

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

Last update: 18 November 2019

Shared Parental Leave Support Pack

This pack gives employees and line managers a step by step guide to Shared Parental Leave. We're committed to supporting employees with balancing family care and work. Shared Parental Leave supports this commitment.

This Support Pack can be accessed at home by going to RBSPeople.com.

This support pack is not contractual and is subject to change at RBS discretion. This support pack will be reviewed from time to time to make sure it continues to meet RBS legal obligations and its business needs.

Who's this for?

Managers and employees in Great Britain and Northern Ireland (excluding agency workers).

What do we expect?

This pack tells you exactly what we expect you to do – you need to follow it to make sure you're in line with our policy.

That means you should read it in conjunction with our Shared Parental Leave Policy. The policy outlines our principles to make sure we're consistent in our decisions, as well as making sure we meet our legal and regulatory obligations.

If you're dealing with a complicated case or if you need more help, you can contact HR ([HR>Contact HR](#)) or call 0808 100 4242.

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Part 1. Who to contact and when

When to speak to HR People Services

If you can't find the answer to your question in this pack, use the 'Contact HR' option on the HR Intranet pages.

If you're dealing with a complex maternity query, call us on 0808 100 4242.

Who to speak to if you need support

You can speak to one of the consultants through our confidential Employee Assistance Programme. They can help you with situations that you're finding difficult or give you advice on dealing with sensitive issues.

Call them on 0808 234 5303 in the UK, 1800 938 707 in Ireland or 00 44 203 936 1239 if you're in Gibraltar.

You can also go online. You'll need these details:

- Employee Assistance Programme
- External access: www.guidanceresources.com
- Web ID: RBS
- Change the flag icon to choose your location

You can also download the app which will provide 24/7 access to support and information. Search for "GuidanceResources" in your app store to install the mobile app.

- Web ID: RBS

Part 2. Key actions checklist

Before taking leave, it's important that employees and their line manager take the time to read through this support pack. This checklist provides a summary of key actions to take at each stage.

When	Action	Forms/documentation required	Employee/Manager
Before applying for SPL	Check the eligibility criteria to confirm if SPL is available	SPL policy and this support pack.	Employee
At least 8 weeks before taking SPL	Employees must go to Workday and submit their absence request with at least 8 weeks' notice in writing of their eligibility and intention to take SPL.	SPL Declaration Form.	Employee and their partner
At least 8 weeks before a period of SPL	Employees must give at least 8 weeks notice on Workday of specific dates of SPL.	SPL Declaration Form.	Employee and their partner
4 weeks before SPL	Employees should discuss with their line manager what support they may need before, during and after SPL.	Refer to the Keeping in Touch and Support for working parents sections.	Both
	If appropriate (depending on length of SPL) hold a performance review.	Refer to the Performance section of the HR pages for information.	Both
	Complete the relevant administrative actions e.g. suspending systems access.	Complete the Administration Checklist (Related Actions).	Line manager
	Agree contact during SPL. Nominate a buddy/sponsor who will keep the employee up to date with general news about the branch or department.	Refer to the Keeping in Touch section of this support pack	Employee
Before SPL	If applicable please ensure Paternity Leave is submitted and processed on Workday	Paternity submission on Workday	Line manager
During SPL	Make sure the employee is kept up to date on any key changes affecting the branch/department.		Line manager
	Employees on SPL can work up to 20 Shared Parental Leave In Touch days.	Refer to the SPLIT day's section.	Both
At least 8 weeks before	Employees who want to request flexible working should discuss it	Refer to the Flexible Working pages for further	Both

return to work	with their line manager. There are two options for making a request – Informal or formal. The formal route may take longer and employees should apply in good time - preferably 8 weeks before their return.	information and guidance for both employees and managers. To make a formal request, employees need to complete the Flexible Working Application Form.	
1 month before return to work	A meeting should be held to discuss arrangements for returning to work. This is also an opportunity to discuss any flexible working request or phase back.		Both
	Complete the relevant administrative action. (e.g. NIACS pass, reinstating systems)	Complete the Administration Return to Work Checklist	Line manager
Return to work	Make sure arrangements are made for the employee's first day back – parking, NIACS pass, computer log on/password reset.		Line manager
	Organise updates and any training needed and a 'hand back' of any work.		Line manager

Part 3. Shared parental leave explained

What is Shared Parental Leave?

Shared Parental Leave is a legal entitlement for eligible parents of babies due, or children placed for adoption, on or after 5 April 2015.

Shared Parental Leave provides additional flexibility in the way parents can choose to share the care of their child during the first year following birth or adoption.

Maternity Leave and Adoption Leave continue to be available for up to 52 weeks and Shared Parental Leave can be used alongside, or instead of, Maternity or Adoption leave.

Ordinary Paternity Leave of two weeks will also continue to be available.

Shared Parental Leave is not the same as unpaid Parental Leave. For information, please refer to the Parental Leave policy.

Shared Parental Leave (SPL) will be created where an eligible mother or adopter brings their maternity or adoption leave to an end early (i.e. before they've used the full 52 week entitlement). This is referred to as 'curtailing' maternity or adoption leave.

