Shared Parental Leave Policy & Support Pack

NatWest Group

Last update: 6 April 2026

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, Northern Ireland and Isle of Man.**

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

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

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 these symbols to help you navigate the policy:

Highlights further information or a specific action for employees and line managers.

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.

Information Classification - Restricted

Contents

1. Shared Parental Leave explained 4
1.1. What is Shared Parental Leave? 4
1.2. Shared Parental Leave or Partner Leave 4
1.3. Who is eligible for Shared Parental Leave? 4
1.4. Length of leave and how it can be taken 5
1.5. When can Shared Parental Leave start? 5
1.6. Notice of intention to take Shared Parental Leave 6
2. Pay during Shared Parental Leave 6
2.1. Pay definitions 6
2.2. Shared Parental Leave Pay in Great Britain and Northern Ireland 7
2.3. Shared Parental Leave Pay in Isle of Man 11
2.4. Pay related Q&A 11
2.5. Discretionary performance bonus 12
2.6. Sharing in success 12
3. Benefits during Shared Parental Leave 13
3.1. NatWest Group Benefits – general principles 13
3.2. NatWest Group Benefits – Treatment of charges for your benefit elections 13
4. Further information for before, during & at the end of Shared Parental Leave 17
4.1. Before Shared Parental Leave 17
4.2. During Shared Parental Leave 17
4.3. After Shared Parental Leave 19
5. Neonatal care and leave 22
5.1. To be eligible for NCL your baby must have 22
5.2. Length of neonatal leave 22
5.3. When and how can leave be taken 22
5.4. Giving notice 23
5.5. Pay during NCL 23
5.6. Requesting NCL 23
5.7. Additional information about NCL 23
6. Disruption to Shared Parental Leave 23
7. Restructures and Shared Parental Leave 24
7.1. Regulation 10 (Reg 10) protection 24
7.2. Consultation 24
7.3. Redundancy payments 24
8. Supporting working parents 25
8.1. Onsite nursery 25
8.3. Wellbeing Hub 25
8.4. Other supporting policies 25

Information Classification - Restricted

1. Shared Parental Leave explained

1.1. What is Shared Parental Leave?

- Shared Parental Leave is a legal entitlement allowing mothers and adoptee parents to share their Maternity Leave or Adoption Leave with the other parent.
- Shared Parental Leave can only be used during the first year following birth or Adoption.
- Any Shared Parental Leave not taken by the first birthday or first anniversary of placement for Adoption is lost.
- Shared Parental Leave works by the eligible mother or adopter ending their Maternity or Adoption Leave early (i.e. before they've used the full 52 week entitlement) and converting this into Shared Parental Leave.
- This is referred to as 'curtailing' Maternity or Adoption Leave. Providing notice to curtail Maternity or Adoption Leave is binding and can only be reversed in very limited circumstances.
- The untaken weeks of Maternity or Adoption Leave are then called Shared Parental Leave and this leave can then be shared between both parents, up to a maximum of 50 weeks.
- The mother must take the first two weeks of Maternity Leave as the first 2 weeks of Maternity Leave is compulsory for the new mother under legislation.
- The other parent can share Maternity or Adoption Leave in the form of Shared Parental Leave, whether they work for NatWest or not.

1.2. Shared Parental Leave or Partner Leave

- Partner Leave is also available to employees of NatWest, which allows the parent not taking Maternity or Adoption Leave to take up to 52 weeks of leave, with a portion of this time fully paid (subject to eligibility).
- Unlike Shared Parental Leave, this does not require parents to share any part of Maternity or Adoption Leave.

You'll find further information in our Partner Leave Policy (Human Resources > Absence > Partner Leave).

1.3. Who is eligible for Shared Parental Leave?

Shared Parental Leave can be taken by:

- The parent taking Maternity/Adoption Leave, and
- Their spouse, civil partner, or partner, or
- The father of the child.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for Adoption.

If your circumstances change whilst you're on Shared Parental Leave, and you no longer consider yourself to be sharing the main responsibility for the care of the child, you must inform your line manager as soon as possible as this may impact your eligibility for leave under this policy.

In addition, to be eligible to take Shared Parental Leave you must meet **all** the criteria below:

Information Classification - Restricted

- The mother/adopter of the child must be (or must have been) entitled to Maternity/Adoption Leave or must be (or must have been) entitled to Statutory Maternity/Adoption pay or Maternity allowance for the child,
- They must also have ended or given notice to end their Maternity/Adoption Leave,
- The employee taking Shared Parental Leave must have a minimum of 26 weeks service with the Group at the end of the 15th week before the child's expected due date/the week in which the employee/employee's partner is notified of having been matched with a child for Adoption,
- The employee must be working for the Group the week before the start of the period of Shared Parental Leave,
- The employee taking Shared Parental Leave must meet the 'employment and earnings test'. This means that in the 66 weeks leading up to the child's expected due date/matching date they have worked for at least 26 weeks and earned an average weekly amount which is set by the government in any of 13 of those weeks.

