

# Partner Leave Policy & **Support Pack**



NatWest  
Group

Last update: 8 June 2023

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

This policy and support 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?

This policy applies to employees and line managers in **Great Britain, Offshore (Jersey, Guernsey, Isle of Man and Gibraltar), and Northern Ireland.**

The policy covers general information for everyone as well as specific information for employees and for line managers.

It doesn't apply to agency workers or contractors.

Partner leave doesn't apply if you're fostering a child. In Great Britain and Offshore, we offer a separate Foster Leave Policy which can be accessed through [Human Resources > Absence > Foster leave](#).

## Our Purpose through policy

Increasing leave for partners enables more time for you to spend with your new child and allows you to better support your partner during this important time.

This ultimately champions the potential of both parents, helping them and their families to thrive whilst promoting gender equality in the workplace.

Supporting a shared approach to childcare responsibilities early can also help drive wider cultural change as both parents, regardless of sex or gender identity, can take extended time away and childcare is truly shared.

## Where to go for more information



If you have any questions on the policy or supporting process or if you're dealing with a complicated case, you can [Ask Archie](#) for further support and guidance.

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# Part 1. Partner Leave Explained

## 1.1. Eligibility

- You're eligible for partner leave when you become a **main care giver alongside your partner** when you have a child together through either birth, adoption (including Foster to Adopt), or surrogacy.
- Partner leave is open to same sex parents and heterosexual parents.
- To be eligible for full partner leave and pay you must:
  - Have at least 26 weeks' continuous service at the qualifying week; and
  - If you're in Great Britain and Northern Ireland, have earnings over the Lower Earnings Limit for National Insurance in the 8 weeks leading up to and including the qualifying week.

In determining the above criteria, the following applies:

- The qualifying week is 15 weeks before the baby's due date or the week in which you're notified of being matched with a child for adoption.
- We use a 'Set Period' which is the two pay months before the qualifying week. This period is used to calculate average weekly earnings which lets us know if you are over or under the Lower Earnings Limit as set out by HMRC.

If you don't meet this eligibility criteria, you'll still be able to take 52 weeks' partner leave. Two weeks of this will be paid at full value account which is based on your statutory paternity leave entitlement. The rest will be unpaid.

- Partner leave does not need to be shared with a partner.
- If your partner also works in the Group, it does not affect their eligibility for maternity/adoption leave and pay.

## 1.2. Length of leave and how it can be taken

### 1.2.1 Great Britain, Northern Ireland, Guernsey, Gibraltar, and Isle of Man

- All eligible employees can take up to 52 weeks leave in one continuous block.
- The earliest leave can start is the day of the child's birth or adoption placement date.
- The latest leave can start is 6 weeks from the day of the child's birth or adoption placement date.

### 1.2.2. Jersey

- All eligible employees can take up to 52 weeks leave.
- Leave can be taken in up to 3 blocks, with the minimum period of leave being 2 weeks.
- Leave can be taken in the 2-year period following the child's date of birth or adoption placement date.
- The earliest leave can start is 11 weeks before the child's due date or adoption placement date.

## 1.3. Notice of intention to take partner leave

The notice you need to give before you can take partner leave depends on whether you're welcoming your child through birth/surrogacy or adoption.

### 1.3.1. Birth and surrogacy

- You'll need to give a minimum of 15 weeks' notice.
- You should use the due date on your partner's MATB1, maternity certificate or in the case of Offshore employees, the maternity letter. These are usually issued sometime after week 20 of pregnancy.

### 1.3.2 Adoption

- You should provide as much notice as possible to your line manager. In adoption cases, very little notice is often given ahead of a placement. Therefore, you must discuss any potential request for partner leave at the earliest opportunity.

- As a minimum, you'll need to give 28 days' notice.

## 1.4. Requesting partner leave

You must request partner leave on Workday.

Your first day of leave, should be the day immediately after your last working day, even if that is a Saturday.

When you submit your request, you'll receive a self-declaration in your Workday inbox. Once you complete this, the request will go to your line manager for approval. This must be completed otherwise your pay may be impacted. The self-declaration asks you to confirm the following:

- Your partner is pregnant, or you're either adopting or having a baby through surrogacy.
- You'll be the main care giver alongside your partner.
- Your baby's due date/the week of the expected adoption placement.
- When you intend to start partner leave.

## 1.5. Changing partner leave dates

- If you need to change your partner leave dates, you'll need to inform your line manager and contact HR through [Ask Archie](#) to confirm the change.
- If you're based in Great Britain, Northern Ireland, Guernsey, Isle of Man or Gibraltar, you'll need to give at least 28 days' notice of the change before your partner leave begins or as soon as possible if the circumstances don't allow you to give 28 days' notice.
- If you're based in Jersey, you'll need to give notice of the change 42 days before the original start date, or the new start date, whichever is the earliest.



### Information for line managers

Where a change to the employee's partner leave date is requested with the required notice, you'll need to update the start date in Workday to ensure leave is recorded accurately and pay is delivered as per policy.

## 1.6 Moving roles before or during partner leave

If you're applying for a secondment and have already had a partner leave request approved or you know you're making one in the near future, we encourage you to discuss this with the hiring manager before you apply. This will enable the hiring business to understand any operational impacts of a future absence.

If you're applying for a new permanent role, you will be considered along with all other applicants regardless of your partner leave status.



### Information for line managers

Where an employee has applied for a permanent role within your team and is either about to go on partner leave or is already on partner leave, they must be considered with all other applicants and the best applicant selected for the role.

## Part 2. Pay during Partner Leave

- Partner leave pay starts when your leave begins.
- The amount you're paid and how you're paid depends on your length of service, earnings and where you're based.
- If you're on one of the Group's health benefit schemes (e.g., Long Term Disability (LTD), Disability Cover (DC)), you'll continue to receive 100% of the health benefit you're being paid instead of your full Value Account.