The untaken weeks of maternity or adoption leave can then be taken as SPL if the mother/adopter or their partner is eligible for this – up to a maximum of 50 weeks.

The SPL policy and the guidance in this support pack sets out what managers and employees need to know about SPL.

If you still have a query, you can contact the Maternity Team in HR People Services on 0808 100 4242.

Considering Shared Parental Leave

SPL provides an additional leave option for new parents and you may want to consider which family leave options would suit your family best. Some areas to consider might include:

- Whether you qualify for SPL and how you'd like to share the care of your child
- Is the parent taking Maternity/Adoption Leave prepared to reduce this
- How SPL is requested and can be used
- Availability of other family friendly policies for example, paternity leave, parental leave and flexible working

Who is eligible for Shared Parental Leave?

SPL can be taken by:

- The parent taking maternity/adoption leave
- Their spouse, civil partner or partner
- The father of the child

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

In addition, to be eligible to take SPL an employee must meet all of the criteria below:

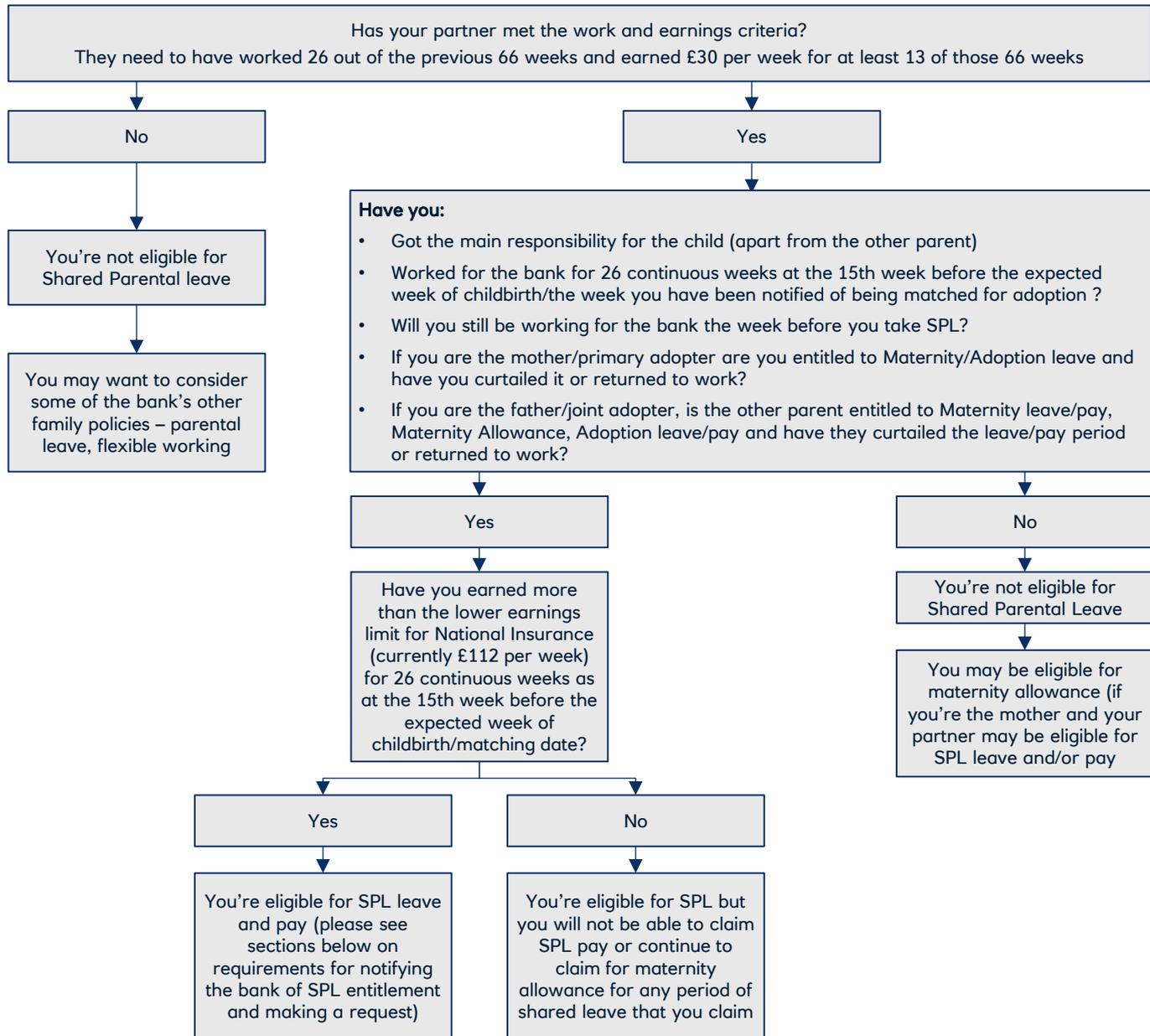
- The mother/adopter of the child must be (or must have been) entitled to maternity/adoption leave or must be (or must have been) entitled to statutory maternity/adoption pay or maternity allowance for the child
- They must also have ended or given notice to end their maternity/adoption leave
- The employee must have a minimum of 26 weeks service with the Group at the end of the 15th week before the child's expected due date/the week in which the employee/employee's partner is notified of having been matched with a child for adoption
- The employee must be working for the Group the week before the start of the period of SPL
- The employee's partner/the father must meet an 'employment and earnings test'. This requirement is that in the 66 weeks leading up to the child's expected due date/matching date they have worked for at least 26 weeks and

earned an average of £30 a week in any of 13 of those weeks

- The employee must give the Group at least 8 weeks notice of eligibility and intention to take leave, and 8 weeks notice of the actual leave dates
- It's an employee's responsibility to confirm if they are eligible for SPL. They and their partner need to complete a signed declaration to confirm they're entitled. Please see section below on notification.

