

PARTNER LEAVE

INTRODUCTION

This policy applies to UK-based Granicus employees and sets out details of the Granicus approach to leave and pay for non-birthing parents with direct responsibility for a child's upbringing. This policy may be used in conjunction with the Shared Parental Leave policy. 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.

PARTNER LEAVE

Partner Leave is available to non-birthing parents who will be expected to have responsibility for a child's upbringing.

Eligible employees are entitled to up to 6 weeks paid leave if they have worked for Granicus for at least 26 weeks¹ by any day in the 15th week before the expected week of childbirth (EWC). This is inclusive of any Statutory Paternity Leave entitlement.

Partner Leave can be taken at any point during the first 12 months after birth, starting on the date baby is born and can be taken in one go or across up to 2 periods.

During Partner Leave an employee's period of continuous employment and entitlement to other statutory employment rights will continue.

Employees who not meet the eligibility criteria should speak with their manager about using PTO.

Notifying the Company of Pregnancy

An employee must notify the Company as soon as reasonably practical, and no later than the end of the 15th week before the EWC. They must inform the Company when they intend to start Partner Leave and how much leave they plan to take.

The employee must also provide the Company with a copy of their partner's MATB1 certificate confirming the expected week of childbirth. The form is usually provided by a Midwife or GP at around 24 weeks.

Once confirmation has been received, HR will confirm details of an employee's entitlement and proposed leave dates in writing, usually within 28 days.

Starting Leave

An employee can begin Partner Leave on, or after, the date their baby is born. The first 2 weeks¹ of Partner Leave must end within 56 days of the child's birth date. Any remaining Partner Leave must end within 1 year of the child's birth date.

Changing Leave dates

An employee may bring forward, or postpone their Partner Leave plan, providing a minimum of 28 days' notice of the new start date. If the baby is born before or after the intended start of Leave, however, the Company must be advised of the baby's date of birth as soon as is reasonably practical, and the Leave plan may be adjusted. If a baby is born prematurely Partner Leave may begin on the day after the birth.

PATERNITY & PARTNER PAY

Partner Leave for eligible employees is usually paid for up to 6 weeks, unless the employee returns to work sooner.

Enhanced Partner Pay

For eligible employees Granicus will top up an employee's Statutory entitlement to 100% of their normal earnings for up to 6 weeks of Leave. This is referred to as Enhanced Partner Pay. Partner pay is treated as earnings and is therefore subject to normal deductions, benefits contributions and arrangements attached to an employee's pay.

Pay Frequency and Deductions

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

DURING PARTNER LEAVE

Employee Benefits during Leave

During Partner Leave an employee will continue to benefit from all contractual terms and conditions, continuous service and contractual employee benefits. As an employee's pay is not impacted by Partner Leave all existing financial arrangements relating to benefits, including any salary sacrifice agreements will remain in place.

Work from Home Expense Reimbursements

During a period of Partner 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 Time Off

Employees will accrue an additional day of leave for any Public/Bank Holidays that fall during a period of Partner Leave.

Employees will not, however, accrue time off for non-contractual leave policies such Unplug Days which fall within a period of Partner Leave.

Contact and during Leave

During Partner Leave the Company will make reasonable contact with an employee to notify them of changes in the workplace, team developments and other relevant information which may affect their employment. Employees will retain access to Company equipment, 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.

Pay Review or Contractual Enhancements during Maternity Leave

An employee on Partner Leave is entitled to benefit from any increase awarded to their rate of pay, or other terms and conditions which are introduced.

RETURNING TO WORK

Unless otherwise agreed, an employee will return to work on the first working day 6 weeks after leave began.

Resigning from Work

An employee who decides not to return to work after Partner Leave must give written notice of resignation to their manager in the normal manner. Notice should be given in accordance with the employee's Contract of Employment.

Dependent on the timing of resignation, HR will discuss the impact of any future planned Partner Leave with the employee.

Employees will not be required to repay any Partner Leave already taken providing they have not started work for another employer.

Unauthorised Absence

Failure to return to work at the end of Partner 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 Partner Leave 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.

COMBINING OTHER TYPES OF LEAVE

Employees may request other types of leave in conjunction with Partner Leave. Any additional leave will require prior approval from the employee's Manager and/or HR.

Antenatal Appointments

Employees are able to take reasonable unpaid time off work to attend antenatal appointments with their partner. This time should be discussed and agreed with their Manager in advance and notified to HR so the necessary adjustments to pay can be made.

Holidays / PTO

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

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 Partner Leave has finished.

Shared Parental Leave

Shared Parental Leave can be taken once an employee has exhausted their right to any Partner Leave they may be eligible for. Employees should refer to the Shared Parental Leave policy for entitlements and make a formal request for Shared Parental Leave through the HR team.

Sickness

It is not possible to pay Sick Pay whilst an employee is on Partner 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.

MISCELLANEOUS

Pregnancy Loss and Stillbirth

In the event of a stillbirth after the 24th week of pregnancy an employee will be eligible to take Paternity Leave should they wish to. 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.