We expect our employees to give honest and accurate information regarding Shared Parental Leave and entitlement to payments relating to shared parental leave.

If an employee fraudulently or negligently gives incorrect information, makes a false declaration and/or provides false documents, this may be considered Gross Misconduct. Gross Misconduct may justify dismissal without notice and without previous warnings.

1.4. Length of leave and how it can be taken

- You're able to take up to 50 weeks Shared Parental Leave during the child's first year in the family.
- Shared Parental Leave must be taken in a continuous block of unbroken leave. Requests for discontinuous leave where you take a period of Shared Parental Leave, return to work for a few weeks and then take a further period of Shared Parental Leave won't be accepted.
- Parents can use it to take time off at the same time or can take separate periods of leave, as long as the total number of weeks taken altogether by both parents does not go over 52 weeks in total. For example, when both parents take a week of Shared Parental Leave off together, this counts as two weeks of leave in total.

1.5. When can Shared Parental Leave start?

- For the mother, Shared Parental Leave can be taken after the two weeks of compulsory Maternity Leave which needs to be taken immediately following the birth.
- For the parent taking Adoption Leave, Shared Parental Leave can be taken after at least two weeks of Adoption Leave.
- The father/partner/civil partner/spouse can take Shared Parental Leave immediately after the birth/placement of the child if the parent taking Maternity/Adoption Leave has given binding notice to end this (the mother or parent taking Adoption leave may still be on compulsory Maternity/Adoption leave).
- Paternity leave can also be taken either before or after their period of Shared Parental Leave.
- Shared Parental Leave can start on any day of the week and can only be taken in complete weeks.

You'll find further information in our Paternity Leave Policy (Human Resources > Absence > Paternity Leave).

Information Classification - Restricted

1.6. Notice of intention to take Shared Parental Leave

1.6.1. Giving notice

- Notice must be given at least 8 weeks before the start of your requested Shared Parental Leave.
- You'll need to notify the Group you meet the eligibility criteria for Shared Parental Leave through completing the Shared Parental Leave Declaration Form.
- The other parent (whether they work for the Group or not) also signs the declaration.

Action for employees
Complete the Shared Parental Leave Request Form (Human Resources>Absence> Shared Parental Leave>Tools to help).

- You'll also need to submit your leave request on Workday.
- An employee can submit three notices to request a period of Shared Parental Leave. Any change to a period of Shared Parental Leave already booked counts as one of the three notices.

1.6.2. If you change your mind about when Shared Parental Leave starts

- If you change your mind about when you want your Shared Parental Leave to start you can do this by giving 8 weeks' notice of the change.
- A change of date or cancellation of Shared Parental Leave counts as one of your three notices to request Shared Parental Leave (unless it's a change because the baby is born early).

Action for line managers
Where there's a change of start date, you'll need to update the employee record in Workday to ensure there are no impacts, for example to pay and benefits.

2. Pay during Shared Parental Leave

2.1. Pay definitions

In this section, we'll refer to different pay related terminology and criteria. To support your understanding, here's a list of these key definitions:

- **Qualifying Week (QW):** 15 weeks before your Expected Week of Childbirth (EWC).
- **Set Period:** These are the 2 pay months before the qualifying week. We use this period to calculate your average weekly earnings.
- **Average weekly earnings:** This is all earnings paid through payroll in the set period which are subject to National Insurance (NI) contributions.
- **Statutory Shared Parental Pay (ShPP) Great Britain & Northern Ireland:** Weekly Shared Parental Leave payment set down by the Government which is reviewed on an annual basis. This is subject to length of service and earnings criteria set by HMRC.
- **Occupational Shared Parental Pay (OShPP):** Shared Parental Leave pay enhanced by the Group for all eligible employees. In **Great Britain & Northern Ireland** any enhanced Group payments are always inclusive of ShPP. In **Isle of Man** any enhanced Group payments will be less maternity allowance.
- **Full Value Account:** Your Value Account is made up of three elements, (1) salary, (2) pension funding and (3) benefit funding (for employees at Grade C and above).

