



PARENTAL LEAVE POLICY - EXTRACT

September 2024

At Vitality, we understand that family time is really important, and if you are welcoming a new child into your family, we want to ensure that you feel supported. In this policy extract you will find details of our enhanced, equalised paid leave entitlements for those expecting a new baby or child for adoption.

The leave and pay entitlements in this policy are separate from the following statutory provisions, which may be considered in addition to the Vitality entitlements:

- Up to 18 weeks' unpaid parental leave (maximum 4 weeks per year) before a child's 18th birthday.
- Shared parental leave, which allows both parents to share a pot of leave and pay during the child's first year or the year after adoption.

PARENTAL LEAVE AND PAY ENTITLEMENTS

Parental leave is available for:

Primary parents: Mother of a newborn baby, or the 'main' parent of a child who has been adopted. In adoption and surrogacy cases, the 'main' parent refers to the parent who will take the initial period of leave.

Co-parents: Father of a newborn baby, partner of a mother who has recently given birth to a child (where the individual will have an active role in the child's life), or a parent of a child who has been adopted through a UK or overseas adoption programme, or a baby who is subject to a parental order under a surrogacy arrangement. In adoption and surrogacy, the co-parent refers to the parent who is not taking the initial period of leave.

Primary parent entitlements

Length of service	Pay	Leave
Less than 26 weeks	No entitlement to company pay, or statutory maternity or adoption pay You may apply for a statutory maternity allowance	All primary parents are entitled to 52 weeks' parental leave, regardless of length of service
More than 26 weeks and less than 1 year	Entitlement to statutory maternity pay (SMP) or statutory adoption pay (SAP)	
1 year service	8 weeks' parental leave pay, followed by 31 weeks lower rate SMP or SAP	It is compulsory for mothers who have given birth to take at least 2 weeks' leave
2 years' service	14 weeks parental leave pay, followed by 25 weeks lower rate SMP or SAP	

4 years' service	15 weeks parental leave pay followed by 24 weeks lower rate SMP or SAP	
6 years' service	16 weeks parental leave pay followed by 23 weeks lower rate SMP or SAP	
8 years' service	17 weeks parental leave pay followed by 22 weeks lower rate SMP or SAP	
10 years' service	18 weeks parental leave pay followed by 21 weeks lower rate SMP or SAP	

- Length of service is taken at the date of the mother's qualifying week, which is the 15th week before the week in which the baby is due, or the date of the matching certificate for adoptions. For babies adopted through surrogacy, the birth mother's qualifying week is used.
- For the first 6 weeks of parental leave pay for primary parents, pay is based on average weekly earnings in the 8 weeks leading up to the qualifying week, or the date of the matching certificate. For any additional paid period, pay may be at your normal basic rate.

Co-parent entitlements

Vitality's parental leave for co-parents must be taken within the first 52 weeks of the child being born or adopted. The leave can be taken over two periods with a minimum of one week taken in the first period. The co-parent can decide when they want to take the second period of leave within the 52 week period.

Length of Service	Pay	Leave
Less than 26 weeks	Entitlement to 1 week parental leave pay	2 weeks leave may be taken within 52 weeks of the birth or adoption, regardless of length of service. If you choose to take 2 weeks, you can take them together or separately as one-week blocks.
More than 26 weeks and less than 2 years	Entitlement to 2 weeks' parental leave pay	
2 years' service	14 weeks parental leave and pay	
4 years' service	15 weeks parental leave and pay	
6 years' service	16 weeks parental leave and pay	
8 years' service	17 weeks parental leave and pay	
10 years' service	18 weeks parental leave and pay	

- Length of service is taken at the date of the mother's qualifying week, which is the 15th week before the week in which the baby is due, or the date of the matching certificate for adoptions. For babies adopted through surrogacy, the birth mother's qualifying week is used.
- Parental leave for co-parents is at your normal basic rate.
- Co-parents can take their parental leave entitlement at the same time as the primary parent being on parental leave.

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