

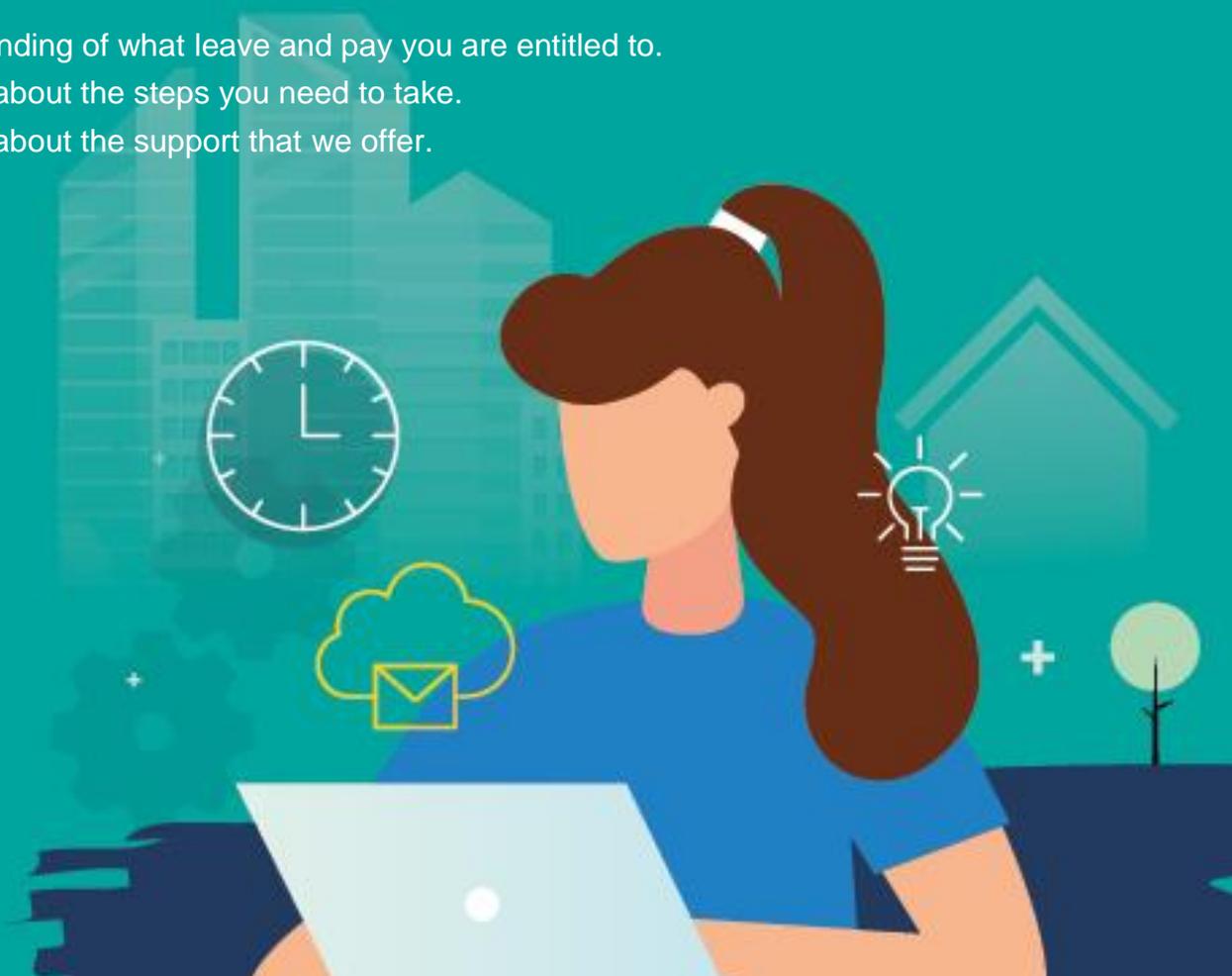


Maternity

Policy

Read this policy for:

- An understanding of what leave and pay you are entitled to.
- Information about the steps you need to take.
- Information about the support that we offer.