### 2.1. Partner leave pay in Great Britain

Length of Service	Other eligibility criteria	What and when you're paid
Less than 26 weeks continuous service by the end of the qualifying week	Earnings under the *Lower Earnings Limit for national insurance in the 8 weeks leading up to and including the qualifying week.	<p><b>In weeks 1 to 2 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 3 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>
26 weeks continuous service by the end of the qualifying week	<p>Earnings over the *Lower Earnings Limit for national insurance in the 8 weeks leading up to and including the qualifying week.</p> <p><b>For surrogacy</b></p> <p>You must have a Parental Order granted or you've made a Parental Order application in respect of the child. The Parental Order recognises the intended parent(s) as the legal parent(s) of the child.</p>	<p><b>In weeks 1 to 24 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 25 to 39 you'll receive:</b></p> <p>A payment equivalent to the GB Lower Rate Statutory Maternity Pay*.</p> <p>You won't receive any salary, pension funding or (if paid) benefit funding.</p> <p><b>In weeks 40 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>

\* You'll find the most up to date rates on the government's HMRC website.

### 2.2. Partner leave pay in Northern Ireland

Length of Service	Other eligibility criteria	What and when you're paid
Less than 26 weeks continuous service by the end of the	Earnings under the *Lower Earnings Limit for national insurance in the 8 weeks leading up to and including the qualifying week.	<p><b>In weeks 1 to 2 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p>

qualifying week		<b>In weeks 3 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.
26 weeks continuous service by the end of the qualifying week	<p>Earnings over the *Lower Earnings Limit for national insurance in the 8 weeks leading up to and including the qualifying week.</p> <p><b>For surrogacy</b></p> <p>You must have a Parental Order granted or you've made a Parental Order application in respect of the child. The Parental Order recognises the intended parent(s) as the legal parent(s) of the child.</p>	<p><b>In weeks 1 to 26 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 27 to 39 you'll receive:</b></p> <p>A payment equivalent to the GB Lower Rate Statutory Maternity Pay*.</p> <p>You won't receive any salary, pension funding or (if paid) benefit funding.</p> <p><b>In weeks 40 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>

\* You'll find the most up to date limits and rates on the UK government's HMRC website.

## 2.3. Partner leave pay in Guernsey

Length of Service	What and when you're paid
Less than 26 weeks continuous service by the end of the qualifying week	<p><b>In weeks 1 to 2 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 3 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>
26 weeks continuous service by the end of the qualifying week	<p><b>In weeks 1 to 24 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 25 to 26 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p> <p><b>In weeks 27 to 40 you'll receive:</b></p> <p>A payment equivalent to the GB Lower Rate Statutory Maternity Pay*.</p> <p>You won't receive any salary, pension funding or (if paid) benefit funding.</p> <p><b>In weeks 41 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>

\* You'll find the most up to date limits and rates on the UK government's HMRC website.

## 2.4. Partner leave pay in Gibraltar

Length of Service	What and when you're paid
Less than 26 weeks continuous service by the end of the qualifying week	<p><b>In weeks 1 to 2 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 3 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>
26 weeks continuous service by the end of the qualifying week	<p><b>In weeks 1 to 24 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 25 to 39 you'll receive:</b></p> <p>A payment equivalent to the GB Lower Rate Statutory Maternity Pay*.</p> <p>You won't receive any salary, pension funding or (if paid) benefit funding.</p> <p><b>In weeks 40 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>

\* You'll find the most up to date limits and rates on the UK government's HMRC website.

## 2.5. Partner leave pay in Isle of Man

Length of Service	What and when you're paid
Less than 26 weeks continuous service by the end of the qualifying week	<p><b>In weeks 1 to 2 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 3 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>
26 weeks continuous service by the end of the qualifying week	<p><b>In weeks 1 to 24 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 25 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>

## 2.6. Partner leave pay in Jersey

Length of Service	What and when you're paid
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<p>Less than 26 weeks continuous service by the end of the qualifying week</p>	<p><b>In weeks 1 to 6 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary (less Jersey Parental Allowance*), pension funding and (if paid) benefit funding.</p> <p><b>In weeks 7 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>
<p>26 weeks continuous service by the end of the qualifying week</p>	<p><b>In weeks 1 to 6 you'll receive:</b></p> <p>Full Value Account: 100% of your current salary (less Jersey Parental Allowance*), pension funding and (if paid) benefit funding.</p> <p><b>In weeks 7 to 24 you'll receive:</b></p> <p>100% of your current salary, pension funding and (if paid) benefit funding.</p> <p><b>In weeks 25 to 39 you'll receive:</b></p> <p>A payment equivalent to the GB Lower Rate Statutory Maternity Pay.</p> <p>You won't receive any salary, pension funding or (if paid) benefit funding.</p> <p><b>In weeks 40 to 52 leave is unpaid</b> and you won't receive any salary, pension funding or (if paid) benefit funding.</p>

**\* Jersey Parental Allowance:**

- You'll be responsible for submitting a claim to receive the Jersey Parental Allowance and its paid directly into your bank account by the government.
- It will be automatically deducted from your salary on the assumption that its being claimed for the first 6 weeks of leave.
- If you plan to share your Parental Allowance from week 7 onwards, you'll need to contact HR as individual calculations will apply in this instance to ensure the correct deductions are made.

**Jersey Parental Grant:**

- You may also be entitled to a Parental Grant which is a single (tax free) payment paid directly into your bank account by the government.
- You'll find further information on both the Parental Allowance and the Parental Grant (claims process, eligibility and payment rates) on the Jersey government's website.

## 2.7. Other pay related information

- Where payments are made, they will be made on the same day your normal salary is paid.
- If you receive a pay rise before or during partner leave, this will be reflected in your partner leave pay. The pay rise triggers a re-calculation of your pay and payments will be based on your most up to date salary at the time of leave.
- Where you have the required continuous service but your earnings during the set period are less than the lower earnings limit for national insurance, you won't qualify for full partner leave pay. To help, here's 2 examples of how this may apply:

**Example 1:** You're on an unpaid employment break during the set period and your average weekly earnings are therefore less than the lower earnings limit. You will therefore not qualify for full partner leave pay.

**Example 2:** Your partner becomes pregnant for the second time whilst you're on partner leave. If the set period in relation to the second pregnancy falls during an unpaid period of your current partner leave, you will not qualify for full partner leave pay during your second period of partner leave.

