North Edge.

Parental Leave Entitlement Summary

November 2022

Parental Leave Entitlements - Summary

At NorthEdge, we strive to support a healthy work-life balance and recognise the importance of family in maintaining this. We encourage open discussion around the firm's policies and procedures, and your choices regarding time away to look after your new family.

We ensure that we meet the statutory requirements for maternity, paternity, shared parental and adoption leave and pay, and also offer enhanced pay for those individuals who meet certain criteria.

Maternity Leave and Pay

You are entitled to up to 39 weeks of Statutory Maternity Pay (SMP). To qualify for SMP you must have been continuously employed with us for at least 26 weeks at your Qualifying Week; provide us with a doctor's or midwife's certificate stating your EWC; meet the income thresholds set by the government; and give at least 28 days' notice of your intention to take maternity leave.

SMP is calculated as follows:

- First 6 weeks: SMP is paid at 90% of your average weekly earnings;
- Remaining 33 weeks: the lower of the prescribed rate which is set by the Government for the relevant tax year, or 90% of your average weekly earnings. Details of the current prescribed rate will be provided to you on request.

SMP accrues from the day on which you commence your Ordinary Maternity Leave (OML) and thereafter at the end of each complete week of absence.

You shall still be eligible for SMP if you leave employment for any reason after the start of the Qualifying Week. In such cases, if your maternity leave has not already begun, SMP shall start to accrue in whichever is the later of:

- The week following the week in which employment ends; or
- The eleventh week before the EWC.

<u>Enhanced Maternity Pay</u>

You will qualify for Company Maternity Pay (CMP)/Enhanced Maternity Pay (EMP) if you have been continuously employed during the 12-month period ending with the Qualifying Week and have not received any CMP, adoption pay or shared parental pay from our employment during the 12 month period ending with the Qualifying Week. This is paid at the following rates and is inclusive of any SMP you may be entitled to:

- Full pay paid at the full rate of your normal basic salary (100%) for the first 13 weeks;
- Half basic salary (50%) for the next 13 weeks;
- Quarter basic salary (25%) for the next 13 weeks (or SMP if higher).

- Payment is made for only 39 weeks; the last 13 weeks of Additional Maternity Leave (AML) will be unpaid.

Paternity Leave and Pay

The purpose of paternity leave is to enable you to take time away from the office to care for a new-born baby or adopted child and to support the mother or adoptive parent. We ensure that we meet the statutory requirements for paternity leave and pay, and also offer enhanced paternity pay for individuals who meet certain criteria.

Statutory paternity pay (SPP) is payable during statutory paternity leave provided you have at least 26 weeks' continuous employment ending with the Qualifying Week (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match) and your average earnings are not less than the lower earnings limit set by the government each tax year. The rate of SPP is set by the government each tax year.

<u>Enhanced Paternity Pay</u>

You will qualify for enhanced paternity leave and pay if you have been continuously employed by us during the 12-month period ending with the Qualifying Week 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.

The enhanced paternity leave and pay shall be as follows:

- Under 1 years' service – No entitlement to enhanced paternity leave and pay
- 1-3 years' service – 4 weeks' paternity leave paid at the full rate of your normal basic salary
- Over 3 years' service – 6 weeks' paternity leave paid at the full rate of your normal basic salary

Any enhanced paternity pay is inclusive of any SPP you may be entitled to.

Shared Parental Leave and Pay

The provisions within the policy have been designed to offer greater flexibility to new parents in sharing the caring responsibilities of their child up to the age of one. It also allows you greater flexibility and more choice, as a couple, to decide how you want to use your entitlement with your maternity/paternity provisions. It allows you the scope to take up to 50 weeks Shared Parental Leave between you if the mother has returned to work before the end of her maternity leave.

We ensure that we meet the statutory requirements for Shared Parental Leave and pay, and also offer Enhanced Shared Parental Pay for individuals who meet certain criteria.

Shared Parental Pay (ShPP) is paid by employers at a rate set by the government each year. You will qualify for company ShPP if you have been continuously employed during the 12-month period ending with the Qualifying Week and have not received any company paternity pay, maternity pay, adoption pay or ShPP from our employment during the 12 month period ending with the Qualifying Week.

Enhanced Shared Parental Leave Pay

Company ShPP is paid at the following rates with reference to the number of weeks since the birth of the child:

- First 13 weeks: Full pay paid at the full rate of your normal basic salary
- Next 13 weeks: Half basic salary
- Next 13 weeks: Quarter basic salary (or ShPP if higher)
- Remaining 13 weeks: unpaid

For example, if you took two weeks of shared parental leave when the child was 10 weeks old, you would be paid full pay for those two weeks, however, if you took two weeks of shared parental leave when the child was 20 weeks old, you would be paid half your basic salary for those two weeks.

Any period of company maternity or paternity pay for the same child will count towards your company shared parental pay entitlement.

Adoption Leave and Pay

Statutory adoption pay (SAP) is payable for up to 39 weeks provided 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.

The first six weeks SAP are paid at 90% of your average earnings and the remaining 33 weeks are at a rate set by the government each year.

Enhanced Adoption Leave Pay

You will qualify for company adoption pay if you have been continuously employed during the 12-month period ending with the Qualifying Week and have not received any company maternity pay, adoption pay or shared parental pay from our employment during the 12 month period ending with the Qualifying Week. This is paid at the following rates and is inclusive of any SAP you may be entitled to:

- First 13 weeks: Full pay paid at the full rate of your normal basic salary
- Next 13 weeks: Half basic salary
- Next 13 weeks: Quarter basic salary (or SAP if higher)
- Payment is made for only 39 weeks; the last 13 weeks of AAL will be unpaid