The diagram below outlines the eligibility for SPL

Eligibility for Shared Parental Leave



How much Shared Parental Leave can be taken?

Eligible employees may be entitled to take up to 50 weeks SPL during their child's first year in the family.

The number of weeks SPL available is calculated using the mother/adopter's entitlement to maternity/adoption leave of 52 weeks. If they reduce their maternity/adoption leave entitlement by ending it early then they and/or their partner can take any remaining weeks as SPL (2 weeks maternity leave is compulsory hence only a maximum of 50 weeks can be taken as SPL).

Ending Maternity/Adoption Leave

As outlined above, before SPL can be taken, the parent taking maternity/adoption leave must have:

- Taken the compulsory two week period of maternity or adoption leave, and
- Returned to work, or
- Given notice that they are curtailing their maternity/adoption leave and confirmed when their maternity/adoption leave will end. Notice is binding so once given it can only be withdrawn in very limited circumstances

The remaining unused leave transfers to SPL and both parents can use it. Parents can use it to take time off at the same time or can take separate periods of leave.

The earliest SPL can start is:

- For the mother, SPL can be taken after the two weeks of compulsory maternity leave which needs to be taken immediately following the birth
- For the parent taking adoption leave, SPL can be taken after at least two weeks of adoption leave
- The father/partner/spouse can take SPL immediately after the birth/placement of the child if the parent taking maternity/adoption leave has given binding notice to end this (the mother or parent taking adoption leave may still be on compulsory maternity/adoption leave). They may want to take paternity leave first as it can't be taken after SPL

The latest SPL can end is:

- SPL must end no later than one year after the birth/placement of the child
- Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost

Notifying the Group of SPL Entitlement

- Employees who want to take SPL need to notify the Group of their entitlement. This is done by completing the Declaration Form (under Tools to help you on the SPL Intranet page) alongside their Workday request
- Employees need to complete the form and Workday at least eight weeks before they want to take SPL
- Notice can be given more than 8 weeks before the employee wants to take SPL and if the employee knows when they may want to take SPL, it's helpful for the employee and their manager to discuss this as early as possible to allow plans to be made to cover their leave.

Completing the form

To complete the SPL Declaration Form the employee will be asked for the following information:

- Names of both parents
- Start and end dates of any maternity/adoption leave or pay or maternity allowance
- The date the child is expected to be born, the actual date of birth (when known) or the date on which the employee was notified of having been matched with the child and the date of placement for adoption
- The total amount of SPL available
- How many weeks SPL the employee and their partner/the father each intend to take
- If known, an indication of when they intend to take SPL. These can be indicative dates (to be confirmed at a later date) but can help with planning resource to cover the period of leave
- If the employee is ready to confirm their SPL dates, they can complete the SPL request section of the form at the same time as the declaration
- How much SPL pay each parent intends to take (See page nine for information on pay during SPL)

As part of the SPL declaration form, the employee signs a declaration confirming that:

- They meet, or will meet, the eligibility conditions and are entitled to take SPL
- That the information they have given is accurate
- That they are the mother/adopter or that they are the father of the child or the spouse, civil partner or partner of

- the mother/adopter
- That they will inform the Group immediately if they cease to be eligible

The employee's partner also signs the declaration confirming:

- Their name, address and National Insurance number
- They are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter
- They satisfy the 'employment and earnings test' above and at the time of the child's birth/placement they had the main responsibility for the child along with the employee
- That they agreed to the amount of SPL and pay the employee intends to take
- They agree to the Group processing their information and that they agree to the Group contacting their employer to confirm information if needed
- Employees need to provide the Group with a copy of the Declaration Form or within 28 days of the birth.

Requesting a period of SPL

In addition to notifying the Group of their entitlement to take SPL (see section above), the employee needs to give at least eight weeks notice of taking a specific period of SPL by submitting an absence request on Workday. In many cases, this will be submitted at the same time as the declaration above. In other cases, an employee may notify the Group of their entitlement to take SPL and give indicative dates which they formally confirm at a later date.

An employee can submit three notices to request a period of SPL. Any change to a period of SPL already booked counts as one of the three notices.

The SPL request section of the Declaration form:

- Must be submitted at least 8 weeks before the period of SPL starts
- Should be submitted on the SPL Declaration Form. The employee will need to confirm the amount of SPL available and the dates they are requesting
- Employees should ensure the dates requested match that of their request on Workday before submitting the form to HR People Services
- The Declaration section of the form must have been completed or be completed at the same time as the request form

If the child hasn't yet been born, a request form can be submitted for SPL for a period of time following birth. For example an employee could book two weeks' leave to begin 'two weeks after the child's birth'.

