



Parenthood

Executive sponsor	Chief People Officer	Review date	April 2026
Policy Owner	Shared Services Manager	Effective date	April 2025
Policy Lead	Director of People Services	Version	1.0

Introduction

Purpose

Everyone needs time away from work for various family reasons throughout a working year. This Parenthood Policy:

- Outlines how colleagues will be supported during different types of leave.
- Gives a set of standards for acceptable levels of time away from work.
- Lays out expectations regarding time away from work requirements.
- Advises which types of leave will be paid or unpaid.

Scope

This policy applies to colleagues employed by Greencore. It does not apply to workers, contractors, consultants, or any self-employed individuals working for the company.

Policy Statement

We understand that this is a life changing time for you and so we want to make the process as smooth as possible throughout your parenthood experience. This policy will explain the steps both you and the business will take to ensure everything is in place for you before, during and after your parenthood leave. This policy is intended to form part of the Group's overall family-friendly approach, and it attempts to strike a balance between business needs and the needs of the colleague to meet their care obligations.

Policy Requirements

This policy covers the following types of leave:

Maternity Leave | Paternity Leave | Adoption Leave | Shared Parental Leave

Types of leave

Maternity Leave

All pregnant colleagues are entitled to 52 weeks maternity leave (26 weeks "Ordinary Maternity Leave" and 26 weeks "Additional Maternity Leave") regardless of their length of service.

To qualify for Statutory Maternity Pay (SMP) the colleague must have completed 26 weeks continuous service with Greencore and must provide the MAT B1 form.

Statutory Maternity Payments are:

- The first 6 weeks: payable at 90% of your average weekly earnings.
- The following 33 weeks: payable at the rate set by the Government [as per 2024/2025, this is currently £184.03 per week] or at 90% of your average weekly earnings (whichever is lower).
- The final 13 weeks are unpaid.

Colleagues who are not entitled to SMP may be entitled to receive Maternity Allowance which is payable directly by the government upon completion and submission of a SMP1 form. This is based on a colleague's recent employment and earnings record and is a state benefit that may be payable for 39 weeks. Further details of your entitlement should be discussed with your local HR team.

Colleagues that have been employed with Greencore for one year or more will be entitled to Enhanced Maternity Pay (EMP) which is the first 26 weeks paid at full ordinary pay during their maternity leave. Weeks 27 – 39 will be paid at the SMP rate applicable at the time. Weeks 40 – 52 are unpaid.

If you receive EMP and decide to leave Greencore within 12 months of your return from maternity leave, you will be required to pay back all your Enhanced Maternity leave pay in full. You will not be required to pay back the SMP.

Statutory Neonatal Care Leave and Pay (SNCL&P)

There will be circumstances where a baby may require neonatal care. In some circumstances, this care may last for a prolonged period. SNCL&P can reduce some of the burden on new parents who might otherwise have to return to their workplace when their baby is still receiving neonatal care.

The statutory allowance is claimable in the first 28 days following the birth of your child after they have spent 7 consecutive days in neonatal care. The allowance can be paid for up to a maximum of 12 weeks. This pay and leave will give parents the option to:

- to take up to 12 weeks of paid leave
- to take Statutory Neonatal Care Pay (SNCP) in addition to other leave entitlements currently in place, for example, statutory maternity or paternity leave.
- to afford them the opportunity to find, and spend, more time with their baby in neonatal care at what is most probably a time of great stress.

SNCP is available to colleagues who meet the eligibility requirements, you will have:

- at least 26 weeks' continuous service by the end of the week immediately before the one in which neonatal care starts (the "relevant week").
- normal weekly earnings over an eight-week period ending within the end of the relevant week that are not less than the lower earnings limit for national insurance contribution purposes [as per 2024/2025 this is currently £123 a week].

Parenthood Payment

Upon the birth or placement of your child, Greencore will pay **£750** to colleagues who successfully complete the Parenthood Payment claim form and meet eligibility requirements (<https://managers.greencore.com/resources/parenthood-payment-form/>). To be eligible for the Parenthood Payment you must have completed 12 months service with Greencore at the expected date of childbirth. The claim form for this payment is available on the Line Manager Framework or from your line manager. The form must be submitted within 3 months of the child's birth. The payment will be subject to tax and National Insurance contributions.

The Parenthood Payment will be paid only once during your period of employment. If both parents are Greencore colleagues, then the payment will be made to either, not both parents as specified on the Parenthood Payment form. Colleagues can apply for this payment for children born on or after 1 April 2025 or children placed through adoption after 1 April 2025.