KEY PRINCIPLES

- 1. We support and encourage equality and diversity at Landsec and this policy sets out an equal and consistent approach for anyone becoming a parent.**
- 2. We are committed to supporting you during this exciting time and this policy sets out the support you may receive and what you need to do to make the most of our benefits.**

How much maternity leave are you entitled to?

The maximum leave is 52 weeks – that’s regardless of your working hours or length of service. This is made up of:

- Ordinary maternity leave for 26 weeks (OML) and;
- Additional maternity leave for 26 weeks (AML).

You can take less than 52 weeks’ maternity leave if you want to, but you have to take at least 2 weeks following the baby’s birth.

How much maternity pay are you entitled to?

Length of Service at the beginning of the 15th week of Expected Week of Childbirth (EWC)	Landsec entitlement
Less than 12 weeks of continuous service	You may be entitled to maternity allowance paid by the Jobcentre Plus. Please contact them directly to make enquiries.
More than 12 but less than 26 weeks service	<ol style="list-style-type: none">1. 26 weeks of your full basic pay.2. 26 weeks of unpaid leave.
More than 26 weeks of service	<ol style="list-style-type: none">1. 26 weeks of your full basic pay (inclusive of statutory Maternity Pay)2. 13 weeks of Statutory Maternity Pay.3. 13 weeks of unpaid leave.

What do I need to do

- Check out Peppy Health [here](#). This is our support for parents, whether its your first baby or not; Peppy Health provide support before and after your baby is born.
- The sooner that you tell us that you are pregnant, the better. We can then arrange cover and be as well prepared as possible for your departure. You need to make sure that you have told us by the end of the 15th week before the week that you expect to have your baby.

- Let us know when you would like your maternity leave to begin. The earliest you can start your maternity leave is 11 weeks before the Expected Week of Childbirth unless your baby is born prematurely before that date. We will write to you to confirm your entitlement and set out the date you’re expected to return to work if you decide to take your full entitlement. If you decide to change your start date, please give us at least 28 days’ notice.
- Please give us a copy of your MATB1. This will be given to you by a Doctor or midwife, usually around the 20th week of pregnancy and is needed for payroll to be able to process your maternity payments.
- We want to make sure your working environment is safe and so please complete the New and Expectant Mothers' Risk Assessment and discuss any concerns you have about doing your normal job with your line manager.
- Be aware that if you’re absent from work because of a pregnancy related illness during the 4 weeks before your EWC, your maternity leave will start automatically.
- If you have your baby before your maternity leave was due to start, please let us know as soon as possible as your maternity leave will commence automatically from the day after the birth. You will need to tell us what you would like to do with your benefits during your maternity leave and we will send you a form to do this before the start of your maternity leave.

What support is on offer for you?

Before	Time off for antenatal care	Contact, advice and support from HR Support from Peppy Health (our partner for parents support)	Contact and support from Line Manager	Support via the Employee Assistance Programme
	Health and safety risk assessment			
During Maternity Leave	Up to 52 weeks of maternity leave. 26 weeks full pay for those who qualify.			
	Retention of benefits during your maternity leave			
	10 Keeping in touch days			
After Maternity Leave	Flexible date of return up to the end of 52 weeks			
	Right to apply for Shared Parental Leave			
	The right to request flexible working on return			

Enhanced Pay

You will qualify for enhanced maternity pay if you have worked for your employer continuously for at least 12 weeks continuing into the 'qualifying week' which is the 15th week before the expected week of childbirth, and you comply with the notification requirements set out in this policy.

Antenatal care

You'll be allowed to take reasonable paid time off to attend antenatal appointments. These include relaxation or parenting classes advised by a healthcare professional. Wherever possible please arrange these around the demands of your team. Your line manager may ask you to provide an appointment card endorsed by a health care professional.

What happens when you are on leave and on your return to work?