## 2.8. Discretionary performance bonus

- 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 you've worked during the relevant performance year.
- Where eligible, the bonus will be paid regardless of whether you're receiving partner leave payments at that time.
- Any bonus will be paid on the defined payment date.

You'll find further information on discretionary performance bonuses including the guide to deferral on our Human Resources pages accessed through Human Resources > Pay > Bonus and awards > Deferred awards.

## Part 3. Benefits during Partner Leave

### 3.1. NatWest Group Benefits – general principles

- If you're about to go on or are on partner leave during the Annual Election Window (AEW), you'll not be able to increase your elections or make new ones.
- We expect you to review your benefit elections before you go on leave to make sure you have enough pay to cover the respective benefit election charges for when and if you move to the notional statutory pay period of leave or the unpaid period of leave.
- Before and during Partner Leave, you can reduce or cancel some of your benefit elections. To see what you can amend, go to the NatWest Group Benefits Hub. Human Resources > Pensions and Benefits > Benefits Hub
- When you return from partner leave, you'll be able to change some of your elections within 30 days of your return and you'll be able to participate in the next AEW as usual. To action this, you'll be sent a return-to-work letter prompting you to review your elections and make your changes (even if you are taking holidays immediately afterwards). You'll receive an online confirmation statement confirming any changes you've made.
- You'll find further information on how to manage your benefits on the Benefits Hub accessed through Human Resources > Pensions and benefits > Benefits Hub.

### 3.2. NatWest Group Benefits – Treatment of charges for your benefit elections

If you're receiving your full Value Account (salary, pension funding and (if paid) benefit funding):

- Charges for your benefit elections will continue to be made against your Value Account as normal.

If you're receiving a payment equivalent to the GB Lower Rate Statutory Maternity Pay or are not in receipt of your Value Account (i.e., nil pay):

- Charges for your benefit elections will continue to be made against your Value Account as normal.
- If you don't receive enough pay to cover the cost of these charges, the Group will cover the shortfall during this period and will not pass any charges against your notional statutory payment.
- Any Natwest Group Benefit charges covered by the bank whilst you are on leave will be subject to tax and included on a P11D. At the end of each tax year, we will inform HMRC who will correct your tax code if required.

Benefit	Treatment of benefit
Private Medical Cover	<ul style="list-style-type: none"><li>• Your Private Medical Cover benefit will continue whilst you're on partner leave.</li></ul>

	<ul style="list-style-type: none"> <li>If you want to add your baby/child to your cover, this should be done within 30 days after the birth or placement of your child, or you'll need to wait until the next Annual Election Window. This can be done via the Benefits Hub or please email <a href="mailto:HROnline@natwest.com">HROnline@natwest.com</a></li> </ul>
<b>Job Need Cars</b>	<ul style="list-style-type: none"> <li>You can keep your car during partner leave and continue to pay the benefit in kind tax liability on it.</li> <li>If you want to return it, you'll need to contact Novuna on 0343 3519110 to arrange for the car to be collected.</li> </ul>
<b>Company Car</b>	<ul style="list-style-type: none"> <li>Your Company Car benefit will continue whilst you're on partner leave.</li> <li>You'll continue to pay the monthly charges and the benefit in kind tax as usual.</li> </ul>
<b>Season Tickets</b>	<ul style="list-style-type: none"> <li>You can continue to use your season ticket during partner leave.</li> <li>If you want to return your ticket, you'll need to repay any season ticket loan when your partner leave starts.</li> <li>You may be eligible for a refund through Abellio or your local station (Human Resources &gt; Pensions and benefits &gt; Staff season ticket loan).</li> </ul>
<b>Staff Group Assurance</b>	<ul style="list-style-type: none"> <li>Cover will continue during partner leave and the charge for your Staff Group Assurance will be made against any elements of pay you receive.</li> <li>If you do not receive enough pay to cover this, you'll be expected to repay the costs when you return to work.</li> </ul>
<b>Annual Leave</b>	<ul style="list-style-type: none"> <li>You'll continue to build up contractual (annual leave) and bank holiday entitlement for the current holiday year (and the previous holiday year if your leave started in the previous holiday year) whilst you're on partner leave.</li> <li>You can take all or part of these entitlements before your leave starts or immediately after partner leave ends.</li> <li>The same principle applies in Jersey, and any contractual (annual leave) and bank holiday entitlements you've built up should be taken before or immediately after each block of partner leave you take.</li> <li>Any contractual (annual leave) or bank holidays not taken before partner leave starts will carry forward to the next leave year. This leave will need to be taken immediately after your partner leave period ends. If any leave is not immediately taken at this time, only 5 days can be carried over to be used by 31 December of the leave year you've returned.</li> <li>You must discuss and agree holiday arrangements with your line manager before your partner leave starts to ensure the business can plan for the full length of time you're away.</li> </ul>
<b>Shopping Cards</b>	<ul style="list-style-type: none"> <li>Your Shopping Card benefit will continue whilst you're in receipt of your full Value Account and will stop once this ends.</li> <li>You can still top up your shopping card using your debit card via the 'bYond' app or by phone on 0344 800 6435.</li> <li>Sometimes it may not be possible for the Group to stop these credits immediately before partner leave starts or after full Value Account 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 once you return from leave.</li> </ul>