Wellbeing at Work During Pregnancy

Line Managers will be responsible for conducting/reviewing a risk assessment with the new or expectant parent at each trimester and upon their return to work.

Time Off for Appointments

Greencore will support you in taking up to three occasions of paid time off to accompany an expectant mother to an antenatal appointment if you have a "qualifying relationship" with the woman or the child. This means that either you are the baby's father, you are the expectant mother's spouse, civil partner



or cohabiting partner or you are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.

Further details of time off for appointments can be found in the Parenthood Leave Guide - <https://managers.greencore.com/app/uploads/2017/05/Parenthood-Leave-Guide.pdf>

Returning to Work

Upon agreeing on your maternity dates with your line manager and HR, you will receive a confirmation letter detailing your Expected Return Date. If there are no changes to these dates, you do not need to provide further notice and can return on the agreed date as scheduled. Should you wish to return earlier, please provide at least 8 weeks' written notice with your preferred return date.

Your manager will contact you shortly before your return to discuss any necessary arrangements.

Phased Return to Work

All returning Greencore colleagues who have taken maternity leave are entitled to a phased return to help you transition back into work. For the first 4 weeks of your return, you will be able to work 80% of your hours but you will be paid 100%. Your work schedule during these first 4 weeks needs to be agreed with your manager ahead of your return.

The opportunity to benefit from this phased return to work will be available for colleagues returning on or after 1 April 2025.

Keeping in Touch Days (KIT)

You have the option to attend work during your maternity leave for up to ten 'KIT' days. These days are optional for both parties and are a fantastic way of keeping connected and preparing for your return to work.

You will be paid at your normal basic rate of pay for time spent working on a Keeping in Touch Day and this will be inclusive of any maternity pay entitlement.

Working Flexibly

Following your maternity leave, you may decide that you would like to explore options of working more flexibly when you return to work. Please review our Flexible Working Policy to find out more details on how this works, and the steps you need to take to make a request. The policy can be found here: (<https://thegreencoreway.com/people-at-the-core/colleague-resources/colleague-policies/>)

Facilities Available for Mothers Returning to Work

Greencore is committed to supporting women returning to their roles at work as new mothers. Please talk with your manager ahead of your return to understand what facilities you need in place if you are still breastfeeding, pumping milk or anything else you need to make your return to work as comfortable as possible.

If You Are a Surrogate Mother

Where a child is born via a surrogacy arrangement, the surrogate mother (i.e. the woman who is carrying or has carried the child) is regarded as the child's mother. This means that surrogate mothers are entitled to take all the pay and leave stated in this policy regardless of whether they continue to have contact with the child following the birth.

Paternity Leave

Paternity Leave is for the purpose of caring for a child, or supporting the child's other parent, where either:

- you are the biological parent; or
- you are the mother's spouse, civil partner, or cohabiting partner.
- on the birth of a child to a surrogate mother where you or your partner are one of the child's biological parents.
- where an adoption agency places a child with you.
where a local authority places a child with you or your partner under a fostering for adoption arrangement.

To qualify for paternity leave, you must have been continuously employed by Greencore for at least 26 weeks ending with the 15th week before the week the baby is due to be born. To qualify in adoption cases, you must have been continuously employed by Greencore for at least 26 weeks before the week you or your partner were matched with a child.

Paternity Leave must be notified in advance, no later than the 15th week before the expected week of childbirth or no more than seven days after the adoption agency notify you of being matched with a child.

As a colleague of Greencore with 12 months service at the expected date of childbirth, you are entitled to take advantage of our Enhanced Paternity Pay and leave. This is payable for up to 3 weeks of your paternity leave and will be paid at your normal rate of pay. You can choose whether you take your leave weeks together or separately. You get the same amount of leave even if you have more than one child (for example, twins).

Statutory Paternity Pay, known as 'SPP,' is payable during paternity leave for colleague's with less than 12 months service. SPP is paid at a rate fixed by the government (£184.03 and subject to a minimum earnings threshold or 90% of your average weekly pay (whichever is lower). You will receive SPP if you have at least 26 weeks continuous service at the end of the 'Qualifying Week', which is the 15th week before the expected week of childbirth or the week in which you or your partner were notified of being matched with a child for adoption, and you are still employed by us during the Qualifying Week. Your average pay during the eight weeks ending with the Qualifying Week must meet the minimum amount prescribed by the government.

You can take either 1 or 2 weeks' leave. If you choose to take 2 weeks, you can take them together or separately. Your leave cannot start before the birth. It must end within 52 weeks of the birth (or due date if the baby is early).