Information Classification - Restricted

2.2. Shared Parental Leave Pay in Great Britain and Northern Ireland

2.1. I'm on/going on Maternity Leave/Adoption Leave with the Group, and I want to share this with my partner who works outside of the Group

Statutory Shared Parental Pay

Length of Service	Other eligibility criteria	What and when you're paid if you take shared parental leave
You have 26 weeks or more 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. Please see the HMRC website for current rates. You must still be employed by the Group one week before the start of shared parental leave. Your partner needs to meet the 'employment and earnings test'.	In these circumstances you may only qualify for statutory maternity or adoption pay or Maternity Allowance for up to 39 weeks. Please see the Maternity Leave support pack or the Adoption leave support pack for more information. **Week 1-2** • Two weeks of compulsory Maternity/Adoption Leave must be taken before any leave can be shared in the form of shared parental leave. **Weeks 3 – 39** • You can convert your Maternity leave/Adoption leave to Shared Parental Leave from this point forward. • Any remaining weeks may be available as Statutory Shared Parental Pay (ShPP) between parents. • The ShPP amount is a rate set by the government. **Weeks 40 – 52** • Once ShPP has exhausted, the remaining unpaid leave may be shared between parents. Pension Funding and Benefit Funding (where applicable) will not be paid during periods of ShPP or unpaid leave.

Information Classification - Restricted

Occupational Shared Parental Pay

Length of Service	Other eligibility criteria	What and when you're paid if you take shared parental leave
You have 26 weeks or more continuous service by the end of the qualifying week	Earnings over the *Lower Earnings Limit for National Insurance in the 8 weeks leading up to and including the qualifying week. Please see the HMRC website for current rates. You must still be employed by the Group one week before the start of shared parental leave. Your partner needs to meet the 'employment and earnings test'.	In these circumstances you may qualify for OMP/OAP. Please see the Maternity Leave support pack or the Adoption leave support pack for more information. **Week 1-2** • Two weeks of compulsory Maternity/Adoption Leave must be taken before any leave can be shared in the form of shared parental leave. **Weeks 3 – 24 (26 in Northern Ireland)** • You can convert your Maternity leave/Adoption leave to Shared Parental Leave from this point forward. **Weeks 25 – 39 (27 – 39 in Northern Ireland)** • Once OMP/OAP or OShPP has exhausted, ShPP is available to be shared, up to 39 weeks. • The ShPP amount is a rate set by the government. **Weeks 40 – 52** • Once ShPP has exhausted, the remaining unpaid leave may be shared between parents. Pension Funding and Benefit Funding (where applicable) will continue while OShPP is paid, but will not be paid during periods of ShPP or unpaid leave.

Information Classification - Restricted

2.2. My partner is on/going on Maternity leave/Adoption leave and they want to share this with me

Statutory Shared Parental Pay (ShPP)

Length of Service	Other eligibility criteria	What and when you're paid if you take shared parental leave
You have 26 weeks or more continuous service by the end of the qualifying week	Earnings over the *Lower Earnings Limit for National Insurance in the 8 weeks leading up to and including the qualifying week. Please see the HMRC website for current rates. You must still be employed by the Group one week before the start of shared parental leave. Your partner needs to meet the 'employment and earnings test' too.	If the mother only qualifies for statutory maternity or adoption pay or Maternity Allowance for up to 39 weeks: **Week 1-2** • Two weeks of compulsory Maternity/Adoption Leave must be taken before any leave can be shared in the form of shared parental leave. **Weeks 3 – 39** • Your partner can convert their Maternity leave/Adoption leave to Shared Parental Leave from this point forward. • Any remaining weeks may be available as Statutory Shared Parental Pay (ShPP) between parents. • The ShPP amount is a rate set by the government. **Weeks 40 – 52** • Once ShPP has exhausted, the remaining unpaid leave may be shared between parents. Pension Funding and Benefit Funding (where applicable) will not be paid during periods of ShPP or unpaid leave.

Information Classification - Restricted

Occupational Shared Parental Pay

Length of Service	Other eligibility criteria	What and when you're paid
You have 26 weeks or more continuous service by the end of the qualifying week	You and your partner have earnings over the *Lower Earnings Limit for national insurance in the 8 weeks leading up to and including the qualifying week. Please see the HMRC website for current rates. You must still be employed by the Group one week before the start of shared parental leave.	**In the first instance, you should see if partner leave is going to be a better option for you. Partner leave provides 52 weeks leave, with a portion of this paid in full, and it doesn't have to be shared between parents.** **Week 1-2** • Two weeks of compulsory Maternity/Adoption Leave must be taken by your partner before any leave can be shared in the form of shared parental leave. **Weeks 3 – 24 (26 in Northern Ireland)** • Your partner can convert their Maternity leave/Adoption leave to Shared Parental Leave from this point forward. NatWest offer up to 22 weeks' OShPP, minus any enhanced Maternity pay weeks already taken by the mother/primary adopter (not including the compulsory weeks). **Weeks 25 – 39 (27 – 39 in Northern Ireland)** • Once OShPP has exhausted, ShPP is available to be shared, up to 39 weeks. • The ShPP amount is a rate set by the government. **Weeks 40 – 52** • Once ShPP has exhausted, the remaining unpaid leave may be shared between parents. Pension Funding and Benefit Funding (where applicable) will continue while OShPP is paid, but will not be paid during periods of ShPP or unpaid leave.