	You'll still be able to save money on a range of shopping vouchers/cards by going to the NatWest Group Offers website which you can access at home through: <a href="http://www.perksatwork.com">www.perksatwork.com</a> .
<b>Childcare Vouchers</b>	<ul style="list-style-type: none"> <li>In the case of Childcare Vouchers, you can reduce or cancel your monthly election via the Benefits Hub for the period of leave and then increase or re-elect the required amount when you return.</li> <li>Remember, in line with Government rules, if you are out of the scheme for 12 months you're classed as leaving the scheme and cannot re-join so make sure you take this into account.</li> </ul>
<b>Life Cover</b>	<ul style="list-style-type: none"> <li>Your Life Cover Benefit will continue whilst you're on partner leave.</li> <li>With the new addition to the family, you might want to think about updating your 'nominations of beneficiaries' form.</li> <li>Details of our pension websites are here <a href="#">Human Resources &gt; Pensions and benefits &gt; Pensions and retirement savings &gt; Retirement savings</a>.</li> </ul>
<b>Spouse/Partner Life Assurance</b>	Your spouse/partner Life Assurance benefit will continue whilst you're on partner leave.
<b>Disability Cover</b>	Your Disability Cover benefit will continue whilst you're on partner leave.
<b>Critical Illness Insurance</b>	<ul style="list-style-type: none"> <li>Your Critical Illness Insurance benefit will continue whilst you're on partner leave.</li> <li>Any children under 18 are automatically added to your cover, you don't need to take any action.</li> </ul>
<b>Personal Accident Insurance</b>	<ul style="list-style-type: none"> <li>Your Personal Accident Insurance benefit will continue whilst you're on partner leave.</li> <li>Any children under 21 are automatically added to your cover, you don't need to take any action.</li> </ul>
<b>Dental Insurance</b>	<ul style="list-style-type: none"> <li>Your Dental Insurance benefit will continue whilst you're on partner leave.</li> <li>If you want to add your baby/child to your cover, this should be done within 30 days after the birth or placement of your child, or you'll need to wait until the next Annual Election Window. This can be done via the Benefits Hub or please email <a href="mailto:HROnline@natwest.com">HROnline@natwest.com</a></li> </ul>
<b>Health Assessment</b>	Your Health Assessment benefit will continue whilst you're on partner leave.
<b>Bike to work</b>	<ul style="list-style-type: none"> <li>Your Bike to work benefit will continue whilst you're on partner leave.</li> <li>If your current scheme ends whilst on leave, you'll need to wait until you return from leave before you can select a new bike.</li> </ul>
<b>Holiday buy</b>	Your Holiday buy benefit will continue whilst you're on partner leave.
<b>Defined Benefit (DB) Pension Plan &amp; Retirement Savings Plan</b>	If you're in the DB Pension Plan or making contributions to the Retirement savings plan, your membership will be unaffected during partner leave and, unless you elect otherwise, your contributions will continue at the same level.

Benefit	Treatment of benefit
<p><b>Save as You Earn (ShareSave)</b></p>	<p><b>Existing Plans</b></p> <p>Subject to the rules of the plan, during partner leave you can:</p> <ul style="list-style-type: none"> <li>• Continue to make monthly contributions to any existing ShareSave contracts by payroll deduction. If you're not receiving pay, you'll need to contact Computershare to continue to make monthly contributions to any existing ShareSave contracts by an alternative method. To set this up, you'll need to contact Computershare on 0370 702 0109.</li> <li>• Take up new ShareSave offers subject to the respective terms.</li> <li>• 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 Colleague Services via an online "ShareSave Payment Suspension" form which is available at Human Resources &gt; Pensions and benefits &gt; Shares &gt; ShareSave &gt; Can I stop my ShareSave payments &gt; UK ShareSave</li> </ul> <p>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.</p> <p>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 Colleague Services.</p> <p><b>New Plans</b></p> <ul style="list-style-type: none"> <li>• All ShareSave grants are subject to approval by the Board and there is no guarantee that ShareSave will operate in any given year.</li> <li>• 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.</li> </ul>
<p><b>Buy as You Earn (BAYE)</b></p>	<ul style="list-style-type: none"> <li>• Your monthly contributions will continue, and you can contribute the lower of up to £125 per month or 10% of taxable pay.</li> <li>• 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.</li> <li>• Subject to the Group Staff Dealing Rules, you're free to stop payments. Provided you remain employed with the Group you can leave your shares in the plan. You may restart monthly contributions at a later date subject to the Staff Dealing Rules.</li> <li>• To amend or stop payments, you'll need to contact Computershare on 0370 702 0109.</li> <li>• Changes can also be made via Your Shares Online.</li> </ul> <p>You'll find further information on BAYE on our Human Resources pages accessed through Human Resources &gt; Pensions and benefits &gt; Benefits &gt; Shares &gt; Buy As You Earn.</p>

# Part 4. Further information for before, during and at the end of Partner Leave

## 4.1. Before partner leave

### 4.1.1 Early birth or placement

- If you're still working and your baby/child is born/placed early, you can start your Partner Leave from the date your child is born/placed or up to 6 weeks after that date.
- You should let your line manager know the date your baby/child was born/placed as soon as possible so they can update Workday.



#### Information for line managers

You'll need to update the employee's partner leave on Workday with the new start date to ensure the correct leave is recorded accurately and pay is delivered as per policy.

### 4.1.2. Performance management

You should complete your quarterly check-in before partner leave starts. If leave starts in the middle of a quarter, you should still have the check-in conversation with your line manager before you go on leave.

Further information on quarterly check-ins and having good continuous improvement conversations can be found on our Human Resources Performance pages accessed through Human Resources > Developing yourself and others > Performance.

### 4.1.3. Antenatal appointments

- If you're based in Great Britain, Northern Ireland, Guernsey, Isle of Man or Gibraltar, all employees, regardless of hours worked or length of service, can take a minimum of 2 paid ante-natal care classes.
- If you're based in Jersey, you're able to attend all antenatal appointments, and the first 10 hours will be paid. Any further payment after these 10 hours is subject to your line manager approval.
- You should inform your line manager of your appointment dates in advance, giving as much notice as possible so that your request can be considered, and arrangements made to cover your absence if appropriate.
- Line managers should consider individual circumstances when considering requests for time off.

### 4.1.4. Nominating a buddy or sponsor

- You should nominate a buddy/sponsor to help you keep up to date with any significant news happening in your business whilst you're on partner leave.
- A buddy/sponsor could be your line manager or a colleague.
- Further information on the role of a buddy/sponsor can be found in the Buddy/Sponsor Support Pack which is accessed through Human Resources > Absence > Partner leave > Things to know.
- The support pack includes a form you'll need to complete together with your buddy/sponsor confirming your contact details and agree a method of/frequency of contact during your leave.

### 4.1.5. Systems access

- You'll need to agree with your line manager the level of systems access (if any) that you want to retain while you're on partner leave.