SPL can:

- Start on any day of the week
- Only be taken in complete weeks
- Be taken using up to three separate notices to book leave
- Be taken by the partner, while the mother is still on maternity/adoption leave if the mother curtails their maternity/adoption leave

What are continuous and discontinuous leave?

A continuous block of SPL means taking an unbroken period of leave. For example, a request for a period of six weeks leave. A request for a continuous period of SPL will be accepted (providing the employee has completed the appropriate forms and notice).

Discontinuous leave means a request for SPL over a period of time with breaks between the leave where they return to work. For example, a request for four weeks SPL, followed by four weeks back at work, followed by a further four weeks SPL.

Please note: The Group won't agree requests for discontinuous leave.

Can a booked period of SPL be changed?

Employees can change dates or cancel an already requested period of SPL with eight weeks notice, but they must contact HR on 0808 100 4242 to do this. Any new SPL start date can't be sooner than eight weeks from the date of the request to change dates.

A change of date or cancellation of SPL counts as one of the employee's three notices to request SPL (unless it's a change because the baby is born early).

Example:

James and his partner Emily have heard about the introduction of Shared Parental Leave. They want to understand more about what it means to them; find out if they're eligible to take advantage of it and be clear about how best they can use it.

James works for RBS and Emily works for another employer. James is keen to play a full and active role as a first time Dad. Having discussed it with Emily, they've agreed that it's important for him to be around at the early stages to support their new born child and Emily. They recently moved house and don't have a particularly close network of support that they can rely on to help them out.

What questions should James and Emily be asking?

- Are we eligible – do we earn enough, have we got sufficient length of service?
- How much notice do we need to give to our employers that we intend to take SPL?
- What documentation do we need to complete and submit?
- When would maternity leave and paternity leave finish and SPL start?

Emily goes on maternity leave 4 weeks before their baby is born. She decides to take 16 weeks maternity leave and gives notice to her employer that she is curtailing her maternity leave. The remaining 36 weeks (calculated as 52 weeks minus 16 weeks maternity leave) can be transferred into SPL to be shared between both Emily and James.

As Emily has given binding notice of the end date of her maternity leave and can confirm that 36 weeks leave is available as SPL, James can start SPL as soon as the baby is born (as long as they've given at least 8 weeks notice).

James and Emily can therefore both be on leave for the first few months after their baby is born.

- Conversations....as James's line manager what should you be discussing with him?
- Make sure James has read about how SPL pay works. He and Emily will need to confirm how they want to share the remaining 23 weeks ShPP (calculated as 39 weeks less 16 weeks maternity)
- Explain to James that if he needs to change the SPL dates or cancel an already requested period of SPL he must give eight weeks notice when contacting HR and updating his Workday request
- Talk to James about what support he'll receive when he comes back to work, including phase back, flexible working options and childcare providers

What sources of information can be shared with James?

- Our Employee Assistance Programme - provides free information, advice or counselling on a range of topics from health to family, money and work. There is practical advice available for fathers/partners on issues including preparing for a new baby, becoming a Dad, the first days and weeks and childcare
- Maternity Leave, Paternity Leave, Parental Leave and Flexible Working policies
- Families and Carers Network – Internal RBS led support group

Part 4. Pay during shared parental leave

The guidance uses the following key terms and abbreviations:

<p>Expected Week of Childbirth (EWC): the date that your baby is due.</p> <p>Matching Date: the date you receive confirmation you've been matched for adoption.</p> <p>Qualifying Week (QW): the 15th week before your Expected Week of Childbirth (EWC) or the week of the Matching Date.</p>	<p>Statutory Shared Parental Pay (ShPP): Weekly Shared Parental Leave payment set down by the Government which is reviewed on an annual basis. This is subject to length of service and earnings criteria as laid down by HMRC.</p> <p>Occupational Shared Parental Pay (OShPP): Shared Parental Leave pay enhanced by the Group for employees of the Group who are eligible. Any enhanced bank payments are always inclusive of ShPP</p>
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Here's the pay that may be available to employees:

Statutory Shared Parental Pay (ShPP)		
Length of service	Other eligibility criteria	Amount
<p>Employees must have at least 26 weeks continuous service at the qualifying week</p>	<p>The employee needs to have earned over the Lower Earnings Limit for National Insurance (NI) in the eight weeks leading up to and including the Qualifying Week. Please visit HMRC online for current rates</p> <p>The employee must still be employed by the Group one week before the start of SPL</p> <p>The employee's partner needs to meet the 'employment and earnings test'</p>	<ul style="list-style-type: none"> Eligible employees taking maternity/adoption leave are entitled to statutory maternity/adoption pay/Maternity Allowance for up to 39 weeks Where they give notice to end their maternity/adoption leave before they've received pay for 39 weeks, any remaining weeks may be available as Statutory Shared Parental Pay (ShPP) The number of weeks ShPP available is therefore calculated as 39 weeks minus the number of weeks statutory maternity/adoption pay/Maternity Allowance which will be paid For example, where a parent takes 20 weeks maternity leave then transfers the remaining balance of leave and pay to SPL, 19 weeks ShPP will be available If both parents qualify for ShPP they must decide who will receive it or how it will be divided between them The ShPP amount is set by the government and is £148.68 per week for 2019/2020 or 90% of average earnings if this is lower. ShPP is calculated and paid in calendar days. The most up to date figures for ShPP can be found at the HMRC website Pension and Benefit Funding will continue throughout SPL (where applicable)
Occupational Shared Parental Pay (OShPP)		
Length of service	Other eligibility criteria	Amount
<p>Employees must have at least 26 weeks continuous service at the qualifying week</p>	<ul style="list-style-type: none"> The employee needs to have earned over the Lower Earnings Limit for National Insurance (NI) in the eight weeks leading up to 	<ul style="list-style-type: none"> Subject to eligibility criteria and where the parent taking Maternity/Adoption Leave transfers a remaining balance of leave and pay, the bank employee can take up to 22 weeks enhanced occupational pay as OShPP if taken

	<p>and including the Qualifying Week. Please visit HMRC online for current rates</p> <ul style="list-style-type: none"> The employee must still be employed by the Group one week before the start of SPL The employee's partner needs to meet the 'employment and earnings test OShPP is only offered to eligible Group employees OShPP is only available during the first 22 weeks of SPL where SPL is taken immediately following the two week compulsory Maternity/Adoption Leave period 	<p>in the 24 weeks following the Birth/Adoption</p> <ul style="list-style-type: none"> During OShPP, the Group will top up ShPP to 100% of the salary* element of the employee's Value Account OShPP is calculated and paid in calendar days It's a maximum of up to 22 weeks OShPP shared between the parents Any OShPP available will be reduced by the number of weeks enhanced pay received by the other parent from their employer Pension Funding and Benefit Funding where applicable will continue while OShPP is paid <p>*Please note that if an employee is on an RBS health benefit scheme the top up is to 100% of the health benefit they are paid rather than the employee's normal salary element</p>
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For example

A parent takes 4 weeks maternity leave (which includes 2 weeks compulsory leave) and then transfers the remaining balance of leave and pay to SPL. If the parent taking SPL is an employee of the Group and meets all the eligibility criteria, they could receive up to 20 weeks OShPP (which includes ShPP). Following this they will receive 15 weeks ShPP.

Note, this number of weeks would be reduced if the other parent was also taking SPL and receiving OShPP and/or ShPP so the maximum number of weeks they're entitled to is shared between the parents.

Other questions that you may have relating to SPL pay

How are payments for SPL paid?

- ShPP and OShPP are to be taken in complete weeks and are calculated and paid in calendar days. They are paid on the normal salary date and can start on any day of the week
- ShPP and OShPP can only be taken in complete weeks. Payments can differ on a month on month basis depending on the number of calendar days in the month

What happens if I receive a pay rise before my SPL Leave?

- Any pay rise will be taken into account and reflected in your SPL pay. Any pay rise triggers a re-calculation of ShPP where applicable

What happens if I receive a pay rise during SPL?

- Any pay rise will be taken into account and reflected in your SPL pay
- If you are eligible for OShPP this will be based on your most up to date salary

Example:

- An employee starts SPL on the 23rd May. Their SPL pay will be paid from the 23rd to 31st May, this would be 9 days Shared Parental Pay
- Note: Employees should remember that when they are paid on the 18th that their salary covers two weeks in arrears and two weeks in advance e.g. pay received on 18th January is for 1st – 31st January
- Therefore if they start SPL on 23rd May, their May salary (paid on 18th May) would include SPL pay from 23rd May onwards

Part 5. During shared parental leave

Buddy/Sponsor role

To make sure employees on leave are kept up to date with news about their branch, business unit or division, their line manager or a colleague should be their Buddy/Sponsor during their leave. The Buddy/Sponsor will keep in touch with the employee and share news and updates as agreed. There's a Buddy/Sponsor Support Pack with more information on the SPL intranet pages.

Keeping in Touch

- The Buddy/Sponsor will make sure that the employee is kept up to date about any major developments in the branch or department, and the team. The contact and updates the employee would like to receive should be agreed before their leave starts.
- If you're going on SPL, remember that your colleagues will be eager to hear your news. Keeping in touch with other members of the team also helps you to adjust back into working life at the end of the leave. Your line manager will also be keen to hear how you are getting on and about your plans for returning to work.
- Line managers will keep employees on leave informed of any re-organisation or changes in structure to the area. If there are changes while an employee is away, they'll be sent all the communications and will be treated as if they're still working.