The above treatment applies if your partner works for the Group or outside of the Group.

Information Classification - Restricted

2.3. Shared Parental Leave Pay in Isle of Man

Length of Service	Other eligibility criteria	What and when you're paid if you take shared parental leave
You have 26 weeks or more continuous service by the end of the qualifying week	You must still be employed by the Group one week before the start of shared parental leave. The employee taking shared parental leave must meet the 'employment and earnings test'. This means that in the 66 weeks leading up to the child's expected due date/matching date they have worked for at least 26 weeks and earned an average of £30 a week in any of 13 of those weeks.	You're able to take up to 50 weeks shared parental leave during the child's first year in the family. **Week 1-2** Two weeks of compulsory Maternity/Adoption Leave must be taken before any leave can be shared in the form of shared parental leave. After week 2, Maternity /Adoption leave can be converted in to shared parental leave. **Weeks 3 – 24** Subject to eligibility and transfer of leave and pay from the parent taking Maternity/Adoption Leave, up to 22 weeks of Occupational Shared Parental Pay (OShPP) may be available. OShPP is paid at 100% of salary (less Isle of Man Maternity Allowance). This is also reduced by any enhanced pay received by the other parent. **Weeks 25 – 52** This is unpaid leave and 28 weeks can be shared in the form of shared parental leave. Pension and benefit funding (where applicable) continue during paid OShPP but will not be paid during unpaid SPL.

2.4. Pay related Q&A

2.3.1. How are payments for Shared Parental Leave paid?

- ShPP and OShPP are calculated on a weekly basis, paid on the normal salary date and can start on any day of the week (including a Saturday or a Sunday).
- ShPP and OShPP are paid on the number of calendar days in the month. This means payments can differ on a month to month basis depending on the number of calendar days in the month. For example, February's pay may be less than the pay you received in January because it's a shorter month.
- It isn't possible for the Group to pay your ShPP or OShPP in any other format other than what is outlined in the tables above. For example, we can't spread 24 weeks' pay over 12 months.

2.4.2. What happens if I get a pay rise before or during Shared Parental Leave?

If you're eligible for OShPP any pay rise will be reflected in Shared Parental Leave pay.

2.4.3. How do I access payslips whilst on shared parental leave?

While you're on Shared Parental Leave, paper payslips will be sent to your home address. Payslips will remain accessible via Workday, you can download the Workday App to your personal device for convenient digital access during your leave.

Information Classification - Restricted

2.4.4. How do I access payslips whilst on shared parental leave?

- Paper payslips will be sent to your home address whilst on you're on Maternity Leave.
- Payslips also remain available on Workday. You may want to download the Workday App on to your personal device so you can access your payslips digitally whilst you're off.
- If you receive an additional payslip at the end of the month, this is usually because you've had a pay correction processed.

2.4.5. What happens if I leave the Group?

- If you leave the Group at any point during your Shared Parental Leave, you'll not be expected to pay any Shared Parental Leave pay back.
- If you're only eligible for ShPP, payment of the outstanding amount at your leaving date will be paid in your final salary as a lump sum.
- If you're eligible for OShPP, and you resign, the balance of any ShPP only will be paid in your final salary as a lump sum.
- If you're made redundant whilst on Shared Parental Leave, refer to the Restructures and Shared Parental section.

2.4.6 Will an employee be eligible for OShPP if they fall pregnant again/adopt again whilst on Shared Parental Leave?

- Eligibility criteria is the same for every pregnancy/adoption and will depend on length of service, earnings and additional eligibility criteria as outlined in this policy.
- We won't be able to confirm eligibility to Shared Parental Leave until the leave is keyed on to Workday.

2.5. 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 Shared Parental Leave payments at that time.
- Any bonus will be paid on the defined payment date according to the bonus payment schedule.

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.

2.6. Sharing in success

- If you're eligible for a Sharing in Success award (i.e. have demonstrated satisfactory performance during the year and are employed by the Group on the last working day of the year), if you've not resigned before the date of the grant, you'll be told of any award due as soon as it's known.
- If you resign and leave the Group before the date of grant, you won't receive an award.
- The award will be paid on the defined payment date regardless of whether you're receiving Shared Parental Leave payments at that time.
- Prior to your period of leave you should update your contact details with EquatePlus to receive emails to your personal email address. You can access EquatePlus at any time from your personal device.

Information Classification - Restricted

You'll find further information on sharing in success on our Human Resources pages accessed through Human Resources > Pension and benefits > Benefits > Sharing in Success.

