

Paternity Leave

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1. Introduction

This Paternity Policy (the “Policy”) applies to Productions affiliated with The Walt Disney Company Ltd. in the UK (collectively the “Production”).

The Policy applies to all cast and crew directly employed by the Production regardless of age, disability, race, ethnicity, religion or belief, sex, gender identity, gender expression or sexual orientation, whether married, in a civil partnership, pregnant or on maternity. It does not apply to loanouts, agency workers, self-employed contractors, consultants, volunteers, or those partaking in work experience.

The Policy does not form part of the Production’s Deal Memo or any other contractual terms, and we may amend it at any time.

Any information you provide to us about your health will be processed lawfully and in accordance with the Production’s Cast and Crew Data Protection Notice.

We endeavour to ensure all expectant parents are given support around the time of the birth or adoption of a child. This Policy outlines the statutory rights and responsibilities of cast and crew relating to paternity leave and pay.

2. Key terms

Expected Week of Childbirth (EWC)

The week, starting on Sunday, in which your doctor or midwife expects your child to be born

Expected Week of Placement (EWP)

In cases of adoption, the week, starting on Sunday, in which your placement is expected to begin

Engaged

For the use of this Policy, the term “engaged” refers to those who are directly employed by the Production as PAYE

MATB1

The maternity certificate, or form, which is provided to confirm a pregnancy and confirm the EWC

Qualifying Week

The 15th week before the EWC

Statutory Paternity Pay (SPP)

The statutory weekly rate of pay, or 90% of your average weekly earnings, whichever is lower

Supervisor

For the use of this Policy, the Supervisor is the person you report into regardless of their title

3. Eligibility

To be eligible for paternity leave you must have, or expect to have, responsibility for the upbringing of the child, and be either:

- The biological father
- The second biological parent
- Matched with a child by an adoption agency
- Second legal parent
- The spouse, civil partner or partner of the child's birth parent
- The spouse, civil partner or partner of the child's adopter

There is no minimum continuous engagement required to qualify for paternity leave.

4. Notification process

Please notify your Supervisor as soon as possible and at least 15 weeks before the EWC, or the week in which you are notified you have been matched with a child from the adoption agency or local authority.

Follow up any conversations you have with your Supervisor with written confirmation including the date on which you would like to start your paternity leave.

You must provide a declaration (previously called form SC3) to show that you are taking paternity leave to care for the child or support your spouse, civil partner or partner in caring for the child. This form can be found on the Government website: www.gov.uk.

5. Attending appointments

You can take unpaid leave to attend up to 2 antenatal appointments during this period with your partner, if you have a qualifying relationship with your partner or the child based on the eligibility criteria above.

An appointment could be to visit your GP pregnancy-related appointments, or antenatal or parenting classes if they've been recommended by a doctor or midwife. If you can, book for the start or at the end of the day and let your Supervisor know with as much notice as possible.

6. Paternity leave

Paternity leave can be taken for one or two weeks. If you are taking two weeks, they can either be taken consecutively or separately in one-week periods.

Your leave cannot start before the birth and must finish within 52 weeks of the birth (or due date, if the baby is early), or the date of placement.

Whilst you are eligible to take paternity leave from day one of engagement, you are required to provide notice at least 15 weeks prior to the EWC.

You must give 28 days' notice if you want to change your paternity leave start date.

7. Paternity pay

Based on your length of engagement, you may be entitled to receive SPP.

You will qualify for SPP if you meet the following criteria:

- You have been continuously engaged with us for at least 26 weeks by the Qualifying Week
- Your average weekly earnings during the 8 weeks ending with the Qualifying Week are not less than the lower earnings limit set by the Government each tax year
- You have complied with the Production notification process

SPP is paid at a prescribed rate set by the Government for the relevant tax year, or 90% of your average weekly earnings (whichever is lower).

If you commence employment with another company whilst receiving SPP from the Production, you must notify your Production People & Culture team.

8. Annual leave and bank holidays

You will continue to accrue annual leave whilst on paternity leave, which you are able to take at the beginning or end of your paternity leave if you wish. If you are unable to reasonably do so, you may be paid for unused annual leave in your first salary following your return from paternity leave.

You will also accrue your bank holiday allowance whilst on paternity leave, which may be taken at the end of your paternity leave. If you are unable to reasonably do so, you may be paid for any untaken bank holidays in your first salary following your return from paternity leave.

9. Miscarriage and stillbirth

In the unfortunate circumstance that a pregnancy ends in miscarriage or stillbirth before 24 weeks' pregnancy, any applicable leave will be considered compassionate leave.

If such miscarriage or stillbirth occurs after 24 weeks' pregnancy, then you are entitled to the full paternity leave outlined in this Policy.

10. Your pension

The Production will pay your employer contributions throughout your paternity leave, and while you are receiving SPP your personal deductions will continue at the same percentage as usual. The deductions will be based on the amount of any paternity pay you are receiving, unless you inform Payroll that you wish to make up any shortfall. Once SPP payments are over, these payments will stop.