

# Parental Leave

## Policy



NatWest  
Group

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We regularly update this document. Make sure you have the latest version by downloading it from the intranet.

This policy and supporting information pack is not contractual and is subject to change at NatWest Group's discretion. It will be reviewed from time to time to make sure it continues to meet the Group's legal obligations and business needs.

## Who's this for?

Employees and managers in the **United Kingdom, Republic of Ireland and Offshore (Guernsey, Jersey, Isle of Man & Gibraltar)**. It doesn't apply to agency workers.

This policy applies to all employees regardless of sexual orientation, gender identity and gender expression.

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# 1. Employees

If you're considering applying for Parental Leave, it's your responsibility to read and follow the guidance in this Parental Leave Policy.

## 1.1. What are you entitled to?

### 1.1.1. GB, Channel Islands, Isle of Man, Gibraltar and Northern Ireland

- You can take up to 18 weeks' unpaid Parental Leave, until the child's 18th birthday.
- You can take separate Parental Leave for each child born, adopted or placed with you for adoption.
- Each year, you can take up to four weeks' Parental Leave for every child.
- There are some conditions applied to when leave starts:
  - a. If you already have a child that meets the criteria, the year will start when you have reached 12 months' continuous service, OR
  - b. If you don't have a child at the moment, but do have 12 months' continuous service, the year will start from the date the child is born or placed for adoption.
- Leave must be taken in one-week blocks.
- However, there is an exception. If a child receives a disability living allowance, parents can take Parental Leave one day at a time, or for longer periods.

### 1.1.2. Republic of Ireland

- There are two different types of leave for parents in the Republic of Ireland:
  1. Parental Leave which supports parents to take unpaid leave from work to spend time looking after their children and
  2. Parent's Leave which is specifically for parents during the child's first 2 years.
- Parents are able to take both as outlined below:

#### Parental Leave

- You can take up to 26 weeks unpaid Parental Leave until your child's 18th birthday. You can take separate Parental Leave for each eligible child born, adopted or placed with you for adoption.
- You can choose to take Parental Leave as a continuous block of 26 weeks. However, if you qualify for Parental Leave for more than one child, you can't take more than 26 weeks' Parental Leave in any 12-month period.
- Parental Leave must be taken in one week blocks.
- However, there is an exception. If a child receives a disability living allowance, parents can take Parental Leave one day at a time, or for longer periods.

#### Parent's Leave

- You can take 9 weeks leave during your child's first 2 years (or for children who are adopted, within 2 years of the placement of the child). This leave is unpaid however you're able to claim Parent's Benefit from the government.
- Parent's Leave must be taken in minimum 1 week blocks prior to your child's second birthday, or in the case of adoption within two years of the child being placed with the family. Requests for Parent's Leave should be submitted on Workday at least 6 weeks before the requested start date. Line Managers may ask to postpone Parent's Leave for up to 12 weeks if it can't be accommodated, for example because there are too many others in the team on leave or it is a peak time.

## **1.2. What length of service is required to qualify?**

### **1.2.1. GB, Channel Islands, Isle of Man, Gibraltar and Northern Ireland**

You'll need one year's continuous employment with the Group when you take the leave.

### **1.2.2. In Republic of Ireland**

You'll usually need at least one year's continuous employment with the Group when you take the leave. However, if you have more than three months' continuous service, and the child is approaching 18, you can take one week's leave for every full month of continuous employment with the Group.

## **1.3. Requesting Parental Leave**

- Make sure you're eligible before you fill out your request.
- Go to Workday and submit your request. This must be done at least 21 days before you'd like your leave to start.
- Where appropriate, upload proof of your entitlement to Parental Leave to Workday. This could be a birth certificate or a certificate of adoption.
- If we can't grant leave on your requested dates, talk to your line manager about alternative dates.
- Once leave is approved, log into Workday to end the Parental Leave – this can be done prior to the leave being taken. If you don't end the parental leave on Workday there will be assumption you remain absent and pay will continue to be unpaid until this step is completed.

## **1.4. Treatment of pay, pension and benefits**

- Salary stops during Parental Leave.
- Pension funding and any benefit funding will continue.
- You'll continue to receive all benefits you've have elected via NatWest Group Benefit Elections and charges for these options will continue to be taken from your Value Account. You'll need to ensure you have enough to cover these given salary stops during leave.

## **1.5. Treatment of holidays treated**

You will continue to accrue holiday entitlement when you're on a period of Parental Leave.

## **2. Line Managers**

To help you in managing a Parental Leave application, read and follow the guidance in this Parental Leave policy.

### **1.3. Managing requests for Parental Leave**

- Discuss the request with your employee to understand their need.
- Ask your employee to upload evidence of their parental responsibilities (such as a birth certificate or certificate of adoption) to workday.
- Consider other requests for time off work from your team and how this may impact the period requested.
- Consider whether your team are able to cover essential work for the period of absence and any impact on the customer.

### **If you're approving leave:**

- Review the request, complete the administration checks and approve the leave on Workday.
- Once leave is approved, if your employee hasn't already done so, log into Workday to end the Parental Leave – this can be done prior to the leave being taken. If you don't end the Parental Leave on Workday the colleague remains absent and pay will continue to be unpaid until this step is completed.

### **1.4. Postponing a request for Parental Leave**

- Sometimes you may have to postpone the request. Leave can only be postponed for up to six months.
- You could postpone leave for a number of reasons. For example:
  - The period is at a peak business time.
  - A number of the team have applied for leave at the same time.
  - Because of the job the employee does, taking leave at that time would have a negative effect on the business and ultimately the customer.
- You should discuss the reasons for postponing the leave with your employee and then confirm the postponement arrangements in Workday. This needs to happen within:
  - Seven days of the employee applying for leave (UK).
  - Two weeks after receiving the request from the employee or at least four weeks before the leave is due to commence (ROI).
- It's important that as the line manager, you set out objective, justifiable business reasons for postponement. You must consult and agree with the employee, the dates (beginning and end) when the employee will take the leave. The amount of leave must be equivalent to the period the employee originally applied for. You need to keep the documents which support the decision to postpone leave, in case the decision is challenged.
- If the postponement goes past the end of the employee's entitlement period, the employee can still take the leave.
- You can't postpone Parental Leave if it begins on the date the child is born, or the date a child is placed with them for adoption.

### **1.5. Employees with a flexible working arrangement**

- Flexible working employees are entitled to leave in proportion to the time they work.
- Someone, for example, who works two days a week, is eligible for a maximum of 18 of their two-day working weeks.
- We calculate a week by dividing the number of days worked in a year by 52.
- If an employee works four days a week for 40 weeks of school term time but not during 12 weeks of school holidays, they'd be entitled to  $18 \times 40$  (number of weeks worked) divided by 52. This gives 14 weeks of Parental Leave as we round the number up to the nearest whole week.

### **1.6. What happens if an employee needs more time off?**

The employee should discuss this with you. You may be able to help, perhaps by the employee working more flexibly and using annual leave.

### **1.7. What happens if an employee doesn't return to work on the agreed date?**

- We may consider this unauthorised absence unless it's has been agreed in advance or an employee can't return because of sickness.
- This would be investigated under the Group's Disciplinary Policy.

### **3. Further information and support**

Our [Wellbeing Hub](#) (Human Resources > Wellbeing) provides a range of useful information including details of our Employee Assistance Programme which offers advice, information, and support on a wide range of issues, including childcare and parenting. It's a free and confidential service available to you and your immediate family members.

There's also useful information on the Hub in the Family and carers zone, including support through our HomeLife Employee Led Network.