Shared Parental Leave in Touch Days (SPLIT days)

- Whilst on SPL, employees can do up to 20 days paid work. These days of paid work are called Shared Parental Leave in Touch Days (SPLIT days). There are up to 20 SPLIT days available to each parent taking SPL and these are in addition to any Keeping in Touch days (KIT days) taken during Maternity or Adoption Leave.
- SPLIT days are optional. The employee and line manager should agree for a SPLIT day to happen and agree on what work is to be done. Employees can turn down the opportunity to work SPLIT days without suffering any detriment.
- SPLIT days can be used for any activity which would ordinarily be classed as work for example attending a conference or attending training. When planning a SPLIT day, please remember that employees on SPL won't be able to log into their PC as their account will have been suspended whilst they're on leave.
- SPLIT days are different to the reasonable contact that employers and employees may have generally during leave for example the employee meeting their line manager to discuss their return to work. SPLIT days are days on which work is undertaken.
- Any work done on any day whilst the employee is on SPL will count as a whole SPLIT day. In other words, if the employee comes in for a one hour training session and does no other work that day, it will still have used one of the SPLIT days.

Payment for SPLIT days

The pay that an employee receives for a SPLIT day depends on whether they are receiving any OShPP pay or ShPP.

If the employee is receiving	Pay for SPLIT day
OShPP (full pay equivalent)	No additional payment will be made for the SPLIT day
ShPP	Normal hourly rate in addition to statutory pay
No SPL payments	Normal hourly rate

- Payment for hours worked on any agreed SPLIT days will be paid on the 18th of the month and be subject to normal payroll cut off dates. This means the employee may not be paid for hours worked on a SPLIT day in the month that they were worked.
- The line manager should administer the payment though self service or by using their normal payroll procedures.

SPLIT days do not impact on statutory payments.

Part 6. Benefits during shared parental leave

Pension and Benefit Funding

Your Pension Funding and any Benefit Funding you get in Value Account will be paid to you whilst you're paid OShPP. Once OShPP is no longer paid your Pension and Benefit Funding will stop too.

RBSelect during Shared Parental Leave

- All RBSelect benefits, with the exception of Shopping Vouchers and credits to the RBSelect card will continue during SPL or 12 months, whichever is the shortest
- Shopping vouchers and the RBSelect Card will stop before your leave starts unless you receive OShPP in which case they'll continue for the period OShPP is paid
- Sometimes it may not be possible for the Group to stop Shopping Vouchers immediately before SPL starts or after OShPP stops. Where this happens and there isn't enough pay available to meet the monthly charge, the Group reserves the right to recover any shortfall
- During SPL, you can reduce or cancel many of your elections via RBSelect Anytime
- In the case of Childcare Vouchers, you can reduce or cancel your monthly election via RBSelect Anytime for the period of leave and then increase or re-elect the required amount when you return.

RBSelect charges

If you're receiving OShPP:

- We'll continue to pay your Pension Funding any Benefit Funding you get in addition to your OShPP
- The charge for your RBSelect benefits will be made against your pay
- If you don't receive enough pay to cover the cost of your RBSelect charges the Group will pay the shortfall

If you're receiving ShPP or no pay:

- If you don't receive other elements of pay but receive ShPP, the Group will fund your RBSelect benefits charges
- We'll not pass any charges against your statutory payments

If you're not eligible for OMP:

- The Group will fund the charge for your RBSelect benefits

You'll need to pay any tax due on RBSelect benefits you get while you're on SPL, even though you may not be charged for them. The Group will inform you and HMRC of any unpaid tax in June of each year through the P11d form.

RBSelect - Annual Election Window

If you're about to go or are on SPL during the RBSelect Annual Election Window (AEW) you'll not be able to make new or increased elections. But, you'll be able to change some of your elections when you return and you'll be able to participate in the next AEW as usual.

RBSelect - Returning to work

HR People Services will send you a return to work letter prompting you to review, and if necessary change, some of your elections within specified timescales. You'll receive an online confirmation statement confirming any changes you've made.

Private Medical Cover

If you want to add your baby to your cover, this should be done within 30 days after the birth or you'll need to wait until the next Annual Election Window. You can do this by contacting HR People Services on 0808 100 4242. Your Private Medical Cover will continue whilst you're on SPL.

Defined Benefit Pension Plan & Retirement Savings Plan

If you're in the DB Pension Plan or making contributions to the Retirement savings plan, your membership will be unaffected during SPL and, unless you elect otherwise your contributions will continue.

Job Need Cars

You can keep your car and continue to pay the benefit in kind tax liability but if you want to return it you should contact Hitachi Capital Vehicle Solutions on 0845 266 0995 to arrange collection.

Season tickets

- You can continue to use your season ticket
- If you want to return your ticket you'll need to repay any season ticket loan when you go on leave
- You may be eligible for a refund and you should check this at your local station.

Holidays

- You'll continue to build up contractual and Bank holiday entitlement for the current holiday year (and the previous holiday year if your leave started in the previous holiday year)
- You can take all or part of your holiday entitlement before your leave starts or take them immediately following the end of SPL
- Alternatively, you may want to end your leave early and take all or part of your holiday entitlement before returning to work. You should discuss and agree holiday arrangements with your line manager before SPL starts
- Any holiday not taken before SPL starts will carry forward to the next leave year if appropriate. There's no limit on the days you can carry forward but once SPL is completed, if any leave (including carried forward leave) is not taken, only 5 days may then be carried forward.