3. Benefits during Shared Parental Leave

3.1. NatWest Group Benefits – general principles

- Before and during Shared Parental 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 Shared Parental Leave, you'll be able to change some of your elections within 30 days of the end of your Shared Parental Leave and you'll be able to participate in the next Annual Election Window (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're 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 OShPP (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 ShPP or are not in receipt of your Value Account (i.e., nil pay):

- The Group will cover the charges associated with your pension and benefit elections during this period and will not pass any charges against your statutory payment.
- 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.

You can find out which benefits are subject to tax and National Insurance by visiting the Benefits Hub accessed through Human Resources > Pensions and benefits > Benefits Hub.

Information Classification - Restricted

Benefit	Treatment of benefit
Private Medical Cover	• Your Private Medical Cover benefit will continue whilst you're on Shared Parental Leave. • If you want to add your baby/child to your cover, this should be done within 60 days after the birth of your child. This can be done via the Benefits Hub (or if accessing from home you can log into nwg.tbs.aon.com) > select Update my Benefits > Benefits you might be able to change. You'll need to add your child as a dependent first before linking them to cover, this can be done by selecting Manage dependants on the Update my Benefits page. • Please note changes are subject to price changes and cover will only start on the 1st of the month after the request is completed. • The next opportunity you'll have to add your baby/child to cover is within 30 days of your Return to Work or you'll need to wait until the next Annual Election Window.
Job Need Cars	• You can keep your car during Shared Parental Leave and continue to pay the benefit in kind tax liability on it. • If you want to return it, you'll need to contact Novuna on 0343 3519110 to arrange for the car to be collected.
Company Car	• Your Company Car benefit will continue whilst you're on Shared Parental Leave. • You'll continue to pay the monthly charges and the benefit in kind tax as usual.
Staff Group Assurance	• Cover will continue during Shared Parental Leave and the charge for your Staff Group Assurance will be made against any elements of pay you receive. • If you don't receive enough pay to cover the cost the Group will pay the shortfall.
Annual Leave	• 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 Shared Parental Leave. • You can take all or part of these entitlements before your leave starts. • Alternatively, you may want to end your leave early and take all or part of your holiday entitlement before returning to work. You should discuss and agree holiday arrangements with your line manager before Shared Parental Leave starts. • Any contractual (annual leave) or Bank Holidays not taken before Shared Parental Leave starts will carry forward to the next leave year. There's no limit on the days you can carry forward if there is not sufficient time remaining in the leave year for you to take all the holidays you accrued during your Shared Parental Leave. • However, except for 5 days, these holidays must be taken immediately after your Shared Parental Leave. 5 days can be taken at any time in the new leave year, as per the normal rules for holiday carry over. • You must discuss and agree holiday arrangements with your line manager before your Shared Parental Leave starts to ensure the business can plan for the full length of time you're away.

Information Classification - Restricted

Shopping Cards	• Your Shopping Card benefit will continue whilst you're in receipt of your full Value Account and will stop once this ends. • You can still top up your shopping card using your debit card via the 'bYond' app or by phone on 0344 800 6435. • Sometimes it may not be possible for the Group to stop these credits immediately before Shared Parental 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. • 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: www.perksatwork.com.
Life Cover	• Your Life Cover Benefit will continue whilst you're on leave. • With the new addition to the family, you may want to think about updating your 'nominations of beneficiaries' form. • Details of our pension websites are on our pension intranet pages (Human Resources>Pensions and benefits>Pensions and retirement savings> Retirement savings).
Spouse/Partner Life Assurance	Your spouse/partner Life Assurance benefit will continue whilst you're on leave.
Disability Cover	Your Disability Cover benefit will continue whilst you're on leave.
Critical Illness Insurance	• Your Critical Illness Insurance benefit will continue whilst you're on leave. • Any children under 18 are automatically added to your cover, you don't need to take any action.
Personal Accident Insurance	• Your Personal Accident Insurance benefit will continue whilst you're on leave. • Any children under 21 are automatically added to your cover, you don't need to take any action.
Dental Insurance	• Your Dental Insurance benefit will continue whilst you're on leave. • Your Dental Insurance benefit will continue whilst you're on Shared Parental Leave. If you want to add your baby/child to your cover, this should be done within 60 days after the birth of your child, or you'll need to wait until the next Annual Election Window. This can be done via the Benefits Hub (or if accessing from home you can log into nwg.tbs.aon.com) > select Update my Benefits > Benefits you might be able to change. You'll need to add your child as a dependent first before linking them to cover, this can be done by selecting Manage dependants on the Update my Benefits page.
Health Assessment	Your Health Assessment benefit will continue whilst you're on leave.
Bike to work	• Your Bike to work benefit will continue whilst you're on leave. • 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.
Holiday buy	Your Holiday buy benefit will continue whilst you're on leave.

