

PREGNANCY & MATERNITY LEAVE

INTRODUCTION

This policy applies to UK-based Granicus employees and sets out details of the Granicus approach to Pregnancy, Maternity Leave and Maternity Pay. Non-birthing parents or secondary carers should refer to the Partner Leave, Adoption Leave and/or Shared Parental Leave policies. This policy is non-contractual and may be amended from time to time. In the event of a conflict between this policy and the underlying applicable law, the law will prevail.

DURING PREGNANCY

Notifying the Company of Pregnancy

An employee must notify the Company as soon as reasonably practical, and no later than 15 weeks before the expected week of childbirth (EWC). They must inform the Company when they intend to start Maternity Leave and how much leave they plan to take. The employee must also provide the Company with a copy of their MATB1 certificate which confirms the expected week of childbirth. The form is usually provided by the employee's GP or Midwife at around 24 weeks. Once notification has been received, HR will confirm details of an employee's entitlement and proposed leave dates in writing, usually within 28 days.

Upon notifying the Company, a member of the HR team will complete a pregnancy risk assessment with the employee. These may be repeated as the employee's pregnancy progresses.

Pregnancy Related Sickness Absence

Periods of pregnancy-related sickness absence must be notified to the company in accordance with the absence procedure set out in the Employee Handbook. However, any period for which an employee is absent due to pregnancy-related reasons will be recorded separately from other sickness and disregarded in any future employment decisions.

If an employee is absent from work due to pregnancy-related sickness in the 4 weeks before the baby is due, Maternity Leave will automatically commence. In this situation, Maternity Leave will begin from the second day of pregnancy-related absence.

Any period of absence not related to pregnancy will be treated under the relevant process as detailed in the Employee Handbook.

Antenatal Appointments

A pregnant employee is entitled to reasonable time off work to attend antenatal appointments, paid at their normal rate of pay. Antenatal appointments may include holistic sessions or parenting classes providing that these are made on the advice of a registered Medical Practitioner or Midwife.

An appointment card or letter must be shown to an employee's manager when requesting time off for antenatal care. As with other medical appointments, employee should make every effort to arrange antenatal appointments close to the start or end of the working day and provide as much notice as possible, particularly in departments where cover may be required.

MATERNITY LEAVE ENTITLEMENT

Expectant mothers are entitled to up to 52 weeks' Maternity Leave regardless of their length of service or hours worked. Maternity Leave must be taken as one continuous period starting on or before the date baby is born. A minimum of 2 weeks' Maternity Leave must be taken immediately after giving birth. This includes surrogate mothers, or those who give birth to a stillborn baby after the 24th week of pregnancy.

During Maternity Leave an employee's period of continuous employment and entitlement to other statutory employment rights will continue. An employee on Maternity Leave has a statutory right to continue to benefit from all contractual terms and conditions, except those relating to remuneration (including salary).

Starting Maternity Leave

An employee can begin their Maternity Leave at any point from 11 weeks before the expected week of childbirth, up to the day their baby is born. If a baby is born prematurely, Maternity Leave will automatically begin on the day after the birth.

Changing Maternity Leave dates

An employee may bring forward, or postpone their Maternity Leave, providing a minimum of 4 weeks' notice of the new start date. If the baby is born before the intended start of Maternity Leave the Company must be advised of the baby's date of birth as soon as is reasonably practical by the employee or someone acting on their behalf so that necessary adjustments can be made. Should an employee become ill with a pregnancy-related illness in the 4 weeks before the baby is due Maternity leave can be triggered early, regardless of what has been previously agreed.

MATERNITY PAY ENTITLEMENTS

Maternity pay for eligible employees is paid for the first 39 weeks, unless the employee returns to work sooner. The final 13 weeks of Maternity Leave is unpaid.

Statutory Maternity Pay

Qualifying employees will receive the current rate of Statutory Maternity Pay for the first 39 weeks of leave, unless they return to work sooner. SMP is usually paid at 90% of the employee's average weekly earnings for the first 6 weeks, followed by either the current weekly rate, or at 90% of the employee's average weekly earnings, if this is lower than the current rate for the following 33 weeks.

To qualify for Statutory Maternity Pay the employee must:

- have worked for Granicus for at least than 26 weeks by the start of the 15th week before the expected week of childbirth
- earn an average weekly rate not less than the lower earnings limit during the 8 weeks ending leading up to the 15th week before the expected week of childbirth
- provide a MATB1 form as evidence of pregnancy
- give a minimum of 28 days' notice of the date from which they wish to start leave; and

Further information on Statutory Maternity Pay and current weekly rates can be found at <https://www.gov.uk/maternity-pay-leave/pay>.