Staff Group Assurance

- Cover will continue and the charge for your Staff Group Assurance will be made against any elements of pay you receive.
- If you don't receive enough pay elements to cover the cost the Group will pay the shortfall.

Bonus

- Where appropriate, performance for the year should be reviewed before you go on leave
- As long as you've not resigned before the date of the grant, you'll be told of any bonus due as soon as its known
- If you're eligible for a discretionary performance bonus (subject to the qualifying criteria) you'll receive a pro-rated bonus to reflect the period worked during the relevant performance year. Your line manager will explain how the performance rating and the pro-rating of any bonus payment will operate.
- Where eligible, the bonus will be paid regardless of whether you're receiving SPL payments at that time
- Any bonus will be paid on the defined payment date.

Sharesave

Existing plans

Subject to the rules of the plan, during leave you can:

- Continue to make monthly contributions to any existing Sharesave contracts by payroll deduction; or
- If you're not receiving no pay, you'll need to contact Computershare to continue to make monthly contributions to any existing Sharesave contracts by an alternative method – you should contact Computershare on 0870 702 0109 if you want to set this up
- Take up any new Sharesave offers (subject to terms applying)
- Choose to take a twelve month payment holiday by contacting Computershare on the number above. If you choose to do this, you'll need to inform HR People Services via an online "Sharesave Payment Suspension" from which is available at HR > Pensions and benefits > Shares > Share save.

Note: Suspending contributions will delay when the savings plan finishes, as you'll need to catch up on the missed payments. If you miss more than twelve payments, your right to buy shares will lapse.

If you want to reinstate payment through your salary, you should contact Computershare one month before you want the payments through payroll to re-start. Computershare will then pass this information onto HR People Services.

New plans

- All Sharesave grants are subject to approval by the Board and there is no guarantee that Sharesave will operate in any given year
- Once details of a Sharesave grant are announced, your sponsor or line manager should send a copy of any related correspondence and an application pack to you at your home address.

Buy As You Earn (BAYE)

- Your monthly contributions will continue and you can contribute up to £125 per month or 10% of taxable pay whichever is lower
- If your contribution falls to below the £5 minimum contribution amount, your contributions will stop. You can however change the contribution amount to £0 without the plan closing
- Subject to the RBS Staff Dealing Rules, you're free to stop payments. Provided you remain employed with RBS you can leave your shares in the plan. You may restart monthly contributions at a later date subject to the Staff Dealing Rules
- To amend or stop payments, you'll need to contact Computershare on 0870 702 0109. Changes can also be made via Your Shares Online.

What happens to benefits if the employee chooses not to return?

You'll be treated as a leaver from the Group. Most benefits will stop from the day you leave or the end of the month in which you leave. Full details can be found in the Leavers Benefit Guide.

Part 7. Returning to work after shared parental leave

How much notice does the employee need to give to return to work?

Employees need to provide 8 weeks notice of their intention to return to work if it's earlier than their previously advised date of return.

Return to work meeting

A return to work meeting for the employee and line manager should be held one month before the employee is due to return to work. Some key things to consider at the meeting are:

- Any arrangements to make the return to work as smooth as possible
- Any training, support or development requirements to support the return to work
- If the employee is making a flexible working request, discuss hours and pattern and how this would fit with the business
- Phase back arrangements

What happens when the employee returns to work?

- On the employee's first day back in the office, their line manager will bring them up to date on anything that affects them. Depending on the discussions on the lead up to the employee's return, the line manager may have put a training programme in place.
- This training will be informal and will vary from job to job. It will also depend on the length of time the employee has been on leave. It may include meetings with other team members, getting to know new products and talking about the branch or department's progress against targets and budget.

Phase back

Following a long period of leave it can be hard coming back to work, this can be helped by phasing back. The employee is entitled to 12 weeks phase back, working agreed reduced hours over a set period and will receive full pay and benefits.

Example:

- If an employee has taken 6 months SPL, the maximum phase back to work is 12 weeks.
- Where the employee and their partner both work for the Group and share leave, the total phase back between them both should not exceed 12 weeks.

Example:

- One employee takes 5 months Maternity Leave, the other employee takes 6 months SPL, the combined total phase back between both partners is 12 weeks.

Will the job still be available for the employee to return to after SPL?

Under GB legislation, where less than 26 weeks' of leave has been taken (including maternity, paternity, adoption or parental leave), the employee is entitled to return to the same job on the same terms and conditions just as if they had not been absent, unless a redundancy situation has arisen.

Where the period of SPL is:

- More than 26 weeks of leave has been taken (including maternity, paternity, adoption or parental leave); or
- The last of two or more consecutive periods of leave which includes parental leave of more than 4 weeks, additional maternity leave or additional adoption leave

The employee is entitled to return to the same job unless it is not reasonably practicable, or a redundancy situation has arisen. Please refer to the Redundancy Support Packs for information on redundancy situations (HR > Working here > Leaving the bank > Redundancy).

What if the employee can't return to work?

If for medical reasons, the employee is unable to return to work on the day planned, they need to follow the normal sickness absence procedures as outlined in the Sickness Absence Support Pack (HR > Absence > Sickness Absence).