Holiday Entitlement

During your maternity leave, you will continue to accrue your holiday entitlement.

If possible, we would ask you to take any outstanding holiday before you start your maternity leave. Any holiday entitlement that can't reasonably be taken before you start your maternity leave can be carried over to the next leave year up to a limit of 1 weeks' holiday. We will not make payments in lieu of any untaken holiday.

Holidays accrued during your maternity leave (including bank holidays) should be taken following your leave and before returning to work.

Keeping in Touch

Your line manager or HR are likely to want to keep in touch with you whilst you are on leave to see how you are doing.

You can also come into work or attend training for up to 10 days during your leave except for in the first 2 weeks following the birth of your baby. You should talk about this with your line manager.

You will be paid your normal basic salary for each kit day which will be inclusive of any maternity pay.

Returning to work

If you'd like to return earlier than your Expected Return Date (which we will confirm in our letter at the start of your maternity leave), you will need to give us 8 weeks' notice in writing.

You will usually be entitled to return to the same role as you held before starting your maternity leave. However, if there's a reason as to why we are unable to give you your original job back, we will do all we can to find you a suitable alternative role.

Landsec
Maternity
Policy

If you don't intend to return to work, please discuss this with your line manager as early as possible.

You can also ask to change your working pattern on return from maternity leave. If this is the case you should discuss this with your line manager and make a request under our Flexible Working Policy.

Additional information

If you're planning on swapping leave with your partner as part of your Shared Parental Leave, please see our policy on Shared Parental Leave.

You are entitled to a maximum of 26 weeks enhanced full basic pay through any combination of leave (maternity, paternity or shared parental leave) in respect of any one birth.

This policy applies to all Landsec employees and does not form part of any employee's contract. We may amend it at any time.

Appendix

Details of benefits and allowances whilst on maternity.

1. Pension

Your membership of our pension scheme will continue during your maternity leave.

Employee contributions – you will continue to pay your employee contributions for the period you receive full pay. Your contributions will be based on your actual earnings.

From the month in which you are paid SMP, we will pay your employee contributions, based on your “notional” salary (i.e. the base salary before you went on maternity leave). You may not increase your employee contributions whilst we are covering the cost of your contributions.

Company contributions - will continue to be paid by us and will be based on your "notional" salary (i.e., the base salary before you went on maternity leave) for the duration of your maternity leave, for a period of up to 52 weeks.

When you return from maternity leave, we will automatically revert your employee contributions back to what they were pre-maternity leave. If you do not return to work, you will be advised of your pension benefits options by HR.

Pension Cash Allowance – if you are in receipt of a pension cash allowance in lieu of a pension, this will continue to be paid on your notional salary.

2. Car Allowance

If you are in receipt of a car cash allowance, this will continue to be paid on the same basis.

3. Life Assurance

You will continue to be eligible for life cover throughout the whole of your maternity leave.

4. Group Income Protection

Your eligibility for Income Protection Insurance under any scheme operated by us shall continue during your maternity leave, in accordance with the relevant requirements and prevailing rules in place at the time.

5. Private Medical Insurance

If you are a member of our private medical insurance scheme, membership will continue during your maternity leave. Following the birth of your child, you can change your level of cover to include your new dependant, by emailing HR@landsec.freshservice.com. This must be done within 30 days of the birth of your baby.

Landsec paid premium – where we pay the premium on your behalf, this will continue to be paid by us for the duration of your maternity leave. You will remain liable for the tax on this benefit.

Employee paid premium - if you are paying additional cover for your spouse and/or dependants, the amount will continue to be deducted from your pay for the period you receive full pay. From the month in which you are paid SMP, we will pay for the additional premium for the remainder of your maternity leave. You and your spouse and/or dependants will continue to be covered under the scheme. As we will pay the premium on your behalf, you will be liable for the tax on this benefit. When you return to work deductions for additional cover will be reinstated.