- For example, basic access to work systems would include access to the Intranet, Workplace, [Ask Archie](#), NatWest Group Benefits, Oracle, Fieldglass, Planview.
- To download the Workday App onto your corporate device you'll find the App listed under 'Productivity Apps' on the NatWest Group App store.
- To download the Workday App onto your personal device you'll need to search for Workday in the Apple Store or Google Play Store on Android. The organisation ID is RBS.
- Your manager can arrange this using the usual ServiceLine Express process through the 'suspend user account request form'.

## 4.2. During partner leave

### 4.2.1 Keeping in contact

- It's important to remember that you're still part of the team whilst you're on leave and maintaining regular contact with your line manager during this time will support this.
- You'll need to agree the level of contact you would like to have with your line manager, and how you'd like them to keep in touch (for example by calls, emails, or texts).
- To facilitate this, you must ensure all of your contact details are up to date in Workday.
- Your line manager will keep you informed of any re-organisation or changes in team/business area structure that happens during your leave.
- If there are changes while you're on leave, you'll be sent all the communications and will be treated as if you're still working.

### 4.2.2. Keeping in Touch (KIT) Days

#### What are KIT days?

- KIT days can be used for any activity which would ordinarily be classed as work during partner leave. For example, attending a conference or attending training.
- KIT days are different from the keeping in contact conversations you'll have with your line manager and colleagues during your leave given work will not be undertaken during these conversations.
- KIT days can only be used whilst on partner leave. They can't be used during any holidays immediately before or immediately after partner leave.
- KIT days are optional, and you don't need to do any during your leave. If you don't want to take up the opportunity to work a KIT day/s, you do so without any detriment.
- You and your line manager should agree when the KIT day/s happen and what work is to be done on these days.
- The treatment of KIT days varies depending on where you're based.
- When planning a KIT day, you won't be able to log into any systems (other than those already available to you during your partner leave).
- Any work done on an agreed KIT day will count as a whole KIT day. In other words, if you come in for a one-hour training session and do no other work that day, it will count as a whole KIT day.
- KIT days are the only work you're able to undertake during partner leave. You can't take up another job during your partner leave.

#### How many days can I take?

- If you're based in Great Britain, Northern Ireland, Guernsey, or Isle of Man, you can take up to 10 KIT days while on partner leave.
- If you're based in Jersey, the number of KIT days you can take aren't limited to 10 days so you may take more, but any days must be agreed by your line manager.
- If you're based in Gibraltar, you aren't eligible for KIT days due to local legislation.
- If you're based in Guernsey, you must give your line manager one month's notice if you intend to work a KIT Day.

#### Payment for KIT days

- The pay that you receive for a KIT Day depends on whether you're receiving full pay or the Statutory Maternity Pay equivalent and the table below outlines payment details:

If you're receiving...	You'll be paid...
Full Value Account	No additional payment will be made for the KIT Day
Statutory Maternity Pay equivalent	Normal hourly rate
No Partner Leave pay	Normal hourly rate

- Payment for any agreed KIT days will be paid on the 18th of the month and will be subject to normal payroll cut off dates. This means you may not be paid for a KIT Day in the month that it was worked.
- You will be paid for 7 hours even if less hours are worked during the KIT Day.
- Your line manager will process the KIT Day payment through Workday.



### Information for line managers

You'll need to make a request for payment for a KIT Day if the employee is on the statutory pay equivalent period or no pay period of leave. This can be done using the 'Enter Time for Worker' function on Workday. You can find more information on this on the Workday Journey.

### 4.2.3. Group communications during Partner Leave

During your partner leave you can expect to receive some standard items of communication as outlined below:

Communication	When	How
Pay slips	Monthly	Sent to your home address or can be accessed via the Workday App
Pay review comms	End February/early March	Sent to you by your line manager or can be accessed on the Workday App after the conversation with your line manager has taken place
Our View survey	September	Invited to access online by your line manager
ShareSave – invitation to join the Group's scheme	When a ShareSave option is announced	Accessed through your profile on ShareSave

### 4.2.4. Adoption placements ending during partner leave

If your adoption placement changes and comes to an end during your partner leave, leave can continue for up to 2 weeks after the end of the placement. Following this time, you must return to work.

## 4.3. After partner leave

### 4.3.1. Notice to return to work

- If you're based in Great Britain, Northern Ireland, Guernsey, Isle of Man and Gibraltar, you must provide at least 8 weeks' notice of your intention to return to work.
- If you're based in Jersey, you don't need to give any further notice if your original return date hasn't changed. However, if you wish to change the date(s) originally specified you will need to give 42 days' notice.



### 4.3.2. Returning to work – general principles

- If you have taken less than 26 weeks of partner leave, you're entitled to return to the same job on the same terms and conditions as before your leave unless a redundancy situation has arisen. If a redundancy situation has arisen, you should refer to the Redundancy Policy which can be accessed through [Human Resources > Working here > Leaving the bank > Redundancy](#).
- If you have taken more than 26 weeks of partner leave, you're entitled to return to the same job on the same terms and conditions, unless there is a reason why this is not reasonably practicable. In these circumstances, you'll be offered a similar job on terms and conditions that are no less favourable than your original job.
- In Jersey, you're entitled to return to the same job on the same terms and conditions when you return from leave, unless there is some reason why it is not reasonably practicable for the Group to take you back in the original job. In these circumstances, you would be entitled to be offered a similar job on terms and conditions no less favourable than the original job
- You're able to apply to work flexibly when returning from partner leave. Further information on our flexible working arrangements can be found in the Flexible Working Policy accessed through [Human Resources > Working here > Life balance > Flexible working](#).

### 4.3.3. Phase back

- The option to phase back after partner leave can help the transition back to work, especially where you've taken the full 52 weeks of leave.
- You're able to take up to 12 weeks phase back and the phase back period should be proportionate to the amount of partner leave taken. For example, if you've taken 4 weeks partner leave you wouldn't need the full 12 weeks of phase back. However, if you've taken 39 weeks partner leave, 12 weeks phase back may be more appropriate.
- During phase back, you'll work reduced hours over a set period, and you'll receive your full Value Account during this time.
- There's no set programme of return as each request will be considered on an individual basis.
- Operational needs will also be taken into consideration when agreeing a phase back arrangement, however, line managers must make sure that all requests are treated with consistency.
- Phase back might involve a build-up of hours each day or the number of days in a week.
- Where you're phasing back to a part-time work pattern it's likely you'll do this sooner than someone phasing back to full-time.
- Any requests for phase back arrangements should be discussed as early as possible with your line manager, or during your return to work meeting (see below for more information on the meeting).
- During a phase back period, performance objectives will be based on actual working hours.