What happens if childcare problems arise?

No matter how well organised the employee is, they may well encounter childcare problems. Their child or carer could fall sick, or childcare arrangements could simply fall through. If the employees have such problems, they may be entitled to Special Leave. The Holiday and Other Leave Support Pack provides further details (HR > Absence > Holiday and other leave).

If a child has a prolonged illness, the employee should discuss with their line manager the possibility of taking some unpaid Parental Leave or re-organising their work to allow them to make some other arrangements.

What if the employee doesn't want to return to work?

If the employee decides not to return to work after SPL, they need to give proper contractual notice in writing to their line manager.

The line manager needs to let HR People Services know and start the resignation process. Information on what happens to the employee's pay and benefits if they decide to resign is in the [Benefits](#) section of this pack.

Part 8. Supporting working parents

At RBS, we understand the challenges that parents face on returning to work after a period of SPL and are committed to making the return as easy as possible for both yourself and your new child. We offer a number of policies and products which provide support for working parents.

The decision about returning to work will be influenced by a whole range of factors, such as family commitments, career, income and the hours you'd like to work. You should think these things through before the return to work discussion with your line manager. Some of the support available is outlined below.

Moments that Matter

Having a baby is one of the biggest moments that matter you'll experience. RBS provide the following 'life moment' support to customers which is equally applicable to you in helping you manage your affairs when having a baby. You'll find this information at [HR > Wellbeing > Moments that matter](#).

Childcare

Childcare is one of the most important matters to consider when deciding about returning to work. Everyone's circumstances are unique. You should start looking at childcare options early on as places may be scarce and some nurseries allocate places far in advance.

Our Employee Assistance Programme offers advice, information and support on a wide range of issues, including childcare and parenting.

Childcare vouchers

If you've elected childcare vouchers by 28 September 2018, you'll continue to receive these as part of your ValueAccount.

The vouchers available through RBSelect are tax and National Insurance (NI) free up to a limit set by the Inland Revenue. As the Group also benefits from NI savings up to this amount, your RBSelect charge will be discounted by 10% up to the monthly limit. The vouchers can be used to pay nursery or child-minder's fees and as they are an RBSelect Anytime benefit, there's the flexibility to amend the monthly amount as required. Please note: changes to the monthly amount cannot be made during SPL.

If you're not part of the RBSelect childcare voucher scheme, you may be able to join the Government's Tax Free Childcare Scheme.

Parental Leave

If you've worked continuously with the Group for at least one year you're entitled to unpaid Parental Leave. You can take up to 18 weeks' leave in total until your child's 18th birthday with no more than four weeks to be taken in any year. The leave must be taken at least one week at a time.

In the case of children in receipt of disability living allowance, there's more flexibility when Parental Leave can be taken - this can be one day at a time or in longer periods if you wish.

You may be able to add Parental Leave to the end of SPL and should you provide your line manager with three weeks notice.

Further details on Parental Leave can be found under the Parental Leave policy pages.

Flexible working

You have the right to apply to work flexibly and this request will be considered by your line manager. The Group has a range of different working practices detailed in the Flexible Working Support Pack which can also be accessed on [RBSPeople.com](#). Alternatively, you can contact HR People Services on 0808 100 42 42 or speak to your line manager. The support pack gives guidance on the flexible working application process ([HR > Working here > Life balance > Flexible Working](#)).

Employment breaks

The Group offers unpaid employment breaks to allow you time away from work to focus on other things in your life. You can request a break of between 8 and 52 weeks to focus on personal interests. Further details can be found in the Holiday and Other Leave Support Pack.

Special Leave

We understand that sometimes things happen in life out with your control. To support you during these times you can take reasonable time off work, paid or unpaid, to deal with emergencies, for example those involving a dependant. For further information, you should speak to your line manager and review the Holiday and Other Leave Support Pack.

Employee Assistance Programme

The arrival of a child is one of life's most exciting experiences. It can also be daunting and overwhelming at times. Our Employee Assistance Programme can help you on the journey to parenthood, from telling a line manager and finding antenatal classes to returning to work and parenting a growing child. It's a free and confidential service available to you and your immediate family members. You can call to speak with a consultant or visit online or through the app for comprehensive information, practical advice and emotional support.

Telephone	0808 234 5303 in the UK or 1800 938 707 in Ireland
Online	www.rbspeople.com or Employee Assistance Programme External access: www.guidanceresources.com Web ID: RBS Change the flag icon to choose your location
App	Providing 24/7 access to support and information. Search for "GuidanceResources" in your app store to install the mobile app. Web ID: RBS

Other External Support

This list is for information only and doesn't imply the Group endorses or recommends these organisations or their views. All web addresses will need external internet access.

Contact name	Web address
National Childbirth Trust (ante-natal and post-natal support)	https://www.nct.org.uk/
4 Children (after school care)	www.4children.org.uk
National Childminding Association	www.ncma.org.uk
Fatherhood Institute	www.fatherhoodinstitute.org
Gingerbread (one parent families)	www.gingerbread.org.uk
Working Families	www.workingfamilies.org.uk
Twins and Multiple Births Association	www.tamba.org.uk