

Parental Leave Policy

At the A1 Group we believe it is important that parents should be supported particularly in the early years of their children's lives. Similar support will also be given to those who adopt and those with disabled children.

This policy applies to all employees who have completed one year's service with the A1 Group.

What is parental leave?

Parental leave is the right to take up to 13 weeks unpaid leave specifically to care for a child which any employee (male or female) has responsibility for (see below) until the child's 5th birthday. These rights are in addition to maternity, paternity and adoption rights. The leave may be taken at any time within the year but must not exceed a total of 4 weeks in each year per child.

The 13 week entitlement is available in respect of each child for which the employee has responsibility and is not specific to an employer. This means that records may be passed from employer to employer to ensure that employees do not exceed their maximum entitlement. A1 Group may pass on details of leave taken to new employers and request the same from previous employers.

The law only includes children born, or so placed (adoption), on or after 15 December 1999. Where required you will need to show relevant documentation to confirm eligibility for leave.

Parental leave can only be taken in periods of not less than one week and will be lost after the date of the child's 5th birthday or, in the case of any child being placed for adoption, the 5th anniversary of the date of adoption or the child's 18th birthday, whichever occurs sooner. However, parents of registered disabled children have the right to take up to 18 weeks parental leave and will be able to take such leave in periods of 1 day or more and will be able to take leave until the child is 18 years of age.

What does responsibility mean?

Either that you have a parental responsibility for the child or you have been registered as the father under relevant legislation.

What benefits can I enjoy?

Your contract continues throughout the period of parental leave but only certain parts of it will apply. Under the law employers are not obligated to make any salary payments. You will continue to receive your contractual holiday entitlement, for the period of your leave. You will, however, accrue holiday entitlement under the Working Time Regulations. This is a complex calculation and the HR Consultant will advise you of the amount.

Similarly, as an employee with an A1 Group car will be required to pay A1 Group for its use, due to ineligibility to receive a car during the parental leave period.



The only other parts of your contract that continue to apply during parental leave are terms relating to notice of termination, the implied duties of good faith, trust and confidence, confidentiality and disclosure of confidential information and your participation in other businesses.

At the end of any period of parental leave you have the right to return to work in the same way as an employee returning from additional maternity leave. This is the right to return to the job in which he or she was employed before the absence, or if not reasonably practicable, to return to another job which is both suitable and appropriate for the employee in the circumstances. However, where the leave is for 4 weeks or less, then the employee must be able to return to the same job.

What notice do I need to give?

In order to exercise parental leave entitlement you must give 21 days' notice. This notice period applies before the leave is required, the date of placement for adoption or where the leave is to be taken on the birth of the child.

Can A1 Group postpone leave?

A1 Group can postpone a period of parental leave for up to 6 months where it has received a request from an employee and A1 Group considers its operations would be unduly disrupted if the employee took leave during the period identified in the employee's request. Leave cannot be postponed if the employee gives notice to take it immediately after the time the child is born, or placed with a family for adoption.

Where A1 Group wishes to postpone, then notice must be given to you stating the reasons for it, the dates on which A1 Group agrees to allow the parental leave to begin and end and must be given not more than 7 days after the employee's notice was given

Authorisation

A1 Group operates an Attendance Recordkeeping System for all types of time off. To apply for Parental Leave, please take the following steps to book and have your time off authorised:

- Submit your signed request in writing to your manager (with a copy of the birth or adoption certificate for the child, if this is the first application for Parental Leave)
- Your manager will approve your time-off and this will be registered on the holiday booking system
- You will receive notification of approval or non-approval of your Parental Leave request in writing or via email
- As leave is granted on an unpaid basis notification will be sent to the Accounts Department for payroll purposes

For operational reasons, the Director and the HR Consultant will have access to the leave booking system.