

Paternity Leave

Policy



NatWest
Group

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

This policy and supporting information 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 pack applies to **employees and line managers in Great Britain**, who are considering making a request for statutory paternity leave.

It **does not apply** to agency workers and contractors.

This pack is separate to partner leave.

How should you use this policy?

- ☑ This policy and support pack outlines core policy principles and covers general information for everyone as well as specific information/actions for employees and line managers.
- ☑ This policy applies to all employees regardless of sexual orientation, gender identity, and gender expression.
- ☑ Look out for this symbol to help you navigate the policy:



Highlights where you'll find further information sources which may be other sections of this policy, other related policies, or other intranet pages.

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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1. Employees

If you're considering applying for paternity leave, it's your responsibility to read and follow the guidance in this paternity leave policy.

1.1. What are you entitled to?

- Full-time employees get 10 working days' paid leave once their spouse or partner has given birth or the adoption placement begins (and you are not taking adoption leave – includes surrogacy)
- Part-time employees get pro-rata leave, based on the number of days they work each week
- There is no extra leave for multiple births for example twins, or multiple adoptions
- You will not be able to take partner leave if you opt to take paternity leave.

1.2. How can paternity leave be taken?


- Paternity leave cannot start until the day of the child's birth or adoption placement date.
- Paternity leave can be taken in either x1 two week block, or x2 one week blocks, within 52 weeks of the baby's date of birth. The period of leave has to be concluded before the 52 week time limit otherwise you'll not be entitled to paid paternity leave.


1.3. How to request paternity leave

- Go to Workday and submit your requested dates and absence type, this must be done 4 weeks before you wish to take your first week of paternity leave
- Your manager will review your request on Workday and if approved, the leave will begin once the child's birth date has been entered, or the planned start date if later than the actual birth date.

1.4. What happens if my spouse or partner experiences a miscarriage?

- If your spouse or partner experiences a miscarriage in the first 24 weeks of pregnancy you won't be entitled to paternity leave or pay. You should speak to your manager if you need to be supported with another type of leave such as bereavement leave
- If your spouse or partner gives birth to a stillborn child after 24 weeks of pregnancy or the baby dies at, or shortly after birth, the entitlement to paternity leave and pay are unaffected. The paternity leave must be completed within 52 weeks of the birth,
- Employees are entitled to a minimum of 2 weeks paid bereavement leave if their spouse or partner gives birth to a stillborn child after 24 weeks of pregnancy
- Bereavement leave must be taken within 56 weeks of the child's death

 Further guidance can be found in the [Holiday and Other Leave Policy and Support Pack](#) (Human Resources > Absence > Holiday and other leave)


 Further guidance on supporting an employee through a miscarriage can be found in the [Moments that Matter guide](#) (Human Resources > Wellbeing > Moments that matter and wellbeing guides > Losing a baby).

1.5. What happens if the adoption leave is disrupted?

Adoption leave is disrupted if it has started but:

- You are notified that the placement will not take place.
- The child is returned to the adoption agency after placement; or
- The child dies after placement.

In such an instance, entitlement to paternity leave and pay are unaffected. If the child has died after placement, you are also entitled to a minimum of 2 weeks paid bereavement within 56 weeks of the child's death.

 Further guidance can be found in the [Holiday and Other Leave Policy and Support Pack](#) (Human Resources > Absence > Holiday and other leave).

2. Neonatal care and leave

You'll be supported with a period of additional leave if your baby must spend time in neonatal care.

2.1. To be eligible for NCL your baby must have

- Been placed into neonatal care within 28 days of being born (counting from the day after your baby is born) and care must continue for a period of at least 7 consecutive days (beginning on the day after neonatal care starts).
- Medical care includes:
 - Medical care received in hospital, including treatment in a special care baby unit (SCBU), local neonatal unit (LNU) or neonatal intensive care unit (NICU).
 - Medical care received elsewhere following discharge from hospital. Such care must be under the direction of a consultant and includes ongoing monitoring and visits to the child by healthcare professionals.
 - Palliative or end of life care.
- Any medical care that doesn't fall within the definitions outlined above or that doesn't fall within the first 28 days of the baby's birth won't qualify for NCL.