Information Classification - Restricted

Defined Benefit (DB) Pension Plan & Retirement Savings Plan	If you're in the DB Pension Plan or making contributions to the Retirement Savings Plan, your membership will be unaffected during Maternity Leave and, unless you elect otherwise, your contributions will continue at the same level.

Save as You Earn (ShareSave)	**Existing Plans**
	• Subject to the rules of the plan, during leave you can:
	  • Continue to make monthly payments to any existing ShareSave contracts by payroll deduction if you have sufficient pay; or
	  • 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 and to advise Payroll to suspend deductions from your pay using the online form detailed below; and
	  • Take up any new ShareSave offers (subject to terms applying).
	  • Under the UK ShareSave plan employees can choose to take a payment holiday of up to a maximum of 12 payments by contacting Payroll via an online "ShareSave Payroll Instruction - Payment Suspension" form, HR > Pensions and benefits > Benefits > Shares > ShareSave.
	Note: Suspending payments 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, you will lose the right to buy NatWest shares.
	• If you want to reinstate payment through your pay, you should contact both Computershare and Payroll one month before you wish your payment to be taken by Payroll.
	New plans
	• All Sharesave offers are subject to approval by the Board and there is no guarantee that ShareSave will operate in any given year.
	• Once details of a ShareSave offer are announced, a ShareSave invitation letter will be posted to your home address from Computershare. You'll need to ensure your personal home address and contact details are kept up to date on their EquatePlus account.
	Further information regarding ShareSave can be found on the Share Plan Hub.

Buy as You Earn (BAYE)	• Your monthly contributions will continue, and you can contribute between £5 and £150 per month or up to 10% of your gross monthly pay whichever is lower. • 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. • Subject to the rules of the plan, 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. • To amend or stop payments, you'll need to log into your EquatePlus account, go to the "Buy As You Earn" tile on the homepage and click on the "Amend your Contribution" button. Further information regarding BAYE can be found on the Share Plan Hub.

Information Classification - Restricted

4. Further information for before, during & at the end of Shared Parental Leave

4.1. Before Shared Parental Leave

4.1.1. Performance management

A performance check in should be completed before you start Shared Parental Leave. It's a good idea to capture the key points from the check in conversation in Workday via the check in conversation template. You can find out more information about meaningful check-ins on the Beyond Hub.

4.1.2. Nominating a buddy

- You should nominate a buddy to help you keep up to date with any significant news happening in your business whilst you're on leave.
- A buddy is another colleague who will act as a point of contact and someone you're comfortable with contacting you outside of work.
- A buddy isn't there to replace your line manager, and you'll still need to ensure you stay connected to your line manager throughout your leave. You'll find further information on keeping in contact with your line manager during leave here.

Further information on the role of a buddy can be found in the Buddy Support Pack (Human Resources > Absence > Shared Parental Leave > Things to know). The support pack includes a form you'll need to complete together with your buddy confirming your contact details and agree a method of/frequency of contact during your leave.

4.1.3 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 Maternity Leave.
- For example, basic access to work systems would include access to the Intranet, Engage, Ask Archie, NatWest Group Benefits, Oracle, Fieldglass and Planview.
- Your line manager can arrange your agreed systems access using the usual ServiceLine Express process under 'Manage my Teams Access'.
- You can also download the Workday and Ask Archie App onto either your corporate or personal device.

Information for line managers

Arrange any access that is to be retained during the employee's maternity leave by using 'Manage my Teams Access' on ServiceLine Express.

4.2. During Shared Parental 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'd like to have with your line manager, and how you'd like them to keep in contact (e.g., calls, emails, or texts).

Information Classification - Restricted

- Your line manager will keep you informed of any business changes that take place during your leave, including if your team/business goes through a restructure. You'll find further information on this process here.
- If there are changes while you're on leave, you'll be sent all the relevant communications.

Information for employees

You must ensure all your contact details are up to date in Workday so that you're easily contactable as agreed with your line manager.

4.2.2. Shared Parental Leave in Touch (SPLIT) Days

What are SPLIT days?

- SPLIT days can be used for any activity which would ordinarily be classed as work during Shared Parental Leave. For example, attending a conference, attending training or attending a call about team structure changes, including redundancy conversations.
- Both virtual and in person attendance count as a SPLIT day.
- There are up to 20 SPLIT days available to each parent taking Shared Parental Leave and these are in addition to any Keeping in Touch days (KIT days) taken during Maternity or Adoption Leave.
- SPLIT 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. For example, meeting your manager or team for coffee or lunch together would not be considered a SPLIT day.
- SPLIT days can only be used whilst on Shared Parental Leave. They can't be used during any holidays immediately before or immediately after Shared Parental Leave.
- SPLIT 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 SPLIT day/s, you do so without any detriment.
- You and your line manager should agree when the SPLIT day/s happen and what work is to be done on these days.
- The treatment of SPLIT days varies depending on where you're based.
- When planning a SPLIT day, you won't be able to log into any systems (other than those already available to you during your Shared Parental Leave).
- Any work done on an agreed SPLIT day will count as a whole SPLIT 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 SPLIT day.
- SPLIT days are the only work you're able to undertake during Shared Parental Leave. You can't take up another job during your Shared Parental Leave.