## To help, here's 3 examples of how phase back could apply:

### Example 1: Return to full time hours after 52 weeks of Partner Leave

- If you take the full 12-week phase back, you might work for 2 days a week for the first 2 weeks, 3 days a week for the next 5 weeks, and 4 days a week for the remaining 5 weeks before returning to your full time hours 5 days a week from week 13.
- Full Value Account will be paid for your full contractual hours, not just the hours worked.

### Example 2: Return to full time hours after 24 weeks of Partner Leave

- If you take 8 weeks phase back, you might work 3 half days a week for the first 4 weeks and 4 full days a week for the remaining 4 weeks before returning to your full time 5 days a week from week 13.
- Full Value Account will be paid for your full contractual hours, not just the hours worked.

### Example 3: Return to part time hours (e.g., 20 hours per week) after 39 weeks of Partner Leave

- If you take the full 12-week phase back, you might work the first 4 weeks as 1 day a week for 5 hours, weeks 5 to 8 as 2 days a week for 5 hours, weeks 9 to 12 as 3 days a week for 5 hours before returning to 20 hours per week.
- Full Value Account will be paid for your full contractual hours, not just the hours worked.

## 4.3.4. Return to work meeting

A return to work meeting between you and your line manager should be held 8 weeks before you're due to return to work.

At the meeting the following should be discussed:

- The date you're proposing to return to work (including how you'll use any remaining holiday).
- Any phase back arrangements.
- Any arrangements to make the return to work as smooth as possible.
- Any training, support or development requirements to support your return to work.
- If you're making a flexible working request, you should discuss the proposed arrangements and how these fit with your team/business. Further information on the flexible working options available can be found in our Flexible Working Policy accessed through Human Resources > Working here > Life balance > Flexible working.

## 4.3.5. What happens when you return to work?

- On your first day back in the office, your line manager will bring you up to date on anything that affects you.
- Depending on the discussion before your return, your line manager may have put a training programme in place. This training will be informal and will vary from job to job.
- The degree to which training is needed will also depend on the length of time you've been on leave.
- The day may also include meeting with other team members (especially where there are new joiners to the team), getting to know new products and updating you on the Group's/business/team performance whilst you've been on leave.
- 



### Information for line managers - The return-to-work process

Once the return-to-work discussion has been completed line managers must:

- Ensure the partner leave absence is closed on Workday and return to work details are completed.
- Follow the flexible working application process where a request has been made. Further information on flexible working and the application process can be found in our Flexible Working Policy accessed through Human Resources > Working here > Life balance > Flexible working.
- Any job changes must be processed in Workday, taking effect the day partner leave ends. Where a period of holiday is taken immediately after partner leave, employees must be returned to work on Workday and then put on annual leave to ensure the correct payroll is applied.

There are several other things to consider and action when an employee returns to work, and these include:

- Securing a desk, laptop and telephone if required
- Re-activating e-mail accounts and systems access
- Updates to car parking registrations
- Refresher training
- Extending invites to team meetings and social events
- Re-instating 121s
- It's also useful for you to set some time aside on the first day and ask other team members to update the employee on any news, active projects, and anything else significant.

Remember that some of these can take time to set up, so ensure action is initiated in good time.

#### 4.3.6. Leaving the Group

- If you choose to leave the Group and not return after your partner leave ends, you'll need to give the Group your contractual notice as outlined in your employment contract. You must inform your line manager in writing.
- If you only qualify for 2 weeks partner leave pay, payment of the outstanding amount at your leaving date will be paid in your final salary as a lump sum.
- If you qualify for full partner leave pay (e.g., 24 weeks or 26 weeks), you'll be paid up until your leave date. No lump sum of any remaining partner leave will be paid.

Further information on the resignation process including the treatment of pay and benefits, can be accessed through Human Resources > Working here > Leaving the bank > Resigning.



#### Information for line managers – processing resignations

Once you've received written confirmation of the resignation, you'll need to return the employee to work on Workday (i.e., take them off partner leave) and start the resignation process through Employee > Actions > Job change > Terminate employee.

Further information on the resignation process can be accessed through Human Resources > Working here > Leaving the bank > Resigning.

## Part 5. Miscarriage or stillbirths

If your partner or surrogate experiences a miscarriage or stillbirth, you'll be able to take a minimum of 2 weeks bereavement leave.

If your child passes away whilst you are on Partner Leave, then your Partner Leave will end and you will be able to take a minimum of 2 weeks bereavement leave.

Leave is paid and must be taken within a 56-week period following the miscarriage or stillbirth.

It can be taken flexibly in days or blocks of a week.

Further information on bereavement leave can be found in our Holiday and Other Leave Support Pack accessed through Human Resources > Absence > Holiday and other leave.

Further support is also available on our Wellbeing Hub, specifically through our Moments that Matter guide accessed through Human Resources > Wellbeing > Moments that matter - in the moment support > Losing a baby.

Our Employee Assistance Programme offers free and confidential support to you and your immediate family members. Details of how to access this support is outlined in the 'supporting working parents' section of this policy.

## Part 6. Restructures and Partner Leave

- If your team/business area goes through a restructure, you'll be treated the same as other impacted employees. This includes being put at risk alongside other employees in a selection pool, inclusion in the consultation process and invitation to apply for voluntary redundancy.
- This approach applies regardless of where you are in your partner leave, i.e., about to go on leave, during leave or just finished leave.

### Other general principles apply as follows:

If you've been placed at risk of redundancy or you've been served notice of redundancy, you can still book partner leave provided the partner leave start date is before your indicative exit date. The same notice of your intention to take partner leave must be given to your line manager.