Enhanced Maternity Pay

In addition to Statutory Maternity Pay, Granicus will top up an employee's pay to 100% of their normal earnings for the first 8 weeks of leave. This is referred to as Enhanced Maternity Pay. Payments from the 9th week onwards will revert to the statutory levels. Enhanced Maternity Pay carries the same qualifying criteria as detailed above.

Pay Frequency and Deductions

For eligible employees, both Enhanced and Statutory Maternity Pay will be paid via the normal Granicus payroll and will appear on the employee's payslip along with any necessary deductions.

Maternity Pay is calculated on a weekly basis therefore payslip amounts may vary dependant on the number of complete weeks that fall within any given pay period.

Whilst in receipt of Enhanced Maternity Pay, an employee's pay will be subject to any usual deductions and benefit contributions.

Maternity Allowance

In the event that an employee does not meet the eligibility criteria for Statutory and Enhanced Maternity Pay, they may be eligible to receive Maternity Allowance from HRMC instead. Employees should first notify the Company of their pregnancy and intention to take Maternity Leave. Granicus will provide confirmation in writing along with a completed SMP1 form, which the employee should use to log their Maternity Allowance Claim. Further information about claiming Maternity Allowance can be found at <https://www.gov.uk/maternity-allowance>.

DURING MATERNITY LEAVE

Employee Benefits during Leave

During Maternity Leave an employee will continue to benefit from all contractual terms and conditions, continuous service and employee benefits, with the exception of those relating to pay.

Private Medical and Dental Cover

Where an employee usually pays a premium to include family members on their Private Medical or Dental policy the additional family members will be covered for the duration of Maternity Leave. The employee will continue to make their usual payments whilst in receipt of Maternity Pay (Statutory or Enhanced), payment for any KIT days worked, or PTO.

During any period where the employee is not in receipt of any pay the company will cover the cost to continue coverage. The employee will be given the opportunity to repay this cost once they return from Maternity Leave, either in a lump sum or over a period of 3 months. Alternatively, should an employee wish to remove the additional family members from their Private Medical policy and cease payments they should contact the HR team.

Pension

During Maternity Leave the Company will continue to contribute to the employee's Pension Plan whilst the employee is in receipt of pay. The Company's contributions will continue to be based on the employee's normal earnings prior to leave, and will be displayed on the employee's payslip. Employee contributions will continue whilst the employee is in receipt of enhanced Maternity Pay. Statutory Maternity Pay cannot be reduced via salary sacrifice therefore employee contributions will not continue during the period of SMP.

During any period of unpaid Maternity Leave, both Employee and Employer pension contributions will be paused completely.

Should an employee wish to make a separate contribution to their Pension Plan, increase their normal monthly contribution rate or stop pension contributions, they should contact the HR team.

Work from Home Expense Reimbursements

During Maternity Leave an employee will not be able to claim expenses under the Work From Home Reimbursement Policy. Eligibility will recommence under the current policy once the employee returns to work.

Accruing PTO and Other Time Off

An employee will continue to accrue contractual time off such of PTO and Bank Holidays during Maternity Leave. An additional day off will added to the employee's entitlement for any Bank Holidays missed during Maternity Leave. Employees will not accrue time off for non-contractual leave policies such Unplug Days.

Bonus

Where eligible, Bonus payments will be made in accordance with the plan rules to an employee is on Maternity Leave, providing that the employee has not resigned from their position at the time of payment.

In line with the Bonus plan rules, any pay-out will be based on the employees actual earnings during the plan year and will therefore be pro-rated if an employee has been on Statutory or unpaid Maternity Pay.

Contact and during Maternity Leave

During Maternity Leave the Company will make reasonable contact with an employee to notify them of changes in the workplace, team developments and other relevant information. Additionally, employees will retain access to Company email and Confluence throughout their leave in order to view open vacancies and promotion opportunities.

The most appropriate method of contact and frequency should be agreed between the employee and manager prior to leave commencing.

An employee's manager must keep the employee informed of any developments which directly impact the employee, for example potential redundancy situations.

Keeping in Touch (KIT) Days

Employees on Maternity Leave are entitled to work for up to 10 days, known as KIT days, without it affecting their right to Maternity pay or leave. During a KIT day an employee can carry out normal day-to-day work tasks, attend conferences, complete training or attend team meetings.

Any amount of work completed on a KIT day counts as 1 KIT day, therefore, if an employee attends a 1 hour training session only, they will have used up 1 full KIT day.

Arranging a KIT Day

Employees must arrange a KIT day in advance with their Manager, and notify HR in order to arrange payment. The Company cannot force an employee work a KIT day against their wishes, nor can the employee insist she works a KIT day if her manager does not agree to it.