Payment for SPLIT days

- The pay that you receive for a SPLIT day depends on whether you're receiving OShPP or ShPP and the table below outlines payment details:

If you're receiving…	You'll be paid…
OShPP	No additional payment will be made for the SPLIT Day
ShPP	Normal hourly rate
No pay	Normal hourly rate

- Payment for any agreed SPLIT 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 SPLIT Day in the month that it was worked.

Information Classification - Restricted

- You will be paid for 7 hours even if less hours are worked during the SPLIT Day.
- Your line manager will process the SPLIT day payment through Workday.

Information for line managers

You'll need to make a request for payment for a SPLIT 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.

4.2.3. Group communications during Shared Parental Leave

During your Shared Parental Leave you can expect to receive some standard items of communication as outlined below:

Communication	When	How
Payslips	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

4.3. After Shared Parental Leave

4.3.1. Notice to return to work

You must provide at least 8 weeks' notice of your intention to return to work.

Information for line managers

If an employee wants to return to work earlier than the original date on Workday, you'll need to update Workday to reflect the new return date. You can find help on how to do this at Human Resources > Workday Help > Absence > How to return a colleague from extended leave.

4.3.2. Returning to work – general principles

- Under GB legislation, where less than 26 weeks of leave has been taken (including Maternity, Paternity, Adoption or Parental Leave), you're entitled to return to the same job on the same terms and unless a redundancy situation has arisen.
- If you've taken more than 26 weeks of leave (including Maternity, Paternity, Adoption or Parental Leave) or the last of two or more consecutive periods of leave includes Parental Leave of more than four weeks, additional Maternity Leave or additional Adoption Leave, you're entitled to return to the same job unless it's not reasonably practicable, or a redundancy situation has arisen.

Information Classification - Restricted

Refer to the Redundancy Policy and Support Pack for information on redundancy situations (Human Resources > Working here > Leaving the bank > Redundancy).

4.3.3. Phase back

- The option to phase back after Shared Parental Leave can help the transition back to work, especially where you've taken a prolonged period 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 Shared Parental Leave taken. For example, if you only take two months of Shared Parental Leave, we wouldn't expect you to need 12 weeks to phase back.
- Where the employee and their partner both work for the Group and share leave, the total phase back between them both should not exceed 12 weeks.
- During phase back, you'll work reduced hours over a set period, and you'll receive your full Value Account during this time. If one employee takes 5 months Maternity leave, the other employee takes 6 months shared parental leave, the combined total phase back between both partners is 12 weeks.
- 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.
- For the purpose of assessing performance, you're classed as having returned to work as soon as your Shared Parental Leave ends.
- If you need to take holiday during your agreed phase back period, you only need to book off the days that you're expected to be working. For example, if you're phasing back and are currently only working Monday and Tuesday of a full week, but you want to take annual leave for that full week, you will only need to book off Monday and Tuesday.

4.3.4. Return to work meeting

A return to work meeting between you and your line manager should be **held one month 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 other 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 and Support Pack (Human Resources > Working here > Life balance > Flexible working).

Information Classification - Restricted

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.

4.3.6. What if you can't return to work?

If for medical reasons, you're unable to return to work on the day you planned you must follow the normal sickness absence procedures as outlined in the Sickness Absence Policy and Support Pack (Human Resources > Absence > Sickness Absence).

4.3.7. What if childcare problems arise?

- If you encounter childcare problems when you return to work (e.g., your child or carer falls sick, or childcare arrangements fall through). If you have such problems, you may be entitled to Special Leave. The Holiday and Other Leave Policy and Support Pack provides further details on available leave.
- Alternatively, you may want to consider unpaid Parental Leave (depending on the length of leave required) and further information is available in our Parental Leave Policy (Human Resources > Absence > Parental Leave).

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

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

- Ensure the Shared Parental 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 and Support Pack accessed through Human Resources > Working here > Life balance > Flexible working.
- Any job changes must be processed in Workday, taking effect the day Shared Parental Leave ends. Where a period of holiday is taken immediately after Shared Parental 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 may include (remembering that some of these can take time to set up so ensure action is initiated in good time):

- Securing a desk, laptop and telephone if required.
- Re-activating e-mail accounts and systems access.
- Updates to car parking registrations.
- Arranging 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 their first day back and ask other team members to update the employee on any news, active projects, and anything else significant that you haven't already covered as part of your keeping in contact.