Adoption Leave

Adoption Leave is available if you have been matched with a child, have agreed to the placement, and provided notice within seven days (or as soon as possible). Partners in joint adoptions may qualify for paternity leave, but this does not apply to private, kinship, or family adoptions.

Primary adopters can take up to 52 weeks of leave (26 weeks each of Ordinary Adoption Leave and Additional Adoption Leave). Adoption leave can start up to two weeks before the child is placed with you.

Time Off for Adoption Appointments

This leave allows the primary adopter up to five paid appointments and the secondary adopter two unpaid appointments before the child's placement, with each appointment lasting up to 6.5 hours (including travel).

Company Adoption Pay

CAP offers 26 weeks of full pay for those with 12 months of service at the adoption date. SAP is available to those with less than 12 months of service: 90% of average weekly earnings for the first six weeks and £184.03 (or 90% of earnings, whichever is lower) for up to 33 additional weeks.

Keeping in Touch days (KIT)

You are entitled to the same KIT entitlement as colleagues on maternity leave, please see above.

Returning to Work

You are expected to return on the advised date following 52 weeks of leave unless you provide eight weeks' notice of an early return. Phased return options are available under the parenthood policy.

Shared Parental Leave

Shared Parental Leave is available to parents and adoptive parents or a partner who shares the main responsibility for the care of the child. Shared Parental Leave allows a mother or primary adopter to commit to ending their maternity or adoption leave and pay at a future date, and to share the untaken balance of the leave and pay with their partner or alternatively to return to work early and opt into shared parental leave later.

Shared Parental Leave is a different type of leave to Parental Leave. Shared Parental Leave can be taken in up to three blocks, however; if the blocks are not continuous, we have the automatic right to refuse the request.

To be eligible for Shared Parental Leave a colleague must meet the following criteria:

You must be:

- the child's mother or primary adopter and share the main responsibility for the care with the child's father or with your partner.
- the child's father or secondary adopter and share the main responsibility for the care of the child with the child's mother/primary adopter.
- the mother's/primary adopter's partner and share the main responsibility for the care of the child with the mother/primary adopter.
- You must also have worked for us continuously for at least 26 weeks by the end of the fifteenth week before the due date (or date you are matched in terms of adoption)
- You must still be employed while you take your Shared Parental Leave
- the other parent must have worked (in an employed or self-employed capacity) in at least 26 of the 66 weeks before the arrival of the child and had average weekly earnings of at least £30 during 13 of those weeks; and
- You must give the correct notice including a declaration that your Partner meets the employment and income requirements for you to be entitled to Shared Parental Leave

If you do not meet the eligibility criteria, your request for leave will be rejected. During Shared Parental Leave all terms and conditions of the colleague's contract except pay will continue. If a colleague is eligible and they or their partner end Maternity or Adoption leave or pay early, then they can take the rest of the 52 weeks of leave as Shared Parental Leave or take the rest of the 39 weeks of pay as Shared Parental Leave Pay.

If you are the child's father or the mother's partner, you should consider using your paternity leave before taking SPL. Once you start SPL you will lose any untaken paternity leave entitlement. SPL entitlement is additional to your paternity leave entitlement.

The colleague, whether the mother/primary adopter or the partner must provide us with a non-binding notice of entitlement and intention. This must be in writing, signed by both parties, and provided at

least eight weeks before the start date of the first period of Shared Parental Leave and must contain the following:

- Mother's or Primary Adopter's name
- Partner's name
- Start and end date of any Maternity/ Adoption Leave and Pay taken or to be taken.
- Total amount of Shared Parental Leave available.
- If taking Shared Parental Pay ("ShPP") the total ShPP available
- How much ShPP will be allocated to you and how much to the other parent.
- Child's expected week of birth or the date of the adopted child's placement with the family
- How much Shared Parental Leave the mother and partner intend to take.

Once a notice of entitlement has been received, we will request a copy of the child's birth certificate or proof of adoption and the name and address of the other parent's employer. The colleague has 14 days in which to provide this information.

Colleagues are restricted to a combined total of up to three periods of leave notice or variations of notices per pregnancy/ adoption.

Once we receive an entitlement, intention or leave notice a meeting will be arranged with the colleague to discuss the application. If the application is for one continuous period and all qualifying criteria have been met it will be granted. If the request is for a discontinuing period of Shared Parental Leave, we retain the right to consent to the leave, propose an alternative pattern of leave, or reject the request.

For Shared Parental Leave to start the mother, or adopter, must do one of the following:

- End their maternity or adoption leave by returning to work.
- Give a "binding notice" (a decision which cannot be changed) of the date when they will end their maternity or adoption leave.
- End their maternity pay or maternity allowance.