- Partner leave can't start after your indicative exit date.
- If your exit date falls during your partner leave and before you've returned to work, you'll be paid a lump sum payment for any remaining partner leave you've requested and had approved. For example, if you've requested 20 weeks partner leave and your exit date falls in week 15, you'll be paid for the remaining 5 weeks. You won't be paid for any partner leave that wasn't requested/approved and you won't be able to extend your partner leave.
- If you're in receipt of the GB lower rate statutory maternity pay or the unpaid element of partner leave during your redundancy notice period, you'll receive a top up payment to bring you up to your full Value Account during your contractual notice period.
- If your partner leave start date is before your indicative exit date but your baby arrives late and therefore after your indicative exit date, you'll be paid a lump sum payment for the approved partner leave you've requested.
- Partner leave payments will be made in addition to any redundancy pay you'll receive under the Redundancy Policy.
- If you're based in Jersey and your indicative exit date is before one of the future blocks of leave, you'll be paid a lump sum payment for any remaining partner leave you've requested and had approved.

## Part 7. Supporting working parents

- We understand the challenges that parents face on returning to work after a period of partner leave and are committed to making the return as easy as possible for both yourself, your partner, and your new child.
- We offer a number of policies and products which provide support for working parents, and this support is outlined below.

### 7.1. Wellbeing Hub

Our Wellbeing Hub accessed through Human Resources > Wellbeing, provides a range of useful information including details of our Employee Assistance Programme which is there to offer 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.

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:

- External access: [www.guidanceresources.com](http://www.guidanceresources.com)
- Click the 'Register' tab and enter our Web ID: NATWEST
- Change the flag icon to choose your location

Once you've registered on the website you can also download the App which will provide 24/7 access to support and information. Search for "Guidance Resources" in your App store to install the mobile app. You'll need the username and password you have created on the website.

The Wellbeing Hub also has useful information in the Family and carers zone, including support through our Family and Carers employee led network.

### 7.2. Onsite nursery

There is an onsite nursery available at Gogarburn. Further information can be found at Bright Horizons <https://www.brighthorizons.co.uk/our-nurseries/rbs-day-nursery-and-preschool>

### 7.3. Parental Leave

- It you've worked continuously with the Group for at least one year you're able to take unpaid parental leave under our Parental Leave Policy. You can take up to 18 weeks' leave in total until your child's 18th birthday with no more than four weeks per child to be taken in any year. The leave must be taken in one-week blocks.
- In the case of children in receipt of disability living allowance, there's more flexibility when Parental Leave can be taken – it can be one day at a time or in longer periods if you wish.
- You may be able to add a period of parental leave to the end of your partner leave provided you agree this with your line manager and provide them with at least 3 weeks' notice.

### 7.4. 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. Further information on employment breaks can be found in our Holiday and Other Leave Support Pack accessed through Human Resources > Absence > Holiday and other leave.

## 7.5. Special Leave – Dependents Leave

- We understand that sometimes things happen in life we can't plan. To support you during these times, you can take reasonable time off work to deal with emergencies involving a dependant. Leave can be paid or unpaid and you should discuss this with your line manager.
- Further information on dependents leave can be found in our Holiday and Other Leave Support Pack accessed through Human Resources > Absence > Holiday and other leave.

## 7.6. Special Leave - Compassionate Leave

- If the event of a serious illness involving your child, you're able to take reasonable paid time off to care for them. You'll need to agree leave with your line manager.
- Further information on compassionate leave can be found in our Holiday and Other Leave Support Pack accessed through Human Resources > Absence > Holiday and other leave.

## 7.7. Other External Support

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

Organisation	Web address	Telephone number
National Childbirth Trust (ante-natal and post-natal support)	<a href="http://www.nct.org.uk/courses">www.nct.org.uk/courses</a>	0300 330 0700
Fatherhood Institute	<a href="http://www.fatherhoodinstitute.org">www.fatherhoodinstitute.org</a>	0845 634 1328
Gingerbread (one parent families)	<a href="http://www.gingerbread.org.uk">www.gingerbread.org.uk</a>	0808 802 0925
Working Families	<a href="http://www.workingfamilies.org.uk">www.workingfamilies.org.uk</a>	0800 013 0313
Working Families (Edinburgh)	<a href="http://www.edinburghworkingfamilies.org.uk">www.edinburghworkingfamilies.org.uk</a>	0800 432 0044
Twins and Multiple Births Association	<a href="http://www.tamba.org.uk">www.tamba.org.uk</a>	0800 138 0509
Adoption UK	<a href="http://www.adoptionuk.org">www.adoptionuk.org</a>	0300 666 0006

# Part 8. Key actions, roles and responsibilities checklist

## 8.1. Before partner leave

For employees	For managers	Forms/documentation/further information
<ul style="list-style-type: none"> <li>☑ Read the Partner Leave Policy to fully understand the support available to you, including how leave impacts your pay and benefits.</li> <li>☑ Speak to your line manager at the earliest opportunity and discuss likely timescales of leave. This will help in the any resource backfill that may be required to cover your leave.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Read the Partner Leave Policy to fully understand the support available to employees and your role in the journey.</li> <li>☑ Speak to the employee to gain an understanding of timescales and when leave will likely start and how long it will last. This will help you plan any resource backfill if required.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Human Resources &gt; Absence &gt; Partner leave.</li> </ul>
<ul style="list-style-type: none"> <li>☑ For birth/surrogacy: Submit your request 15 weeks before your baby’s expected due date.</li> <li>☑ For adoption: Submit your request within 7 days of being notified you have been matched with a child or at least 28 days in advance of when you wish to take leave.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Approve the partner leave request on Workday. Remember, provided all required notice has been provided and policy steps have been followed, you can’t decline or postpone the request.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Employee submits partner leave request on Workday (Human Resources &gt; Everyday Support &gt; Workday &gt; Request Absence).</li> <li>☑ Employee completes the self-declaration as part of the Workday request. This will be in your Workday inbox once you have made the request. You must respond to it before it passes to your Line Manager for approval.</li> <li>☑ A Workday journey will launch for the employee once the leave request has been approved. It can be found on the Workday homepage.</li> </ul>