Information Classification - Restricted

4.3.8. What if the employee doesn't want to return to work?

If you decide not to return to work, you need to give the Group proper contractual notice by writing to your line manager. They will then return you to work on Workday and start the resignation process.

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.

5. Neonatal care and leave

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

5.1. To be eligible for NCL your baby must have

- Been born on or after the 06th April 2025.
- 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.

5.2. 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.

5.3. When and how can leave be taken

- Any leave must be taken within 68 weeks of your baby's birth.
- 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.

Information Classification - Restricted

- 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.

5.4. 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.

5.5. Pay during NCL

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

5.6. Requesting NCL

All requests for NCL must be logged on Workday.

5.7. 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.
- Should a redundancy situation arise when you are on neonatal care leave, you'll be given additional support. If you have returned from a period of neonatal care leave and have logged at least six weeks consecutive leave in Workday you'll be given additional support from the date of birth of the child for 18 months. 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 (HR> Working here> Leaving the bank > Redundancy > Redundancy policy and support pack).

6. Disruption to Shared Parental Leave

- If your child dies your entitlement to Shared Parental Leave that's already been booked is unaffected. You're also entitled to a minimum of 2 weeks paid bereavement to be taken within 56 weeks of the child's death.
- If the adoption of your child ends after being placed, your entitlement to Shared Parental Leave that's already been booked is unaffected.
- If your circumstances change and you no longer consider yourself to be sharing the main responsibility for the care of the child, you must inform your line manager as soon as possible.
- Your entitlement to Shared Parental Leave or shared parental pay may end and you may be expected to return to work within a timescale that is proportionate to the length of leave taken, and no later than eight weeks.

Information Classification - Restricted

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

7. Restructures and Shared Parental Leave

7.1. Regulation 10 (Reg 10) protection

Under legislation, you'll be supported under Reg 10 rules and our internal supporting process. These apply when:

- You are currently on a period of Shared Parental leave.
- You have returned from a period of Shared Parental leave and have taken at least six weeks consecutive leave. The period of cover is 18 months from the date of birth of the child/the child's placement for adoption.

7.2. Consultation

- If you're on a period of Shared Parental Leave, you'll be included in the consultation process, and you'll be put at risk alongside your colleagues.
- You'll be given the option to participate in the redundancy consultations as normal. This could involve your line manager:
    - Offering to meet you outside normal business hours.
    - Visiting you at home.
    - Consulting with you in writing.
- If you refuse to take part in the consultation process as normal, this will be documented, and your job may be selected for redundancy even if you can't participate in the consultation process.
- You'll be treated the same as all other employees in relation to any invitation to apply for voluntary redundancy.

The remainder of the process to be followed varies, depending on whether the redundancy situation arises as a result of a restructuring or a headcount reduction.

Further guidance on the redundancy process during Shared Parental Leave can be found at Human Resources > Working Here > Leaving the bank > Redundancy > Redundancy Policy and Support Pack.

Information for line managers

If your employee has been served notice and is due to return from their leave, email the team at ~ Transitions – GB Restructures to remove the pending Workday action. You should then follow the return from extended leave actions in Workday and confirm back to the Redundancy Team once complete.

7.3. Redundancy payments

- Payment of outstanding ShPP and OShPP, up to the end of the Shared Parental Leave period, will be made to eligible employees who leave the Group early due to Voluntary Redundancy (VR) or Compulsory Redundancy (CR).
- This will be paid in a lump sum in the month you leave the Group.
- Eligible employees will receive a payment which will include:

Information Classification - Restricted

- Group redundancy pay.
- Any balance of outstanding ShPP and OShPP. Pension funding and where applicable benefit funding may continue to be paid up to your exit date depending on what stage of leave you're in.
- Payment for any outstanding holidays. These will be paid based on base salary only (i.e. excluding any pension funding and if applicable benefit funding).
- Notice pay is inclusive of Shared Parental Leave pay during the notice period and should not be paid in addition to shared Parental Leave pay.

Information for line managers

Where an employee has been served notice:

- You should ensure that they receive full pay during the notice period, by arranging a top up of Shared Parental Leave pay to full pay if required.
- Any additional notice top up pay will be paid as a lump sum at the end of the notice period.

8. Supporting working parents

We offer a number of policies and products which provide further support for working parents, and this support is outlined below.

8.1. Onsite nursery

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

8.3. 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.

8.4. Other supporting policies

We have a number of policies that offer additional leave to support childcare responsibilities once you've returned from Shared Parental Leave. These are listed in the related content section of this policy.

Information Classification - Restricted