



Shared parental leave policy

This is our policy on shared parental leave at ITV and applies to all colleagues. This is different to our parental leave policy which allows you to take up to 18 weeks' planned but unpaid leave, to look after children up to their 18th birthday.

This 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.

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

Who is entitled to shared parental leave?

To be entitled to shared parental leave;

- you must be the spouse, civil partner or partner of the person giving birth or primary adopter (each will be referred to in this policy as a parent).
- you must have (or share with another parent) the main responsibility for the care of the child.
- you must have at least 26 weeks' continuous service at the 15th week before the baby's due date (the Qualifying week, QW), or at the week in which an adoptive match is confirmed with the main adopter (Matching week, MW).
- you must still be in continuous employment until the week before any shared parental leave is taken.
- you or your partner must be entitled to statutory maternity leave, statutory maternity pay or maternity allowance, adoption leave or statutory adoption pay in respect of the child; and
- the parent/partner must have ended, or given notice to end, their maternity/adoption leave.

There are also some rules about notification and information requirements that you will need to follow; these are detailed further on in the policy and on the Application for Shared Parental leave form.

How long can I take off?

This depends on how long you/your partner have already taken as maternity/adoption leave. Here are a few general rules about how much leave can be taken and when:

- Up to 50 weeks' leave and 37 weeks' statutory maternity pay can be shared between the parents if a parent brings their maternity leave and pay to an end early (they must still take a minimum of two weeks' compulsory maternity leave after the birth of a child).
- Shared parental leave must be taken in blocks of at least one week, but does not have to be taken as a single period of leave. Parents can choose to be on leave at the same time (either on maternity/adoption leave and shared parental leave or both on shared parental leave).
- Shared parental leave and pay must be taken before the child's first birthday (or the first anniversary of an adopted child coming to live with a new family).
- Eligible colleagues are entitled to submit up to three 'period of leave' notices and are entitled to take shared parental leave on those dates if a continuous period of leave is requested.
- Shared parental leave is in addition to the statutory right to two weeks' paternity leave for partners. If you wish to take paternity leave you must do so before you take any shared parental leave.
- There is no increase in shared parental leave entitlement in the case of multiple births.

What will I be paid?

You will be entitled to statutory shared parental leave pay (ShPP) if you satisfy certain eligibility requirements. In addition, ITV may in certain circumstances enhance ShPP. The amount of ITV enhanced shared parental leave pay you receive will depend on the two factors set out below:

- Your length of service with ITV
- How much statutory maternity or adoption pay you or your partner have already received (this will be deducted from the overall entitlement)
- ITV enhanced shared parental leave pay is in addition to any ITV paternity pay you receive (if entitled)
- If you (or your partner if they also work for ITV) receive any ITV enhanced maternity/adoption pay at any time up to the expiry of the first 18 weeks of the child's life, then this will be deducted from, and reduce, your entitlement to ITV enhanced shared parental leave pay
- We will only pay ITV enhanced shared parental pay leave once per child. As such, if you and your partner both work for ITV and both intend to take shared parental leave in the first 18 weeks from the date of birth, and are otherwise eligible for ITV enhanced shared parental pay, the enhanced shared parental leave pay entitlement will be split between you in such proportions as you and your partner notify to ITV in advance.

Alternatively, you can inform us in advance that you would prefer one member of the couple to receive the enhanced shared parental leave pay, in which case the other partner will receive ShPP only (if entitled). However, in total, where both partners work for ITV the amount of ITV enhanced shared parental leave pay which is paid in aggregate to both colleagues will not exceed the entitlement for a single individual set out below.

| Length of service | Level of pay | Conditions |
|--|---|---|
| Less than 26 weeks' service at QW or MW | Unfortunately, you are not entitled to ShPP or ITV shared parental leave pay | N/A |
| Between 26 and 52 weeks' service at QW or MW | <ul style="list-style-type: none"> ● Up to four weeks at 90% of your average earnings in the eight week period leading up to QW/MW or full salary if higher* ● Up to 33 weeks at ShPP in accordance with the statutory rates in force from time to time, details of which can be obtained from HR Services | <p>Full pay takes into account mum having two weeks' compulsory maternity leave and then returning to work.</p> <p>*ITV enhanced shared parental leave pay will only be paid in the first 18 weeks after the birth of a child. If shared parental leave is taken after this time it will be paid at the ShPP rate only.</p> |
| More than 52 weeks' service at QW or MW | <ul style="list-style-type: none"> ● Up to four weeks at 90% of your average earnings in the eight week period leading up to QW/MW or full salary if higher* ● Up to 12 weeks at full pay* (inclusive of ShPP) ● Up to 21 weeks at ShPP in accordance with the statutory rates in force from time to time, details of which can be obtained from HR Services | <p>Full pay takes into account mum having two weeks' compulsory maternity leave and then returning to work.</p> <p>*ITV enhanced shared parental leave pay will only be paid in the first 18 weeks after the birth of a child. If shared parental leave is taken after this time it will be paid at the ShPP rate only.</p> |

Enhanced ITV parental pay will **only** be paid during periods in which you would also be entitled to ShPP.