<ul style="list-style-type: none"> <li>☑ Agree with your line manager plans for any antenatal/adoption appointments where you'll need time away from work, ensuring you give reasonable notice if work needs to be covered.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Agree with the employees plans for any antenatal/adoption appointments and cover work as required.</li> <li>☑ Consider any further support the employee may need during all stages of their partner leave.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Human Resources &gt; Working here &gt; Life balance &gt; Flexible working.</li> <li>☑ Human Resources &gt; Absence &gt; Holiday and other leave.</li> <li>☑ Human Resources &gt; Wellbeing.</li> </ul>
<ul style="list-style-type: none"> <li>☑ Consider and discuss with your line manager any further support you think you may need during all stages of your partner leave.</li> </ul>		
<ul style="list-style-type: none"> <li>☑ Complete your quarterly check in paperwork before your leave.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Complete the employee's quarterly check in paperwork with them before they leave.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Human Resources &gt; Developing yourself and others &gt; Performance.</li> </ul>
<ul style="list-style-type: none"> <li>☑ Review your work priorities with your line manager to prepare a handover plan, and if appropriate and if known at this time a return to work plan.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Review the employee's work priorities and identify any pieces of work which can't be completed before they start their leave.</li> <li>☑ Reallocate work as required.</li> <li>☑ Identify backfill resource and where possible, include an overlap for handover activity/training.</li> <li>☑ Work with the employee to prepare a handover plan and if known at this stage a return to work plan.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Backfill should follow the same process as any other family leave cover. This can be done through a secondment, gig, or re-distribution of work. The type of backfill chosen will depend on the length of partner leave.</li> <li>☑ Line managers will need to raise a job requisition to manage any vacancies they have as part of backfill (Human Resources &gt; Workday help &gt; Its for my team &gt; Workday &gt; Recruitment).</li> </ul>
<ul style="list-style-type: none"> <li>☑ Nominate a buddy/sponsor to keep you up to date with general news whilst you're on leave.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Agree a buddy/sponsor with the employee and confirm the role you both see them taking.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Human Resources &gt; Absence &gt; Partner leave &gt; Things to know &gt; Buddy/sponsor support pack.</li> </ul>
<ul style="list-style-type: none"> <li>☑ Agree how you will keep in touch with your line manager and the frequency of the contact.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Agree how you will keep in touch with the employee and the frequency of the contact.</li> <li>☑ Identify what kind of information the employee would be interested in receiving. If they would</li> </ul>	<ul style="list-style-type: none"> <li>☑ ServiceLine Express – 'Submit a Suspend User Request' form.</li> </ul>



<input checked="" type="checkbox"/> Agree with your line manager whether you want to retain basic systems access.	like to receive information, then follow the appropriate Service Line Express process to enable basic systems access.	
<input checked="" type="checkbox"/> If your baby's born or placed before your original partner leave start date let your line manager know as soon as possible.	<input checked="" type="checkbox"/> If you need to make a change to the start date of leave, you can update this on Workday. You should do this as soon as possible.	<input checked="" type="checkbox"/> Human Resources > Everyday Support > Workday
<input checked="" type="checkbox"/> Make any changes/updates to your NatWest Group Benefit elections.		<input checked="" type="checkbox"/> <a href="#">Partner Leave Policy – Benefits during partner leave</a>

## 8.2. During partner leave

For employees	For managers	Process/documentation/further information
<input checked="" type="checkbox"/> Ensure you maintain the agreed contact with your line manager.	<input checked="" type="checkbox"/> Ensure you maintain the agreed contact with the employee.	
<input checked="" type="checkbox"/> Review your payslips every month and inform your line manager if anything is incorrect as soon as possible.	<input checked="" type="checkbox"/> During the employee's leave its important that you review the payroll analysis you receive to check that their pay correct. This can help to prevent under/overpayments and ensure the employee isn't left with unexpected repayments when they return from leave.	<input checked="" type="checkbox"/> Human Resources > Pay > Pay explained > Payslip explained.
<input checked="" type="checkbox"/> Agree any KIT days with your line manager.	<input checked="" type="checkbox"/> Agree any KIT days with the employee. <input checked="" type="checkbox"/> Process any KIT Day payments in line with this policy.	<input checked="" type="checkbox"/> Human Resources > Everyday Support > Workday > 'Enter Time for Worker'.

## 8.3 After partner leave

For employees	For managers	Forms/documentation/further information
<ul style="list-style-type: none"> <li>☑ Arrange a return to work meeting with your line manager 8 weeks before your expected return to work date.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Agree a return to work meeting with the employee 8 weeks before the expected return date.</li> <li>☑ Update Workday with the employee's return to work date.</li> <li>☑ Re-enable systems access as appropriate through ServiceLine Express.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Human Resources &gt; Everyday Support &gt; Workday.</li> <li>☑ Useful Sites &gt; Support Me &gt; Access and Permissions.</li> <li>☑ <a href="#">Partner Leave Policy – Return to work meeting</a></li> </ul>
<ul style="list-style-type: none"> <li>☑ Agree any proposed phase back arrangements with your line manager.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Agree any proposed phase back arrangements with the employee.</li> </ul>	<ul style="list-style-type: none"> <li>☑ <a href="#">Partner Leave Policy – Phase back</a></li> </ul>
<ul style="list-style-type: none"> <li>☑ If you're considering flexible working, speak to your line manager in the first instance.</li> <li>☑ Consider flexible working through the formal or informal route. The formal route may take longer to process, and you should apply in writing to your line manager in good time, preferably 8 weeks prior to your return to work.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Consider any requests for either informal or formal flexible working arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>☑ Flexible Working Policy (Human Resources &gt; Working here &gt; Life balance &gt; Flexible working).</li> <li>☑ Formal flexible working requests: Employees must complete the Flexible Working Application Form accessed through Human Resources &gt; Working here &gt; Life balance &gt; Flexible working &gt; Tools to help you.</li> </ul>
<ul style="list-style-type: none"> <li>☑ Make any changes/updates to your NatWest Group Benefit elections within 30 days of your return.</li> </ul>		<ul style="list-style-type: none"> <li>☑ <a href="#">Partner Leave Policy – Benefits during partner leave</a></li> <li>☑ Human Resources &gt; Pensions and benefits &gt; Benefits Hub.</li> </ul>