average of what the team member has been paid in the last two pay periods before the 15<sup>th</sup> week before the EWC or the date the team member was notified of being matched with a child must be equal to (or above) the [lower earnings limit](#) to receive Statutory Paternity Pay (i.e. they pay National Insurance). Team members will be advised if they do not qualify for Statutory or Company Paternity Pay. Team members with more than one job may receive Statutory Paternity Pay from each employer.*

The weekly average earning calculations will not take into account Statutory Sick Pay (SSP). If any of the measured pay periods include SSP then that month will be discounted, and the next month used.

Any bonus payments received will not be used in the Company Paternity Pay calculation as the amount is already included in the Statutory Pay calculation.

Both Income Tax and National Insurance may be deducted from any paternity pay received. Team members who receive a pay-rise between when entitlement is calculated or while they are on paternity leave, will have their paternity pay amended to reflect this. This may appear as a separate line on the payslip for the difference between what was originally calculated and the new salary/rate of pay.

Eligible team members are entitled to two days unpaid time off to for antenatal care so must show their line manager a copy of the appointment card for any antenatal appointments and

if possible, try and arrange appointments for times when not scheduled to work i.e. at the start or at the end of a shift.

### Jersey

The maximum paternity leave is 26 weeks – regardless of working hours or length of service. Team members will receive the following pay when on paternity:

#### Entitlement

2 weeks' pay at 100% of their average weekly earnings  
24 weeks unpaid  
Paternity Leave can be taken in up to 3 blocks of leave.

Calculations for the weekly average earnings:

- Salaried team members = annual salary divided by 52.
- Hourly team members = average of 52 weeks' pay prior to the commencement of leave.

The weekly average earning calculations will not take into account Statutory Sick Pay (SSP). If any of the measured pay periods include SSP then that month will be discounted, and the next month used.

Both Income Tax and National Insurance may be deducted from any paternity pay received. Team members who receive a pay-rise between when entitlement is calculated or while they are on paternity leave, will have their paternity pay will be amended to reflect this. This may appear as a separate line on the payslip for the difference between what was originally calculated and the new salary/rate of pay.

Eligible team members are entitled to two days unpaid time off to for antenatal care so must show their line manager a copy of the appointment card for any antenatal appointments and if possible, try and arrange appointments for times when not scheduled to work i.e. at the start or at the end of a shift.

### Republic of Ireland

The maximum paternity leave is two weeks – regardless of working hours or length of service.

Team members will receive the following pay when on paternity:

#### Entitlement

Entitled to:  
Two weeks' pay to match average weekly earnings. Team members will be required to claim benefit from the Department of Social Protection and Whitbread will make up the difference between the paternity leave payment and normal pay.

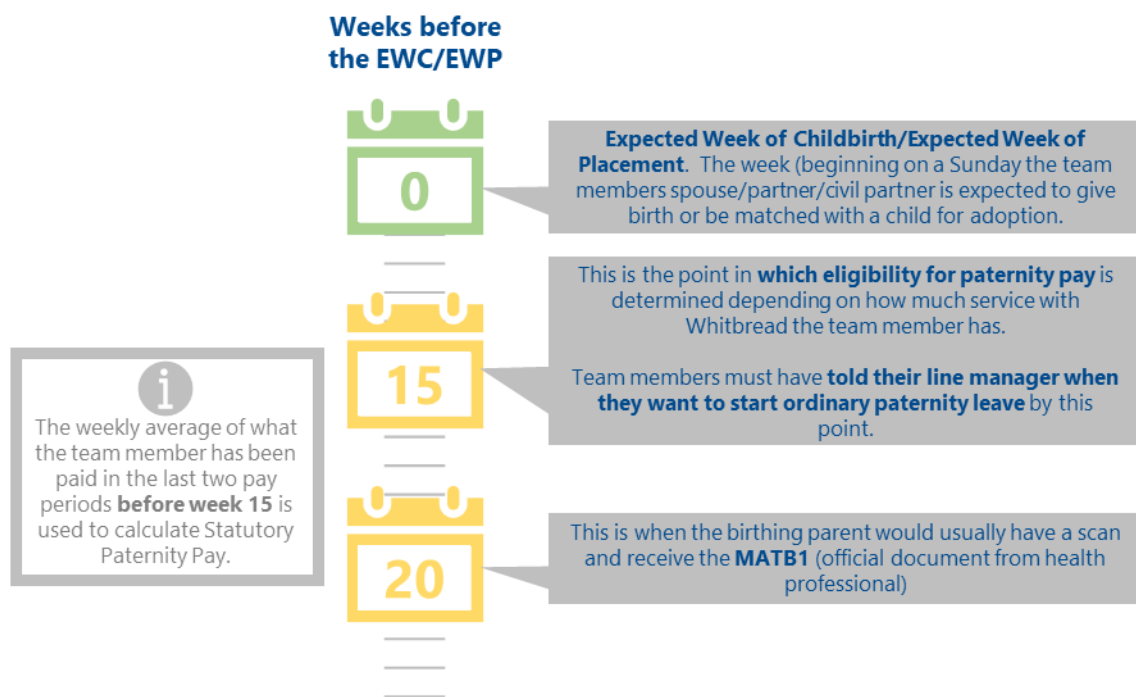
The weekly average earning calculations will not take into account Statutory Sick Pay (SSP). If any of the measured pay periods include SSP then that month will be discounted, and the next month used.

