



Paternity leave policy

We realise how important family life is

Having a baby or adopting a child is an exciting time in your life and we want to support you as much as we can. Paternity leave can give you some valuable time off to help care for your new arrival at such an important time.

To be eligible for paternity leave, you must be one of the following:

- The biological parent of the baby
- A partner or spouse who is not the baby's biological parent
- A partner in a same sex couple, not taking maternity leave and pay
- One member of a couple jointly adopting a baby, not taking adoption leave and pay

*Please be aware any reference to partner includes same-sex and civil partners

Paternity leave

All eligible colleagues are entitled to take up to two weeks' paternity leave on full pay, regardless of how long you have worked with us. Your paternity leave must be taken as one week or a continuous period of two weeks, and within eight weeks of the birth of your baby or a placement for adoption. Please note in serious personal circumstances where you may require more time off, please talk to your line manager and HR contact.

You should apply for paternity leave as soon as possible (ideally 15 weeks before your baby is due or within seven days of the adoption confirmation). Please complete the form on the ITV Intranet and forward to your manager for approval.

If you would like to change the date your paternity leave is due to start then you should give us at least 28 days' advance notice in writing. However, we understand that babies don't always arrive when they're expected to, so managers will be flexible about start dates where possible.

All of your terms and conditions, including salary, will continue whilst you are on paternity leave and you will return to the same role at the end of your leave.

Remember you are also entitled to paid time off to attend two ante-natal appointments with your partner. These should be discussed with your line manager and arranged around your usual working hours where possible.

Returning to work after paternity leave is classed as a life event under the Relish scheme. Following the introduction of the government's new Tax-Free Childcare scheme, the Relish childcare voucher benefit is closed to new entrants. To find out about the different ways the government could help with your childcare costs visit www.childcarechoices.gov.uk and www.gov.uk/childcare-calculator.

Shared Parental leave

If your partner decides to return to work early from maternity or adoption leave you may be able to share any remaining leave with them as Shared Parental leave. It gives colleagues with caring responsibilities, the opportunity to share up to 50 weeks' leave within the first year following the birth or adoption, with their partner, so giving you more choice and flexibility over how you manage your childcare during this time. For further information, please see the Shared Parental Leave Policy or contact your divisional HR Services team.

If you have any questions about this policy, please contact your divisional HR Services team.

If you require any reasonable adjustments or have any accessibility needs to support you through this process, please talk to your line manager/HR contact.