The Company's private medical insurance scheme does not cover ante or postnatal care. However, if you become ill as a result of your pregnancy or for any other reason during this period, or there are complications requiring special medical treatment, you may be entitled to benefit under the scheme. The facts of each individual case will need to be reviewed to assess eligibility under the rules of the relevant scheme and any requirements of the relevant insurer/benefit provider.

6. Childcare Vouchers

Deductions to cover the cost of the childcare vouchers, will continue to be paid by you whilst you are paid enhanced maternity pay. From the month in which you are paid SMP, or

are on nil pay, we will cover the cost of the childcare vouchers to the provider on your behalf.

We will only cover up to the value of vouchers prior to going on maternity leave or the maximum tax-free amount, whichever is lower. You may not increase the value of childcare vouchers whilst on maternity leave. When you return to work deductions from your salary will be re-instated automatically. Should you not return to work from maternity leave, the childcare vouchers will automatically cease.

7. Cycle to Work Scheme

Deductions to cover the cost of the loan under the cycle to work scheme, will continue to be paid by you while you are paid enhanced maternity pay. From the month in which you are paid SMP, your cycle to work deductions will be suspended.

You can choose either to extend the term of the loan by the number of months suspended or you can 'catch up' by paying greater deductions from your pay on your return from maternity leave. Should you not return to work from maternity leave, any remaining balance for the bike loan will be taken from your final pay from us.

8. Give As You Earn (GAYE)

Deductions from salary will continue while you are on paid maternity leave, provided there are sufficient funds to do so. For the period of unpaid leave, deductions for GAYE may (it continues if there is enough net pay from tax refunds or if the employee receives a car allowance) be suspended, and they will automatically be re-instated upon return from maternity leave. You can continue to manage your deductions for GAYE via workday or email hr@landsec.freshservice.com.

9. Gym membership and season ticket loans

If you participate in either the gym membership scheme or in receipt of a season ticket loan, deductions from salary will continue while you are on paid maternity leave, provided there are sufficient funds to do so. While you are on unpaid maternity leave, or there are insufficient funds, deductions will be suspended for the duration of unpaid leave. Upon returning from maternity leave, deductions will re-commence and continue until the loan is re-paid.

Should you not return to work from maternity leave, any remaining balance will be taken from your final pay from us.

10. Health assessments

You will continue to be eligible for an annual health assessment while on maternity leave.

11. Sharesave

While you are on paid maternity leave, and there are available funds, your savings into the Sharesave plan will continue. While you are on unpaid maternity (or reduced pay where there are insufficient funds) you can elect to take a “payment holiday” from the plan for a period of up to 12 months. Please contact the Payroll team if you wish to initiate a payment holiday, providing sufficient notice before you go on to reduced pay.

If you take a payment holiday, the maturity date for your plan will be extended, however you will still have to make the full quota of 36 or 60 payments before the plan can mature for you to exercise your options. Once you return from maternity leave, savings will re-start and be extended for the period of missed payments. Should you not return from maternity leave your option to exercise will lapse.

Alternatively, you can arrange to pay Equiniti directly by standing order, so that your savings are up to date, and your plan can mature on the normal date. To do this please contact Equiniti on 0371 384 2040. Or, if you wish you can cease savings into the plan by contacting Equiniti on the above number or via your portal access and your savings to date will be returned to you. Please ensure that you also inform Payroll that you wish to cease your savings. Once you cease savings into the plan your option to exercise will lapse.

12. Keeping in Touch

Your line manager and HR may make reasonable contact with you from time to time during your maternity leave. This may include contacting you to discuss arrangements for your return to work.

You may work or be asked to work (including attending training) for up to 10 days during your maternity leave without bringing your maternity leave or SMP to an end (Keeping in Touch Day or “KIT day”). This is not compulsory and must be discussed and agreed with your line manager. In any case, you must not work in the 2 weeks following birth.

You will be paid at your normal basic rate of pay for time spent working on a KIT day and this will be in addition to your maternity pay entitlement.

