

# Santander

## Family friendly policies



## Supporting You

**At Santander we appreciate that if you're thinking about joining us you may be interested in understanding how we support our employees who have family or care responsibilities.**

**Publishing our family friendly policies means you don't have to worry about asking for information when applying for a role or coming to an interview.**

**In addition, our Families & Carers Network provides easy access to internal and external support and a program of events and activities to help those in work who are caring for someone outside work.**

## Maternity/Adoption Leave

You can take up to 52 weeks maternity/adoption leave, regardless of how long you have worked for us or how many hours you work.

To receive the first 26 weeks company maternity/adoption pay at your full rate of pay, you need to have worked at Santander for at least 26 weeks when you enter the 15th week before the week your baby is due, or for adoption, the week of notification of being matched with a child.

If your baby is born prematurely (before 37 weeks gestation) we will increase your maternity leave and pay by the number of weeks your baby is born before your EWC.

Up to 10 paid keeping in touch ('KIT') days can be agreed between you and your manager during your maternity/adoption leave.

Maternity/adoption pay doesn't have to be repaid if you choose not to return to work after your leave.

## Paternity Leave

We provide 6 weeks paternity leave on full pay. 4 weeks of this is available regardless of how long you have worked for us, and you can take this at any time in the first year after your child is born or adopted.

The other 2 weeks of the paid leave is based on the statutory entitlement. To be eligible for this you need to have worked for Santander for at least 26 weeks by the end of the 15th week before the expected week of childbirth or the matching week for adoption. These two weeks of your paternity leave need to be taken within 8 weeks of the birth or adoption.

To qualify for paternity leave you must be the spouse, civil partner, partner, or the intended parent if you're having a baby through a surrogacy arrangement. Paternity pay doesn't have to be repaid if you choose not to return to work after your leave.

If your partner gives birth before 37 weeks' gestation, you are entitled to 2 weeks paid compassionate leave on the birth of your premature baby. This leave should normally be taken to support your partner while your baby is in hospital. If you don't need to take the 2 weeks all at the same time, it can be taken as separate days with the agreement of your manager. This leave is in addition to any statutory/company entitlement to paternity leave and pay.

## Shared Parental Leave

To qualify for shared parental leave you need to have worked for Santander for at least 26 weeks at the end of the 15th week before the week that your child is due, or for adoption, the week of notification of being matched with a child. Your partner also needs to be eligible for shared parental leave in their own right. If you are both eligible, you can share up to 50 weeks of leave.

Shared parental leave has to be taken within 52 weeks of the birth or adoption placement.

You can take up to 26 weeks of shared parental leave on full pay (inclusive of any paid maternity, adoption or paternity leave which is also taken) if you meet the eligibility criteria. At Santander, you can take the 26 weeks paid leave any time in the 12 months after the birth or adoption placement, and the minimum period of leave is one week.

If you are a mother or main adopter, you can also share your leave with your child's grandparent, if they also work for Santander.

Up to 20 paid keeping in touch ('SPLIT') days can be agreed between you and your manager during your shared parental leave.

Company shared parental leave pay doesn't have to be repaid if you choose not to return to work after your leave.



## Parental Leave

You can take 18 weeks of unpaid leave for each child and adopted child up to their 18th birthday. You can take up to 4 weeks leave each year for each child in minimum blocks of one week. If your child is disabled, the minimum block criteria does not apply.

To be eligible for Parental Leave you must have worked for Santander for more than a year, be named on the birth or adoption certificate, or have or expect to have parental responsibility, and your child must be under 18.

Parental Leave applies to your child and not to your employment, therefore if when you join Santander you have already taken some of your entitlement, you will only be eligible for the remaining balance that year.



## Flexible / Emergency Leave

We know there are times when you may need to deal with a family emergency or make arrangements to care for relatives. Our approach to flexible leave lets you take leave over and above your holiday entitlement to help you manage your childcare and care responsibilities.

Up to 3 days paid Compassionate leave can be taken where you have an emergency where someone who is a member of your immediate family, or someone who lives with you as part of your family is seriously or critically ill, and you need to take action to deal with this.

Unpaid Emergency leave is provided to help you to deal with an immediate problem and put any necessary care arrangements in place, such as arranging for someone else to care for a child if your normal childminder is unexpectedly unavailable, where a dependant falls ill, or is injured, to deal with an unexpected incident involving your child during school hours.

## Flexible Working

At Santander we're committed to giving you flexibility to balance your role with your life outside of work and we recognise the benefits this brings for both you and Santander. Flexible working is about giving you more options about when and where you carry out your job; for example, your place of work, how many hours you work, or when you work.

You can apply for flexible working as soon as you start working for Santander and you can make 2 formal requests each year. If you make a formal flexible working application, we'll consider this fully and fairly, based on our business needs and we'll always try and agree requests where we can.

## Bereavement

At Santander we know that sadly the death of a family member or close friend will happen to many of us during our working lives, so we are committed to supporting you in practical ways which will help you to cope with your bereavement.

We provide up to 10 days paid bereavement leave in the event of the death of a dependant, close family member or a close friend.

Nothing can be more devastating than the loss of a child, an experience that is profound, difficult, and hugely painful. This is recognised in law as a special category of bereavement known as Jack's Law, in memory of Jack Herd whose mother Lucy campaigned for mandatory leave for grieving parents.

This means, if you're a parent or a primary carer, as well as all the normal support you would receive after a bereavement, we'll provide you with a minimum of two weeks' bereavement leave on full pay if you lose a child of any age or if your baby is stillborn after 24 weeks of pregnancy.

This applies if you're a parent, adopter, foster parent or guardian, and you can take the two weeks in one block of two weeks or two blocks of one week, or you can agree with your manager to take it more flexibly and at any time within 56 weeks following your bereavement.