

PARENTAL LEAVE

Section B – Non Contractual Policy

Parental Leave

Parental leave entitles parents to take up to 18 weeks unpaid leave to care for their child or children who are under 18 years of age.

Your right to parental leave is in respect of each child, so if you have more than one child you may take up to 18 weeks' parental leave in respect of each child.

However, please note that any parental leave that you take in relation to a child while working for another employer counts towards your entitlement. If you have taken parental leave during previous employment you should provide details to your Manager or local HR representative.

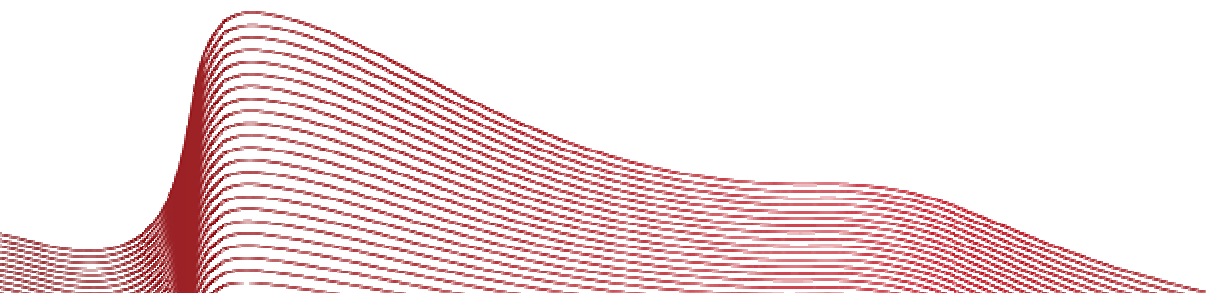
Eligibility

To qualify for Ordinary Parental Leave, you must;

- have been employed by us for one continuous year;
- be a parent, meaning a biological mother, a father, an adoptive parent or a person who has formal parental responsibility for a child under the age of 18;
- have or expect to have responsibility for that child, and
- be taking leave to spend time with or otherwise care for the child

Procedure

If you would like to take parental leave you must write to your local HR representative giving them 21 days' notice of your wish to take parental leave.



You must provide evidence of:

- a) your responsibility or expected responsibility for the child;
- b) the child's date of birth or date of adoptive placement; and

Please note that:

- you can only take up to a maximum of 4 weeks' parental leave in any calendar year in relation to each child; and
- you can only take parental leave in blocks or multiples of one week (except in relation to a child who is disabled).

Postponement of Parental Leave

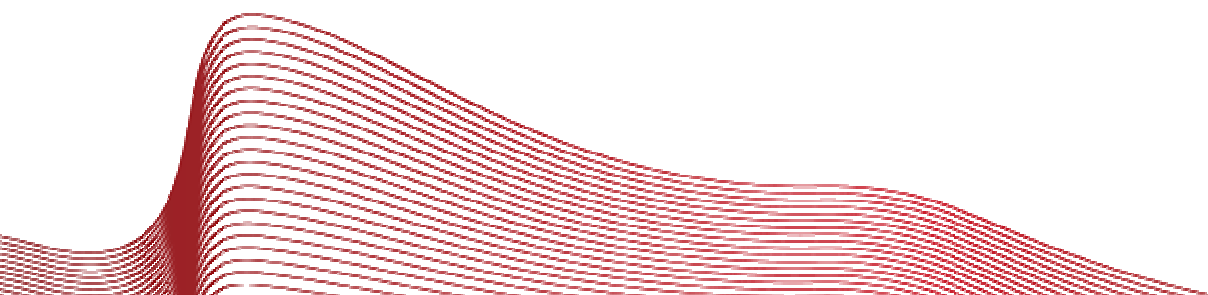
If the company considers that its business would be unduly disrupted if you were to take leave during the period requested, we may postpone your period of ordinary parental leave (other than where parental leave has been requested immediately after childbirth or immediately after placement for adoption).

In such case, we will give notice in writing no more than seven days after your original request, outlining our reason for postponement and specifying alternate dates for you to take parental leave.

In such a case, the organisation will allow the employee to take an equivalent period of ordinary parental leave beginning no later than six months after the commencement of the period originally requested.

Terms and conditions during parental leave

During parental leave, even though you continue to be employed by us, most of your normal terms and conditions of employment do not continue.



The only terms and conditions that continue during parental leave are:

- your right to accrue statutory holiday;
- our obligation to you of trust and confidence;
- your duty of good faith to us;
- your obligation not to compete with our business;
- your obligation not to disclose our confidential information;
- your right to receive notice and your obligation to give notice in accordance with your contract of employment;
- your right to compensation if you are made redundant;
- the terms relating to our disciplinary or grievance procedures;
- continued car/car allowance benefits (if applicable);
- continued private medical cover (if applicable).

Returning to Work

If you take 4 weeks or less of parental leave, you are entitled to return to the same job and your terms of employment will be the same as they would have had you not been absent.

If you take more than 4 consecutive weeks' leave (for example because your parental leave is tagged on to paternity, maternity or adoption leave) you are entitled to return to the same job unless this is not reasonably practicable, in which case you have the right to return to a similar job on the same or better terms and conditions as your old job.