A mother cannot return to work before the end of the compulsory two weeks of maternity leave following the birth (four weeks in the case of factory workers). Shared Parental Leave can start for the partner while the mother or adopter is still on maternity or adoption leave if she has given notice of intention to end the leave.

Leave must be taken in blocks of at least one week. If your period of leave notice gives a single continuous block of SPL, you will be entitled to take the leave set out in the notice. You can give up to three period of leave notices. This may enable you to take up to three separate blocks of SPL. In general, a period of leave notice should set out a single continuous block of leave.

You can vary or cancel your Shared Parental Leave dates in writing up the point that the leave notice is received. We reserve the right to maintain reasonable contact with colleagues during a period of Shared Parental Leave.

Shared Parental Leave in Touch days (SPLIT)

You are entitled to complete up to 20 days work during your shared parental leave without losing shared parental leave pay or bringing your shared parental leave to an end. These 20 days are referred to as Shared Parental Leave in Touch Days (SPLIT Days). These days are in addition to the 10 KIT days already available to those on maternity or adoption leave. For any SPLIT days worked you will receive your normal salary equivalent to the time worked on your SPLIT day.

Shared Parental Pay

You may be able to claim Statutory Shared Parental Pay (ShPP) of up to 39 weeks (less any weeks of SMP or MA claimed by you or your partner) if you have at least 26 weeks' continuous employment with

us at the end of the Qualifying Week and your average earnings are not less than the lower earnings limit set by the government each tax year. ShPP is paid by employers at a rate set by the government each year.

You should tell us in your period of leave notice(s) whether you intend to claim ShPP during your leave (and if applicable, for what period). If it is not in your period of leave notice you can tell us in writing, at least eight weeks before you want ShPP to start.

You will qualify for Company Shared Parental Pay if you have full 12 months service at the expected date of childbirth or adoption placement and have not received any company paternity pay, maternity pay, adoption pay, or shared parental pay from our employment during the 12-month period ending with the Qualifying Week.

Company Shared Parental Pay is paid at 90% of your ordinary pay for the first 12 weeks and ShPP for the remainder. Any period of company maternity or paternity pay for the same child will count towards your company Shared Parental Pay entitlement. Company Shared Parental Pay is only paid if you are receiving ShPP for the same period and includes the ShPP due.

Returning to work

The colleague has the right to resume working in the same job when returning to work from Shared Parental Leave. This is conditional on the period of leave being 26 weeks or less when added to any other period of Shared Parental Leave, Statutory Maternity or Additional Leave taken in relation to the same child. If the leave is more than 26 weeks the colleague has the right to return to the same job unless this is not reasonably practicable for us to allow. If this is the case, they may have the right to return to another job which is suitable and appropriate.

Parental Bereavement Leave

You and your partner may be eligible for Parental Bereavement Leave and Statutory Parental Bereavement Pay if your child dies before age 18 or if you have a stillbirth after 24 weeks of pregnancy. To qualify, you must be an employee and provide notice to your employer.

You can take up to two weeks of Parental Bereavement Leave for each child who has died or was stillborn, either consecutively or separately, within 56 weeks of the death or stillbirth.

If another statutory leave is in effect when the child dies or a stillbirth occurs, Parental Bereavement Leave must begin after that leave ends. This leave can also be taken between blocks of Shared Parental Leave.

Eligible employees may receive Statutory Parental Bereavement Pay of £184.03 per week or 90% of average weekly earnings, whichever is lower, subject to standard tax and National Insurance deductions.

Eligibility requirements include:

- Being the child's biological, adoptive, or surrogate parent, or the partner of the child's parent at the time of death or stillbirth.
- For adoptive parents, eligibility begins after the adoption order or once the child is placed with you if the placement remains undisturbed.
- For international adoptions without a final order, eligibility applies if the child resides with you in the UK, supported by official notification.
- Surrogate parents qualify once a parental order is issued or if they apply or intend to apply within six months of birth, with an expectation of approval.

Biological parents of an adopted child or a child under a parental order are not eligible for Parental Bereavement Leave or Pay unless a contact order is in place.



Colleague benefits

Details of the provisions for the following benefits during parenthood leave can be found in the Parenthood Leave guide:

Annual Leave entitlement | Pension Contributions | Company Car/Car Allowance/Private Medical Insurance

Policy Governance

Policy Review

We will monitor this policy annually to review its effectiveness and we will update it accordance with legislative changes.

Version	Date	Comments
V1.0	October 2024	Policy Created for Apr 25 launch

Supporting Information

Information Resource	Title	Owning Function
Guide	Parenthood Leave Guide	Human Resources