Timing of KIT Days

An employee may not work a KIT day during the first 2 weeks immediately after the birth. KIT Days can be scheduled concurrently, when approved by a Manager, providing that the employee does not exceed the maximum 10 days allowed.

Payment for KIT Days

An employee will be paid their normal daily rate of pay for any KIT day completed. Payment will be made via the next available payroll after the KIT day has taken place and will be subject to relevant deductions.

Pay Review or Contractual Enhancements during Maternity Leave

An employee on Maternity Leave is entitled to benefit from any increase awarded to their rate of pay, or other terms and conditions which are introduced. Merit increases awarded will be applied to any time where the employee earns normal pay, for example on a KIT Day, PTO, or when returning to work after Maternity Leave.

RETURNING TO WORK

Unless otherwise agreed, an employee will return to work on the first working day 52 weeks after leave began.

Changing a Return Date

An employee may change their expected return date during Maternity Leave by providing a minimum of 8 weeks' notice. Notification should be provided in writing to the employee's Manager and HR.

Where insufficient notice is given by an employee, Granicus can postpone the return by up to 8 weeks after notice was given, providing that this is no later than the end of the 52-week leave period.

Resigning from Work

An employee who decides not to return to work after Maternity Leave must give written notice of resignation to their manager as normal. Notice should be given as early as possible but must be no less than the period of notice detailed in the employee's Contract of Employment. Dependent on the timing of resignation, payment may be made in lieu of any remaining Maternity Pay and accrued annual leave. Employees will not be required to repay any Maternity Pay paid by Granicus providing they have not started work for another employer.

Unauthorised Absence

Failure to return to work at the end of Maternity Leave without prior agreement will be treated as unauthorised absence unless the employee is ill and produces a medical certificate to cover the absence from the end of the maternity period. In this situation, Granicus will revert to the relevant absence management process.

Flexible Working Requests

Requests to change status or working arrangements should be submitted in writing in accordance with the Flexible Working policy outlined in the Employee Handbook. Any such request should be initiated no later than 8 weeks prior to an employee's planned return date to allow sufficient time for the Company to consider and respond appropriately.

COMBINING OTHER TYPES OF LEAVE

Employees may request other types of leave in conjunction with Maternity Leave. Any additional leave will require prior approval from the employee's Manager and/or HR. It is not possible to take any other type of leave during Maternity Leave – only before or afterwards.

Holiday / PTO

During Maternity Leave an employee will continue to accrue contractual PTO entitlement. Any PTO planned immediately before and/or after Maternity Leave should be discussed with an employee's Manager and/or HR and agreed in advance.

Where Maternity Leave spans more than 1 holiday year, any entitlement not taken before the start of the Maternity Leave may be carried over to the next holiday year to be taken immediately before returning to work (unless otherwise agreed). All holiday dates are subject to approval by the employee's manager.

If an employee gives birth during a period of annual leave, Maternity Leave will begin automatically on the following day, and any remaining period of unused annual leave will be added back onto the employees entitlement to be taken at the end of Maternity Leave.

Parental Leave

Eligible employees wishing to take unpaid Parental Leave should make a formal request in line with the Company's Parental Leave policy through the HR team.

If approved, Parental Leave can be taken immediately after Maternity Leave has finished.

Sickness

It is not possible to pay Sick Pay whilst an employee is on Maternity Leave, therefore an employee does not need to notify the Company about a period of Sickness during Leave, and will not affect an employee's Sick Pay entitlement.

Shared Parental Leave

Where an employee wishes to curtail their right to Maternity Leave they may opt for Shared Parental Leave after the first 2 weeks of Maternity Leave. Employees should refer to the Shared Parental Leave policy for entitlements and make a formal request for Shared Parental Leave through the HR team.

MISCELLANEOUS

Pregnancy Loss and Stillbirth

In the event that a baby is born early, is stillborn after the 24th week of pregnancy, or is born alive but later dies at any point during pregnancy an employee will remain eligible for Maternity Leave and Statutory Maternity Pay. In the event of pregnancy loss prior to the 25th week of pregnancy Granicus will refer to the Compassionate Leave and Sickness Absence policies outlined in the Employee Handbook.

In all cases, HR are available to discuss options and to provide details of wellbeing and support benefits offered by Granicus.

Pregnancy during Maternity Leave

Should an employee fall pregnant again during Maternity Leave, they must notify Granicus in the normal way as soon as reasonably possible, and no later than 15 weeks before the next baby is due.

It is possible for a subsequent period of Maternity Leave to begin as soon as the current one ends, without the employee returning to work, however their entitlement to Maternity Pay may be effected depending on the employee's earnings during their new Qualifying Period.

In the event that an employee takes two concurrent periods of Maternity Leave the employee's rights on return remain the same as they would have been after a single period of Maternity Leave.