Income Tax, PRSI and USC may be deducted from any paternity pay received. Team members who receive a pay-rise between when entitlement is calculated or while they are on paternity leave, will have their paternity pay will be amended to reflect this. This may appear as a separate line on the payslip for the difference between what was originally calculated and the new salary/rate of pay.

Eligible team members are entitled to two days unpaid time off to for antenatal care so must show their line manager a copy of the appointment card for any antenatal appointments and if possible, try and arrange appointments for times when not scheduled to work i.e. at the start or at the end of a shift.

## What makes it work?

To ensure that team members receive the correct leave and pay entitlements for paternity leave, there are certain milestones and actions leading up to the Expected Week of Childbirth (EWC) or the week notified of being matched with a child for adoption (EWP) that must be followed and are outlined in the diagram below:



The table below outlines roles and responsibilities team members at Whitbread have for making this policy work:

### TEAM MEMBERS

Accountable for:

- Completing the notification form to ensure paternity leave and pay are set up correctly.

- Providing any appointment cards for antenatal care so that leave can be planned accordingly.
- Notifying their line manager about the intention to take leave no later than the end of the 15th week before the Expected Week of Childbirth (EWC) or the week notified of being matched with a child for adoption (EWP).
- Discussing any workplace adjustment requirements with their line manager.
- Giving at least eight weeks' notice if there is a requirement to transfer leave from the team members partner as per the [Shared Parental Leave policy](#).

Responsible for:

- Keeping the line manager updated of any potential changes to the start date of paternity leave.
- Agreeing with the line manager routines and practices to keep in contact for when on paternity leave.
- Keeping the line manager updated on considerations for the return to work.
- Considering taking any accrued holiday entitlement and up to one week more before or after starting paternity leave.

## LINE MANAGERS

Accountable for:

- Ensuring the team member is clear on their accountabilities and responsibilities in the Parenthood policies and that they are made available for them to read.
- Maintaining and respecting the confidentiality of the team member if requested.
- Updating the HR System with details of the leave as outlined in the process and sending any forms to SD Worx. For hourly paid team members, line managers may need to create a default timesheet within WFM to ensure the team member doesn't feature on any dormancy reports and are paid correctly.
- Ensuring any antenatal care appointments are accommodated as far as possible.
- Working through any potential workplace adjustments to support the team member.
- Ensuring the team member continues to:
  - Have the same opportunities for development, career as other team members
  - Informed of any vacancies that may be of interest
  - Notified of important communication (such as organisational or team changes)
- Ensuring the team member has a positive return to work experience including the use of a [Parenthood buddy](#) if appropriate.
- Responding to and actioning any requests to end paternity sooner than the originally agreed date.

Responsible for:

- For salaried team members, any bank holidays that fall during the period of paternity leave will need to be added to the team members outstanding holiday entitlement by emailing [whitbreadhrservicecentre@whitbread.com](mailto:whitbreadhrservicecentre@whitbread.com)

- Agreeing and actioning the amount and frequency of contact that will be maintained during the paternity leave with the team member.

## 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

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 paternity leave with the team member.

#### Holidays

Holidays will continue to accrue as normal whilst on paternity 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](#).

For salaried team members, any bank holidays that fall during the period of paternity leave will need to be added to the team members outstanding holiday entitlement by emailing [whitbreadhrservice.centre@whitbread.com](mailto:whitbreadhrservice.centre@whitbread.com).

Team members who resign whilst on paternity 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 paternity 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 paternity 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