How do I apply?

- We always encourage colleagues to discuss shared parental leave informally with their manager in the first instance before submitting a formal request. This gives both parties the opportunity to discuss all the options available, including statutory or contractual entitlement to other types of leave and pay and to ensure that plans for any discontinuous periods of leave can be considered as early as possible.
- Parents can choose to opt into shared parental leave at any time, so long as there is some untaken maternity/adoption leave remaining.
- If you would like to apply for shared parental leave, please contact your divisional HR Services team. They will forward you an Application for Shared Parental leave form, which you should complete in full and send to your line manager as soon as possible. This needs to be at least eight weeks in advance of your intended shared parental leave start date.
- If you are the parent/adopter and are applying for shared parental leave, you must also formally advise us of the date on which you would like your maternity/adoption leave to end. This decision can't usually be reversed, although there are certain circumstances when this may be possible. However, once you have actually started to take a period of shared parental leave, you will not be able to resume maternity/adoption leave at a later date.
- If you are receiving a maternity allowance or financial support for adoption leave, you must advise Job Centre Plus that you are bringing your maternity/adoption leave to an end. Your maternity or adoption allowance can't be reinstated at a later date.

Periods of shared parental leave

You are entitled to submit up to three different applications for shared parental leave via a Period of Leave Notice form (but all leave must still be taken within the first 52 weeks following birth/adoption). If a continuous period of leave is requested, you will be entitled to take that period of leave and this will be confirmed in writing.

If more than one period of leave is requested (i.e. it is discontinuous) then your manager will accommodate your request where possible, but this cannot be guaranteed. If we need to reject your request to take discontinuous leave, we will either try to agree alternative dates with you or you will be permitted to take the leave as continuous leave.

If you wish to vary the dates of your leave, we would appreciate as much notice as possible. We will always try and accommodate such requests, but there may be occasions where this isn't practical for the business i.e. when cover has already been arranged.

During shared parental leave

Your terms and conditions will continue whilst you are on shared parental leave and you will still receive all contractual benefits, except for your usual salary. Any bonus payment will be reduced on a pro-rata basis to reflect any periods of unpaid shared parental leave taken by you;

- Annual leave will accrue throughout your shared parental leave as if you were still at work. Please remember that you will need to agree how and when this will be taken with your manager (you may consider using some leave before you return to work). You are also entitled to receive an additional day's leave in lieu for any statutory bank holidays which fall when you are on maternity or adoption leave.
- If you are in the Pension or Sharesave scheme, your membership will continue. Please contact your divisional HR Services team to discuss how your contributions may be affected by your change in pay.
- If you participate in any Relish benefits, please refer to <http://www.itvrelish.com/> to see how your benefits may be affected by your change in pay.
- Remember you can still apply for internal job vacancies. If you are interested in other positions whilst you are on shared parental leave, please check the jobs page on the ITV Intranet and apply as usual. If you don't have internet access at home, then please contact the Resourcing team if you are interested in applying for other roles.
- In serious personal circumstances where you may require more time off, please talk to your line manager and HR contact.

Keeping in touch

Keeping in touch with your manager and your colleagues whilst you are on shared parental leave can help make your return to work easier. Your manager will be keen to hear how you are getting on and will want to keep you updated on important things at work. However, we do realise that you will have your hands full with a new addition to the family!

You will receive any standard ITV letters to your home address in the usual way but you should feel able to contact work at any time if you have any queries on anything. It might be useful to discuss what contact you will have with your manager before your shared parental leave starts, so you both know what to expect.

You can use keeping in touch days on shared parental leave to come into work for a variety of reasons i.e. to attend a training course, attend a meeting or just to help you settle back into work. You will be paid your usual daily rate of pay, on top of any shared parental pay you are already receiving and you may apply for up to 20 keeping in touch days in total.

You are under no obligation to use keeping in touch days but if you are interested in using some days, it is up to you and your manager to agree how and when they could be used.

Please let us know if any of your personal details change whilst on shared parental leave so we can keep in contact with you.

Returning to work

You will need to set out the date on which your shared parental leave will end in the notices you provide to us. This will then be confirmed in writing. If you would like to come back sooner that's fine, you just need to give us at least eight weeks' notice in writing, so we can make arrangements for your return. If you confirm a date and then change your mind, you should give us at least eight weeks' notice of the new date.

You have the right to return to the same job on the same terms and conditions, as if you had not been on shared parental leave. However, if your overall period of leave (when added to any other period of shared parental leave, maternity/adoption leave or paternity leave taken in relation to the same child), is for 26 weeks or more, and if there is a reason why it is not reasonably practicable for you to return to the same role, you will be offered a comparable job on terms and conditions which are no less favourable than your original role.

We understand your circumstances may change after shared parental leave and you may wish to consider flexible working. Please refer to the Flexible Working policy and if you decide to apply, please give your manager as much notice as possible so they have plenty of time to consider your request before you are due back to work. Consideration may also be given to a more temporary or short term phased return to work – please see the Flexible Working Policy for more information on an informal arrangement.

Returning to work after shared parental 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.

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.

Best of luck!