Additionally, you must have primary caring responsibilities for the baby.

2.2. Length of neonatal leave

- The length of NCL will be dependent on how long your baby receives neonatal care but is capped at a maximum of 12 weeks.
- You can take one week of leave in respect of each week your baby receives neonatal care without interruption. The week begins on the day after care started.
- For parents with twins or other multiple births, NCL can't be claimed in respect of babies who are receiving care at the same time. For example, if both twins received care for 6 weeks, you're only able to take 6 weeks of leave.

2.3. When and how can leave be taken

- Any leave must be taken within 68 weeks of your baby's birth.
- NCL should be taken immediately after your planned family leave ends so that the time your baby has had to spend in neonatal care is compensated for. This will also support the Group operationally in providing cover during your time away, e.g. through a single secondment.

- If an employee isn't already on family leave whilst the baby is in neonatal care (e.g., paternity leave has run out while your baby is still in the hospital), legislation provides for flexibility and reduced notice requirements. As a result, there is a distinction between the time NCL is used. This is referred to as tier 1 or tier 2 periods.
- If NCL is taken whilst your baby is receiving care (and up to a week post discharge), this will be classed as a tier 1 period. Tier 1 leave can be taken in non-continuous blocks of a minimum of one week at a time. Tier 1 leave ends on the 7th day after the day your baby stops receiving neonatal care.
- All other NCL falls within the tier 2 period and must be taken in one continuous block. There is no option to take more than one period of NCL in the tier 2 period.

2.4. Giving notice

- In line with other family leave, you're expected to provide notice of your intention to take NCL and the required length of notice differs depending on when leave is taken.
- For tier 1 leave (leave taken when your baby is still receiving care), notice must be given before you are due to start work on your first day of absence in that week. Where this isn't reasonably practicable, you must give as much notice as soon as reasonably possible.
- For a single week of tier 2 leave, notice must be given no later than 15 days before the first day of NCL.
- For two or more consecutive weeks of tier 2 leave, notice must be given no later than 28 days before the first day of NCL leave.

2.5. Pay during NCL

You'll continue to receive your full Value Account during your NCL up to the NCL maximum of 12 weeks.

2.6. Requesting NCL

All requests for NCL must be logged on Workday.

2.7. Additional information about NCL

- In the very sad circumstances where a baby dies after NCL has accrued, you're still able to take the leave.
- If you're taking over 6 weeks of continuous NCL, you'll be given additional support should a redundancy situation arise. This is similar to the support given to colleagues who face a redundancy situation whilst on maternity leave, the details of which can be found in the redundancy policy and support pack. Further information can be found in [section 4](#).

3. Line managers: How to manage paternity leave

To manage a paternity leave application, it's your responsibility to read and follow the guidance in this paternity leave policy.

- Ensure your employee understands the differences between paternity leave and partner leave and that they are only entitled to take one type of leave
- Ask your employee to go to Workday to submit their requested dates of leave, if you approve you must enter the child's date of birth before the leave can begin
- Consider whether your team are able to cover essential work for the period of absence and any impact on the customer

- Additional leave can be taken from the employee's annual holiday entitlement or in the form of parental or shared parental leave if you approve this. It needs to be submitted and approved on Workday.
 - Apply the policy fairly and consistently.

4. Restructures and Paternity Leave



Further information on the full redundancy process when eligible for Reg 10 protection can be found in our [Redundancy Policy and Support Pack](#) (Human Resources > Working Here > Leaving the bank > Redundancy > Redundancy Policy and Support Pack).

5. Further information and support is available

5.1. Wellbeing Hub

Our [Wellbeing Hub](#) (Human Resources > Wellbeing) provides a range of useful information including details of our Employee Assistance Programme which offers 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.

There's also useful information on the Hub in the Family and carers zone, including support through our HomeLife Employee Led Network.